



Student Organization Handbook

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Welcome from the Center for Student Involvement

The Student Organization Handbook is designed to answer many of the questions that you may have concerning the basics of being a student organization. While it can never take the place of actual in person communication with a Center for Student Involvement (CSI) staff member, it is a great way to begin educating yourselves about policies, programming, and services available to your organization.

All students and student organizations are responsible for sound fiscal management, observing federal, state and local laws and Kent State policies, as well as meeting minimum academic requirements. It is important for you to know that student organizations are accountable and are held to these expectations. Please look through this handbook and feel free to come to CSI with any questions you have. Let it serve as a tool for your own and your organization's leadership development and involvement.

Kent State Mission and Priorities

Mission: We transform lives and communities through the power of discovery, learning and creative expression.

Priorities and University-Level Initiatives:

PRIORITY 1: STUDENTS FIRST: Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact Initiative

PRIORITY 2: A DISTINCTIVE KENT STATE: Drive innovation, idea generation and national distinction through top-tier academic and research programs including the recruitment and support of talented faculty and staff Initiative

PRIORITY 3: GLOBAL COMPETITIVENESS: Advance Kent State's impact and reach as a leading international university Initiative

PRIORITY 4: REGIONAL IMPACT: Serve as the innovative engine and engaged partner to meet community needs and enhance quality of life in the region and state Initiative

PRIORITY 5: ORGANIZATIONAL STEWARDSHIP: Ensure a culture of continuous improvement and the efficient stewardship of university resources and infrastructure

Section I: Expectations and Benefits

Expectations of all Student Organizations:

- Abide by all applicable federal, state, and local laws as well as Kent State policies and procedures.
- Ensure continuity from year to year by training new leadership and keeping good records of all organizational endeavors.
- Maintain open and honest communication channels with members, advisors, and Kent State officials, and report any improper or illegal actions to the appropriate officials.
- Accurately represent the organization and its mission, goals, and objectives to the Kent State community.
- Respect the dignity of all people, and not physically, psychologically, or sexually abuse or haze anyone.
- Strive to promote intellectual and academic achievement and integrity.
- Treat all persons equally without discrimination or prejudice, regardless of race, color, religion, national origin, gender, age, sexual orientation, disability, or identity as a veteran with a disability or veteran of the Vietnam era.
- Conduct all actions in an ethical manner.
- Plan ahead and allow adequate lead time when services of Kent State departments are needed.
- Practice sound fiscal management.
- Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.
- Completion of online hazing prevention training for all members of the organization. The course can be found at: <https://kent.prevent.zone>.

Expectations of Primary Contacts:

- Become knowledgeable of Kent State policies, guidelines, and procedures that relate to student organizations and their activities.
- Do not act on behalf of Kent State, which includes signing contracts. For more information, consult the Finance section.
- Inform the organization's members of Kent State policies.
- Speak with the authority for the group when discussing the organization and its plans.
- Notify CSI when changes in officers/contact persons or advisor(s) occur.
- Notify CSI of all changes to the organization's constitution/bylaws and contact information.

Benefits:

All registered student organizations have access to a variety of services and privileges including:

- Access to Kent State facilities
- Assistance with event and program planning
- Training and leadership development opportunities
- Assistance in resolution of organizational problems
- Assistance in the interpretation of Kent State policies and procedures
- Fundraising opportunities
- Opportunities for input on certain Kent State decisions
- Opportunity to apply for funding through Undergraduate Student Government, Graduate Student Senate or the Social and Cultural Fund
- Added to weekly CSI newsletter, which is an opportunity to stay up to date on deadlines and events, but also add your own content.
- Access to CSI as a mailing address as necessary for banking information.
- Access to free printing and copying through Undergraduate Student Government (USG).

Section II: Registration and Renewal

Formation of Student Organizations

Kent State is committed to the belief that students have a right to organize and participate in organizations whose purpose centers on the interests and goals of the individuals involved. Kent State encourages students to form student organizations in accordance with administrative policies and procedures established for this purpose. All student organizations, including but not limited to, departmental groups, interest groups, recreational clubs, political groups, and non-chartered governmental organizations are required to register with the Center for Student Involvement. Registration does not imply either Kent State approval or disapproval of the organization's purposes.

Requirements for Leadership Positions in Student Organizations

Students who are officers/contact persons for an organization must meet the following criteria:

1. Be enrolled in and regularly attend at least three (3) credit hours.
2. Maintain a cumulative grade point average of 2.25 on a 4.00 scale.
3. Not be on academic probation or semester warning.

Membership in Student Organizations

Student organization members with voting privileges and access to university funds must be currently enrolled Kent State University students (undergraduate and graduate). Exceptions to this rule may be made for students who take leave for medical reasons, study abroad, or other temporary absences. No Kent State University student may be denied membership into a student organization on the basis of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status unless exempt under Title IX. Those organizations must also be entitled to single-sex membership under the provision of Section 86.14 of the

regulations promulgated under Title IX of the U.S. Education Act of 1972. Certain exemptions may be granted for groups such as intercollegiate and intramural athletics, and social fraternities and sororities. If your organization does not adhere to the above policies, the organization will be asked to submit evidence that action has been or is being taken to remove restrictive membership provisions

Steps to Starting a Student Organization

1. Meet with a staff member in CSI to discuss the process for registering a student organization and the requirements for officers/contact people.
2. After meeting with a staff member, the group may use space up to two times in the Kent Student Center to recruit members and promote the organization. This can either be a room for an information meeting or a recruitment table.
3. Develop a constitution; a sample is available from the Center for Student Involvement.
4. Submit the registration requirements on KSU Engage during an open registration period (beginning of each semester). Organizations will receive an e-mail notice confirming their registration status within one week of submitting their request.
5. Any changes to officers or contact persons, or advisor should be submitted to CSI via email to csi@kent.edu. Revised constitutions should be submitted to CSI as well.

Starting a Fraternity or Sorority

There are very specific requirements and processes for new fraternity or sorority chapters starting on campus. Please contact the Center for Student Involvement, 330-672-2480, directly to learn about the process.

Registration Process (New Organizations)

All new student organizations are required to register with the Center for Student Involvement. Registration will be on a rolling basis; however, priority deadlines will be set annually to unlock organization benefits (scheduling, funding, etc.). Registration must be completed once per academic year.

The following information must be filled out completely in [KSU Engage](#) to submit your request for active status:

1. The name and description of the organization.
2. Names and Kent State e-mail addresses for at least three (3) officers for the organization.
3. Name and Kent State e-mail address for the organization's campus advisor; this person must be a full-time or part-time permanent university employee, or military personnel working with Kent State University ROTC programs. Campus Ministers (a registered member of Campus Religious Life Association [CRLA] are restricted to advising their affiliated organizations). Graduate students are not permitted to serve in this role.
4. PDF or Word version of an updated constitution for the student organization must be uploaded to the site. Please find sample constitution in the [resources](#) section of the Center for Student Involvement website.

Renewal Process (Returning Organizations)

All returning student organizations are required to register with the Center for Student Involvement. Registration will be on a rolling basis; however, priority deadlines will be set annually to unlock organization benefits (scheduling, funding, etc.). Registration must be completed once per academic year.

Waiver Request Guidelines

Meeting Minimum Officer Requirements: If you do not meet the requirements for serving as an officer for your organization (2.25 cumulative GPA, registered for at least three credit hours, on academic semester warning/probation), you may request a waiver to serve in your position. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to the director of the Kent Student Center & Involvement. Requests must be emailed to csi@kent.edu.

You must include the following information in your request:

1. Provide an explanation of what caused your GPA to fall below the minimum requirement in the previous semester, or why you are not taking the required credit hours. CSI realizes this information may be sensitive in nature, so please provide as much detail as you feel comfortable sharing.
2. If your GPA is the issue, outline your plan of action for the current semester to regain your minimum GPA. This could include:
 - a. Personal things you will do to correct your use of time, procrastination, etc.
 - b. Changes you will make to your study habits
 - c. Possible campus resources you could use to assist you
 - d. If you are granted the waiver, how will you balance your academic and involvement priorities to ensure you do not continue to struggle academically? What will you do differently this semester?

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester academic progress report.

You will receive notification via email whether your waiver request has been approved within three (3) business days of submitting the request. A copy of your request and the decision will also be emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Senior Vice President of Student Affairs.

Meeting Minimum Number of Officers: If your student organization does not meet the minimum officer requirement of three (3), a waiver to operate with less than three (3) officers may be submitted. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to the director of the Kent Student Center & Involvement. Requests must be emailed to csi@kent.edu.

You must include the following information in your request:

1. The history of the organization in question.
2. The academic standing of the officers currently in place.
3. The current level of activity of the student organization.
4. An outline of the student organization's recruitment plan.

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester update on membership. You will receive notification via email whether your waiver request has been approved within three (3) business days of submitting the request. A copy of your request and the decision will also be

emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Vice President of Student Affairs.

Training

The Center for Student Involvement will hold an annual training during the fall semester. It is the expectation that a minimum of two (2) officers (president, treasurer, etc.) attend the training.

Awards and Recognition

The Annual Student Leadership Awards is an event in which we celebrate and recognize our student leaders, organizations and advisors for their contributions to the Kent State community during the current academic year. Please refer to the [Kent State Leadership Center webpage](#) for more information on award categories.

Release of Information Related to Student Organizations

The following information will be made available to the Kent State community and the public on an unrestricted basis:

1. Name of student organizations
2. Campus addresses and e-mail addresses of student organizations
3. Description of student organizations

In compliance with Kent State policy and the Family Educational Rights and Privacy Act (FERPA) regarding the collection, retention, and dissemination of information about students, the following information will be made available to the Kent State community and the public on a restricted basis, unless students indicate it should not be released:

1. Names of officers/contact persons for the organization
2. Names of advisors of organizations
3. Emails of organization's officers or contact persons and/or advisors

Section III: Guidelines and Policies

All student organizations must abide by the Kent State University [Student Code of Conduct](#), Kent State University [Policies](#), and other guidelines set forth in this manual. See below for policies and guidelines that most commonly relate to student organizations. Questions should be directed to csi@kent.edu.

University policy regarding hazing ([4-07](#))

Policy statement. As part of its commitment to promoting a safe and healthy campus environment for the university community and cultivating a culture that fosters respect for the dignity and rights of all its members, the university does not tolerate hazing activities by any members of the university community.

Administrative policy regarding discrimination by student organizations ([4-11.1](#))

Policy. Every student organization registered and approved by the university is expected to be free to select its membership upon the basis of individual merit. Any student organization selecting its

membership upon the basis of restrictive clauses regarding the protected categories provided for in rule 3342-5-16 of the Administrative Code, will be considered to be operating in conflict with university policy.

Operational procedures and regulations regarding posting (4-03.301)

General posting procedure. The following procedures must be met in order to post on university bulletin boards. The facility curator is responsible for identifying the specific purpose of bulletin boards under their purview. Any posting not fulfilling the following requirements will be removed from the bulletin board by a member of the staff. All bulletin boards will be cleared at the end of every semester.

One poster per event on each bulletin board is permitted.

The name of the organization sponsoring the poster must be clearly visible. The date of the event being advertised or a date at which the poster is considered to have fulfilled its function must be included. Posters are to be removed the day following the event by the sponsoring organization.

In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees and shrubs, there shall be no posting of notices on any trees, buildings, utility poles or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls or bulletin board frames.

In accordance with the state fire marshal's regulations, no poster, promotional materials or decorations may be suspended from any light fixture.

There shall be no signs or promotional materials suspended across the corridors of buildings, on the outside of buildings, or between structures unless by special permission of the facility curator.

Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action under rule 3342-4-02 of the Administrative Code or criminal charges.

Specific posting procedures.

Residence halls bulletin boards. Posting procedure inside of university residence halls are established by the department of residence services, as posted as www.kent.edu/housing.

Kent student center bulletin boards. These are reserved for specific purposes. The accepted guidelines will be posted on each bulletin board.

Violations. The facility curator or other appropriate university official shall inform any individual or individuals or group who are in violation of this rule and request compliance. Failure to comply immediately shall subject the individual or individuals or group to sanctions under rule 3342-4-02 of the Administrative Code or to the filing of criminal charges.

Chalking, as a means of expression and publicity for student organizations, is permitted on the campus.

Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away (only washable chalks may be used). Chalking is not permitted on vertical surfaces, buildings, under overhangs or on steps, posts, trees, tables, and the like. The university reserves the right to remove chalking at its convenience.

It is the responsibility of the center for student involvement director, or designee, to enforce policies regarding chalking and report violations of these policies to appropriate university officials and offices.

Appeals. Any individual, group or department convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the vice president for student affairs or designee.

Administrative policy regarding painting “the rock” located on hilltop drive ([5-12.19](#))

Policy statement. The purpose of this rule is to promote consistency between the use of “the rock,” as defined herein, and other similar policies currently effective that provide certain time, place, and manner restrictions for university property so as not to substantially disrupt the university functions of teaching, research, public service, administration, or authorized events.

Definitions.

Rock. The boulder currently located on hilltop drive. This policy also applies to boulders or structures used for similar purposes at all regional campuses.

Guarding. Action by an individual for physically stopping or blocking others from painting the rock and/or interfering with others while in the process of painting the rock.

Scope. This policy applies to any member of Kent state university. The rock is the only piece of university property permitted to be painted by persons not affiliated with university facilities management and/or contracted by the university for professional painting services.

Procedures.

Any painting on the rock will remain for at least a twenty-four-hour period. Paintings should be dated and time-stamped. Individuals and/or organizations are encouraged to document their completed paintings with a photo.

The rock must be painted in totality. Partially painting the rock or painting comments on a previously painted rock is not permitted.

Suggested paintings on the rock include but are not limited to event announcements, words of support and encouragement, congratulations, welcome messages, organization promotion, and messages of general university spirit. Rock messages reflect our university and should be kept in good taste.

Paintings that are obscene (i.e. depicts or describes, in a patently offensive way, sexual conduct so as to lack serious literary, artistic, political, or scientific value), in violation of the university policies regarding unlawful discrimination and harassment (as defined in rules 3342-5-16, 3342-5-16.1, and

3342-5-16.2 of the Administrative Code), and/or are directed to inciting or producing imminent lawless action may be removed or painted over at any time.

With the exception of painting, the physical condition of the rock is not to be altered in any way that will change its integrity, shape, size, or orientation.

No person will erect any structure for the purposes of painting the rock.

Guarding the rock is not permitted by any person.

Members or potential new members of student organizations shall not be required or forced to participate in painting the rock; this is considered hazing.

Persons or entities painting the rock are responsible for the disposal of all waste and will ensure the area is left in a clean condition.

Vehicles are not permitted to be driven on the grassy area surrounding the rock or on sidewalks.

Violations. Violations of the policy and guidelines may result in disciplinary action towards individuals and/or groups according to their affiliation with the university. Any violator of this policy as determined by the vice president for student affairs or designee may be reasonably requested to cease painting the rock.

Reserved powers. Kent state university reserves the authority to paint the rock at any time at the discretion of the vice president for student affairs or designee.

Use of Kent State University Mark and Logo

The University controls the use of the Kent State University marks (for example, the words “Kent State University” or “KSU”) and logos (for example, the athletic logo). Use of these marks or logos by student organizations is prohibited in social media and print marketing materials except with express written approval from University Communications and Marketing. Approval can be obtained by emailing info@kent.edu. More information about the use of Kent State marks and logos can be found on the University Communications and Marketing [website](#).

Groups interested in creating products (such as t-shirts) using the University’s marks and logos must use a licensed vendor. To access a list of licensed vendors, or find out how an unlicensed vendor can become licensed, please visit the Office of General Counsel’s licensing page [here](#).

Travelling Internationally

The Office of Global Education can provide you and your students a variety of supports for your international program, including:

- International medical insurance
- Student pre-departure orientations which cover general travel advice and safety abroad
- Program leader trainings for Emergency Response, Legal Matters, and Student Conduct

- Support for emergencies while abroad

Because international programs hosted by student organizations are not credit-bearing, students and your organization incur no additional costs by working with the Office of Global Education aside from the cost of international medical insurance (approximately \$15 per week per person) if needed.

We highly recommend using the Office of Global Education's services for international programs you or your organization are planning, so that you can work together to support student safety while abroad. If you are interested in working with the Office of Global Education, please email edabroad@kent.edu or call 330-672-7980.

Section IV: Finance

Funding Sources

Student Organization Fund

A limited number of funds are available each year for registered student organizations to assist with organization business (supplies, equipment, etc.). Applications are available on KSU Engage and must be submitted and approved prior to any expenditures.

Social/Cultural Programming Fund

The use of these funds will support programming to enhance the experience of students who are underrepresented (students of color) and underserved students who are typically first-generation, LGBTQ+, deaf/hearing-impaired students, autism spectrum students, and/or differently, able students. Funds are available for both undergraduate and graduate registered student organizations. Applications are available on KSU Engage and must be submitted and approved prior to any expenditures.

USG Allocations

Funds are available through Undergraduate Student Government for programs and conferences. Conference funding is available for both individual students and student organizations. Applications are available on KSU Engage and must be submitted and approved prior to any expenditures.

Information about USG Allocations rules and regulations can be found on the [Allocations Website](#).

Banking

Student organizations are not granted accounts through the university but may open an external bank account if desired. Not all groups will or should require an account unless your organization regularly fundraises or collects dues.

In order to open a bank account, your student organization must obtain an EIN number through the IRS.

- Student organizations may not use KSU's EIN nor may KSU's name appear in outside bank accounts.
- Forms and tips on filling out the EIN application are available in the Center for Student Involvement by emailing csi@kent.edu. Students can also [apply online](#) for the EIN.
- The EIN can be used for banking purposes only and a copy should be given to the Center for Student Involvement for record keeping.

- CSI recommends opening a student organization account with the PNC because they are located on campus and offer free accounts for student groups. Once an EIN is obtained, visit the Center for Student Involvement to obtain PNC-specific paperwork before making an appointment with the bank.
- All withdrawals, including checks, should require two signatures.
- The advisor and an officer, usually the treasurer, should reconcile the bank statement monthly.
- Should you need assistance in filing the EIN, Akron Score is a nonprofit organization that can assist groups in tax-related questions: 175 S. Main Street, Suite 204; Summit County Building; Akron, OH 44308. Phone: (330) 379-3163.

Questions about banking can be directed to the Student Organization Support Office (KSC 219) or by emailing csi@kent.edu to set up an appointment with a staff member.

Fundraising

If your group is interested in hosting a fundraiser on campus, please see the following guidelines:

Fundraising with Food Sales: If your group would like to sell food as a means of fundraising you will need to consult the university policy regarding the [sale and distribution of food](#) on campus. Be sure to thoroughly read through the steps and qualifications pertaining to the different types of food sales.

In addition to these steps, your group will also need to fill out a Sales & Solicitation (S&S) Form.

Selling Items During an Event: If your group would like to sell items for your organization this will also require your groups to fill out a Sales & Solicitation (S&S) Form.

Raffles: In general, student organizations can only hold 50/50 raffles if the money will go to a sponsoring organization with 501(c)(3) or otherwise exempt status under Ohio Rev. Code 2915.01) – simply being a student organization does not in and of itself mean that it is “exempt.” For example, if the student organization held the 50/50 raffle and the proceeds went to a charity or other 501(c)(3) organization, then they could do the raffle. However, if the student organization did the raffle and did not meet the requirements of “Exempt” status, they would be in violation of Chapter 2915 of the Ohio Revised Code and in violation of the Student Code of Conduct.

Policies and Procedures for Allocated Events

The USG Allocations Board as well as business and finance staff in the Center for Student Involvement set out specific guidelines for applying for and using funds for conferences and programs. All allocations requests must be submitted a minimum of six (6) weeks in advance to be considered for funding. Specific directions regarding the application and FAQs can be found on the [USG Allocations page](#).

If your event includes a service provider such as a speaker, performer, DJ, photographer, etc., you will need to set up a meeting with a Center for Student Involvement staff member to discuss contracting at csi@kent.edu. All contracts must be completed a minimum of thirty (30) days prior to the event.

Section V: Event and Program Planning

Reserving Space

Only student organizations that maintain active status through registration and renewal can reserve university space. Please refer to the [CSI registration/renewal page](#) for updated dates and procedures.

During the registration process your primary contact/president will appoint two (2) schedulers from your organization that will have access to the online scheduling service. Those two appointed schedulers will then be able to register spaces throughout the academic school year for your organization for regular meetings or large events. Both schedulers will receive an email from the University Events and Conference Services (UECS) office with instructions on how to log in to your account, and how to begin registering spaces for your organization. Additional information can be found in the [Event Space Request Guide](#).

For a guide and checklist to follow when scheduling your organization's meetings and events, please follow this [Operational Procedures Guide](#). This guide outlines the policies and procedures to follow when scheduling and hosting events to ensure a safe and successful outcome.

Should you have any additional questions or concerns please visit the [University Events & Conference Services Homepage](#) for other helpful links and guides pertaining to event space on campus. You can also contact the University Events and Conference Services Office directly at uecs@kent.edu or 330-672-3202.

Food Policies and Procedures

Kent State University Culinary Services has the exclusive rights to cater all on campus events. Exemptions to the policy can be found on the [First Right of Services](#) webpage.

If your organization is interested in using a vendor outside of the university for your event, approval must be granted through the [waiver process](#) through University Culinary Services.

To place an order with Catering Services, please visit the [Catering webpage](#). You can also contact the Culinary Services Office directly at catering@kent.edu or 330-672-3305.

Campus Events with Alcohol

The use or possession of alcoholic beverages, including beer and wine, on the property of Kent State must be in accordance with state and local laws. Consumption of alcoholic beverages in appropriate areas of the Student Center is licensed under Culinary Services and is consistent with the Ohio Beverage Commission permits obtained for those areas.

All alcohol requests (waivers) must be requested through CSI four (4) weeks, twenty (20) working days prior to the event.

The consumption of alcohol must comply with the following Kent State regulations:

1. The distribution of alcohol at an event must be reviewed by the Director, Kent Student Center & Involvement.
2. Service and sales of alcoholic beverages must cease no less than one (1) hour before an event ends.
3. Sales must be through a cash bar staffed by trained Catering personnel only; members of the organization are not allowed to staff the bar.
4. Only Kent State students, faculty, staff, and their guests may be admitted.
5. Alternative beverages and food must be provided in the appropriate amounts.

6. Only those twenty-one (21) or over will be permitted to consume alcohol. Identification and proof of age are required. Acceptable identification to verify age shall be a driver's license or state ID card and a FLASHcard. Licenses from other states may be used at the discretion of the sponsoring organization. The sponsoring organization must present an estimate of the number of people attending who are twenty-one (21) years of age or over and of those who are under twenty-one (21) years of age.

Marketing and Event Planning Checklist

The Center for Student Involvement is happy to assist you in marketing and planning your upcoming event. The CSI [event and marketing tips webpage](#) will provide a list of free resources that will guide your marketing and program plan. Please contact csi@kent.edu for additional assistance.

Section VI: Advisors

All registered student organizations are required to have an advisor. The responsibilities of the advisor are designated by the Center for Student Involvement and the respective student organization constitution. Duties often take the form of attending meetings, events, providing information on policies and procedures, co-signing all financial transactions, and providing guidance/ideas. Advisors may disassociate from an organization at any time.

The following is a checklist of advisor expectations:

1. Attend regularly scheduled meetings as often as possible.
2. Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
3. Support the organization; it is expected that the advisor will attend group sponsored activities when appropriate. Be knowledgeable of Kent State policies.
4. Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
5. Recognize the general financial condition of the organization and encourage the maintenance of sound financial records. If the organization has a checking or savings account at a bank or credit union, two signatures should be required for withdrawals with one of those signatures being the advisor. If an advisor is to no longer serve in their role, it is their responsibility to ensure that any bank account information is passed on to the new leadership.
6. On a monthly basis, reconcile the account and review with the treasurer.
7. Help the students understand the impact and implication of activities in which the group wishes to engage.
8. Ensure that the organization renews with CSI each academic year.
9. Assist in resolving conflicts between group members and/or officers.
10. Sign all documents that require an advisor's approval.
11. Assist the organization with leadership transitions on an annual basis.
12. Maintain open communication with the Center for Student Involvement, including updates on your status as advisor.
13. Attend workshops and trainings hosted by the Center for Student Involvement. In addition to the expectations that CSI has, following is a list of general advisory functions.

14. Read e-newsletters sent by CSI to stay current on upcoming events and other information pertinent to student organizations.
15. Challenge a decision when it violates a stated objective, the bylaws, or Kent State policy. If unsure about possible policy violations, contact the Center for Student Involvement.

Appendix A: Sample Constitution

A sample constitution is provided as a guide to developing constitutions for student organizations at Kent State University. Organizers of new groups are encouraged to adapt this style to the unique needs and purposes of their organizations. All points covered in this sample should be included in the new constitution. Submit the new constitution with all registration materials to the Center for Student Involvement for review and approval. Once approved, the Center for Student Involvement will notify the group of their status as a registered student organization.

Sample Constitution

Organization Name:

Revision Date:

ARTICLE I: Name

The name of this organization shall be the Kent State University [state name of organization] (hereinafter referred to as [the "organization," the "club," the "association," etc.]).

ARTICLE II: Purpose

Section 1:

The purpose of the [organization, club, association, etc.] shall be [state purpose].

Section 2:

The [organization, club, association, etc.] shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the organization.

ARTICLE III: Membership

Section 1:

Membership in the [organization, club, association, etc.] at Kent State University shall be open to any and all students, faculty, and staff at Kent State University. Active membership shall be determined by [include specific criteria]. Once a student graduates or ceases to be a student at the University, his/her active membership in the [organization, club, association, etc.] shall cease.

Section 2:

An affiliate member is one who is taking less than three hours of University course work or one who is not currently enrolled. Such members may not outnumber student members, hold office, vote for officers, or vote

on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

Section 3:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within [state time lapse] of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

Section 4:

It shall be stated as part of the policy of the [organization, club, association, etc.] at Kent State University that there shall be no form or type of discrimination in the [organization, club, association, etc.], whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran's status.

Section 5:

With active membership in the [organization, club, association, etc.] comes full floor and voting privileges on any and all items of [organization, club, association, etc.] business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1:

The officers shall consist of a [example: president, vice president, secretary, treasurer, and historian]. The officers shall be responsible for all administrative duties of the [organization, club, association, etc.].

Section 2:

The [example: president] shall have the power to establish and maintain operation procedures of the [organization, club, association, etc.], call meetings, and answer for all actions of the other officers. The [example: president] shall be able to vote in all decisions affecting the [organization, club, association, etc.]. [List other additional responsibilities.]

Section 3:

The [example: vice president] shall assist the [example: president] with all administrative duties and assume those duties in the absence of the [example: president]. [List other additional responsibilities.]

Section 4:

The [example: secretary] shall keep accurate and detailed records of all meetings and affairs, send/transmit all official [organization, club, association, etc.] correspondence, and coordinate preparation and distribution of [organization, club, association, etc.] flyers, handouts, and publications. [List other additional responsibilities.]

Section 5:

The [example: treasurer] shall receive and distribute [organization, club, association, etc.] funds upon the authorization of the [example: president], in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Committee meetings, and at the regular meetings of the [organization, club, association, etc.], and coordinate all fund-raising activities.

Section 6:

The [example: historian] shall be responsible for keeping historical records of the [organization, club, association, etc.] activities, events, fund-raisers, etc. to assist the group in maintaining its purpose and direction.

Section 7:

The elected officers shall form the Executive Committee

Section 8:

All elected officers must meet all requirements for holding office as stated in the Digest of Rules and Regulations and the University Policy Register.

ARTICLE V: Elections

Section 1:

The [list officers] shall be elected by the active members of the [organization, club, association, etc.] to serve a term of one year. Annual elections shall be held [state time frame — example: the third week of the spring semester]. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of [example: the sixth week of the Spring Semester] and end on the same day the following year.

Section 2:

Nominations of candidates for [organization, club, association, etc.] officer positions shall be [identify process of nomination — example: from the floor of the meeting] by a(n) [organization, club, association, etc.] active member. Nominees for officer positions must be [organization, club, association, etc.] active members for [duration may be added].

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those [organization, club, association, etc.] active members present, provided quorum is met. Affiliate members are ineligible to vote for officers.

Section 4:

The order of succession shall be: (1) [example: president], (2) [example: vice president], (3) [example: secretary], (4) [example: treasurer], (5) [example: historian].

Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular [organization, club, association, etc.] meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The

election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

ARTICLE VI: Appointments

Section 1:

The [example: president] shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the [organization, club, association, etc.]. Examples include, but are not limited to, program chair, fund-raising chair, etc.

ARTICLE VII: Removal From Office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

ARTICLE VIII: Meeting

Section 1:

General membership meetings shall be held [state how often], with additional meetings called by the [example: president] as needed. Notice of additional meetings must be given to all members in the timeliest manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new [example: president].

Section 2:

The Executive Committee shall meet when called by the [example: president].

Section 3:

Official notice of the meeting at which the election of [organization, club, association, etc.] officers will take place must be provided to all [organization, club, association, etc.] members not less than two weeks prior to such meeting.

Section 4:

Quorum shall be defined as [example: fifty percent plus one of the total] of the [organization, club, association, etc.] active membership.

ARTICLE IX: Funding

Section 1:

Dues shall be charged for membership in the [organization, club, association, etc.]. The amount of dues charged for each year/semester will be determined at the first meeting of the Fall Semester. Semester memberships will expire on the first day of the next semester. Yearly memberships will expire on the last day of the second semester (including summer) after the semester in which dues are paid. Membership dues can be paid during any semester and will be collected by the treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights. [If dues are not to be collected, delete this section.]

Section 2:

The [organization, club, association, etc.] will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

ARTICLE X: Amendments

Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the active membership, amendments shall be submitted to the Center for Student Involvement of Kent State University.

ARTICLE XI: Jurisdiction

Section 1:

The [organization, club, association, etc.] is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the [organization, club, association, etc.], including those of national organizations with which the [organization, club, association, etc.] is associated.

Appendix B: Officer/Advisor Agreement

Student Organization and Advisor Agreement

Please use the following for a guided discussion between the faculty/staff advisor and student organization leadership. This will help set and clarify the expectations of both parties.

- | | |
|----------|---|
| Scoring: | 1 Not the function of the advisor |
| | 2 Rarely the function of the advisor |
| | 3 Sometimes the function of the advisor |
| | 4 Often the function of the advisor |

5 Essential function of the advisor

Expectation	Organization	Advisor	Agreed
Support			
Attend all regularly scheduled meetings			
Attend all regularly scheduled officers' meetings			
Actively assist new officers transition into leadership			
Attend activities events as often as possible			
Accountability			
Call meetings when deemed necessary			
Assist in leadership transition			
Keep group aware of set goals, priorities and mission			
Coaching			
Assist officers in developing agenda before meetings Assist in goal setting and comes for the organization			