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Introduction
**Campus Life Mission Statement**

The Office of Campus Life is committed to enhancing the student life experience through development of, exposure to, and participation in social, cultural, intellectual, recreational, and leadership opportunities while enhancing the overall academic experience at IU East by strengthening student identity with the IU East community.

**Need Help? Have a Question? Need Resources?**

Contact the Office of Campus Life

Campus Life
Springwood Hall, Suite 107
(765) 973-8240

Office Hours:
Monday – Thursday
8:00 a.m. – 5:30 p.m.

Friday
8:00 a.m. – 5:00 p.m.
Meet the Campus Life Staff

Rebeckah Hester

Director, Campus Life
765-973-8585
Springwood Hall 107C
rrieder@iue.edu

Amanda Vance

Assistant Director, Campus Life
765-973-8203
Springwood Hall 107D
apeed@iue.edu

Amy Dillon

Administrative Assistant, Campus Life
765-973-8240
Springwood Hall 107
amydill@iue.edu
Registered Student Organization (RSO)

Details & Information
Types of Registered Student Organizations

1. Self-Governed Student Organizations (SGOS)
2. University Student Organization (USO)
3. Non-Registered Student Organizations

Organizations establish their affiliation with the campus through the Office of Campus Life and must renew that affiliation each year.

Membership

Membership is a privilege of only current registered students.
Requirements to be an IU East Registered Student Organization (RSO)

There are ten annual requirements:

1. Minimum of 5 members, who are enrolled at IU East
2. Advisor position filled
3. Copy of current constitution on file in PackLife
4. Participate in annual Student Organization Fair each Fall
5. Attend the Fall Leadership Lunch
7. Submit the Advising Agreement each fall. Deadline: 9/27/19
8. Submit the Self-Governed Student Organization Agreement each Fall. Deadline: 9/27/19
9. Participate in annual Student Organization Fair each Spring
Benefits of being a Registered Student Organization (RSO)

When a Student Organization becomes registered with the Office of Campus Life, Indiana University East, it shall be accorded the following privileges:

1. The right to petition the Student Government Association for financial assistance.

2. The right to conduct “fund generating” activities consistent with University Policy.

3. Assistance with advertising and promoting RSO events, activities, and meetings.

4. Use of University facilities subject to the establishment rules governing such use.

5. Use of shared student organization office space and supplies in the Campus Life Office.

6. Use of the Business Office to deposit money through a University account.

7. Status as a non-profit organization and the use of a special tax-exempt number when making purchases.

8. Utilization of the Printing Services at Indiana University East.
   a. Campus Life will print up to 50 copies per flyer/event free of charge for RSO’s

9. Use of University Bulletin Boards and other promotional procedures consistent with the University policy.

10. Use of the campus mail service within established guidelines.
Responsibilities of a Registered Student Organization (RSO)

RSOs, which are registered in the Office of Campus Life, Indiana University East, are charged with the following responsibilities:

1. To conduct its affairs within the framework of University policies, state laws, and provisions stated within the constitution of the organization.

2. To operate according to democratic processes.

3. To conduct its fiscal affairs in accord with proper standards of good business management.

4. To notify and keep the Office of Campus Life and organization advisor informed of all activities, meetings, and events of the organization.

5. To comply with the Campus Poster Policy and remove all materials posted within 48 hours of a scheduled activity.

6. To regularly re-register in PackLife in order to maintain continued recognition status.

7. To bring any proposed constitutional modifications to the Office of Campus Life for review and approval before officially amending constitution.

8. To comply with all student organization fundraising guidelines and to submit fund generating ideas to the Office of Campus Life at least (14) days prior to event.

9. To operate and/or conduct all activities in a conscientious manner, consistent with recognized standards, in order to protect the health and safety of the general public, all individuals in the activities, and all University property.

10. To utilize University facilities, grounds, and equipment properly at all times in order to avoid damage and/or unnecessary abuse.

11. To replace, repair, or pay for all University facilities, grounds, or equipment, that is lost, stolen, or unnecessarily damaged in the course of an event or activity that the organization conducts.
Marks & Style Guide

Self-governed student organizations (SGSO) on all Indiana University campuses now have an official branded mark for use on marketing materials and merchandise. Use of this mark indicates that an organization is an official SGSO at Indiana University.

This mark is designed to be used with (not in place of) an SGSO’s logo to indicate the organization’s affiliation with Indiana University. SGSOs are not permitted to use the trident in their logos.

- The full RSO Marks & Style Guide can be obtained by contacting the Office of Campus Life
How to Order Apparel

Apparel (shirts and any logo items) must be ordered through the Office of Campus Life.

**Step #1:** Submit the following to Campus Life to begin the process:

1. Fundraising Request form
2. Order form that will be used to take orders (create your own)
3. Submit a sketch of the art design to be used on apparel, using the attached blank shirt

**Step #2:** Schedule meeting with Campus Life to discuss apparel order. Minimally, the President, Treasurer, and Advisor must attend this meeting

**Step #3:** Campus Life will work with vendor to obtain quotes

**Step #4:** RSO will be notified of IU Licensing & Trademarks decision regarding shirt and art design

**Step #5:** RSO will be notified of merchandise quote

**Step #6:** RSO will then collect orders and submit final order to Campus Life

**Step #7:** Campus Life will submit order with vendor. Print and delivery time is approximately 2 weeks
Constitution & Bylaws

What is a constitution?

A constitution is a document that describes the organization and how it operates. Each Registered Student Organization must have a Constitution on file with Campus Life and work with Campus Life if updates are necessary.

What are bylaws?

They are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

Reminders and suggestions.

With a little time and attention, you can write a constitution that will help prevent and/or minimize future problems within the organization.

Sample Constitution: page 57

NOTE: All club constitutions must kept on file in PackLife
Communication from Campus Life

Updates and information from Campus Life will be e-mailed to all Student Organization Presidents and Advisors. Only IU East e-mail address will be used.

It is then the responsibility of the President to disseminate the information to the entire student organization.
Forms
Advising Agreement

Fill this form out complete and return to the Office of Campus Life by Sept. 27, 2019.

The members of ______________________________________________________
(Student Organization)
request that ______________________________________ serve as advisor

for the ________ - ________ academic year.

Our mutually agreed expectations of our Advisor:

• 1)
• 2)
• 3)

As the representative of the named group, we have met with the advisor and have discussed the duties and responsibilities of being the leaders in this group. We agree to fulfill these duties to the best of our abilities.

President Signature: ___________________________ Date: __________

I have met with the Student Organization named above and have discussed the duties and responsibilities of the Advisor. I agree to fulfill these duties to the best of my ability.

Advisor Signature: ___________________________ Date: __________

Campus Office building/room # and Campus Extension: ___________________________
SELF-GOVERNED STUDENT ORGANIZATION AGREEMENT

INDIANA UNIVERSITY EAST

The Trustees of Indiana University ("IU" or "University") recognize that the availability of a wide range of opportunities and benefits for its students enhances the University environment, and various organizations exist, which are comprised primarily of IU students, and desire that IU provide them with such certain opportunities and benefits. Upon agreement to and compliance with the terms herein, ___________, a Self-Governed Student Organization ("SGSO"), will be entitled to certain benefits provided by IU, which are not generally made available to the public or to non-registered student organizations.

Accordingly, the parties agree as follows:

1. Relationship between IU and the SGSO

The SGSO is an independent entity or independent association of individual students. The University recognizes the important role played by the SGSO in engaging students, creating a diverse co-curricular environment, fostering the expression of students’ ideas and interests, and adding to the unique identity of Indiana University. The relationship between the University and SGSOs is viewed as consistent with the University’s philosophy of education and student self-governance.

To this end, SGSO leaders and members shall assume the responsibility for the organization’s activities and conduct. The University shall make available certain staff and resources in The Office of Campus Life to answer questions regarding the relationship between the University and SGSOs and to provide education and services to support the effective functioning of SGSOs.

The parties agree that the SGSO operates independently and is not an agent, servant, or employee of IU, and neither has the authority to act for the other or commit the other to any activity, transaction, or agreement. Further, IU does not supervise, direct, or control the SGSO’s activities. However, the University does control its facilities, services, and property, and to the extent that such University assets or services are used by the SGSO in conducting its private affairs or activities, the SGSO may be under additional terms and conditions that govern the use of the specific facility, service, or property.

As an independent entity, the SGSO is free to exist or disband at any time. The SGSO is fully responsible for its own activities, and the SGSO’s goals and activities are determined solely by the SGSO, subject to the limitations identified in this Agreement. Provided that the organization meets the requirements of an SGSO as set out by The Office of Campus Life in the Student Organization Guidebook, IU is willing to provide certain benefits to the SGSO. Any support of the SGSO by IU, including, but not limited to, the provision of certain opportunities, benefits, or access to resources, is not an endorsement by the University of the SGSO’s beliefs or goals. The SGSO recognizes that the organization is free to exist as a non-registered organization, outside of this Agreement and without the accompanying benefits.

2. Specific Registration Procedures

Some SGSOs engage in activities that involve inherent risk. As such, these SGSOs may be asked to pursue additional registration requirements as recommended by the campus student organization registration committee ("Committee"). This may include submission of a risk mitigation plan to the Committee for approval. This plan may be required to include an assessment of the risks, a member
education plan regarding the identified risks, and an explanation of how the SGSO plans to properly mitigate or protect against the identified risks. The SGSO acknowledges and agrees that any additional registration requirements, including the risk mitigation plan, shall not be construed to be a guarantee of the safety or security of the SGSO or its members, and that the SGSO is solely responsible for its own actions.

3. **Representations**

The SGSO represents that:

a. The SGSO has taken or will take all necessary institutional steps as required of registering or re-registering SGSOs by The Office of Campus Life. Requirements are listed at [http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf](http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf).

b. The SGSO provided a copy of this Agreement to all members of the SGSO prior to submission for approval, and the membership approved the submission of the signed Agreement.

c. The SGSO is in compliance with and has reviewed all applicable IU guidelines and rules regarding student organizations, including the Student Organization Handbook, which can be viewed at [http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf](http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf).

d. The SGSO and its members are subject to the Indiana University Code of Student Rights, Responsibilities, and Conduct.

e. The SGSO’s activities and the activities of its members, whether or not sponsored or officially approved by the SGSO, do not and will not violate local, state, or federal laws or applicable University policies or procedures. Specifically, the SGSO acknowledges that the University has adopted a policy entitled Programs Involving Children (“PIC Policy”). By executing this Agreement, the SGSO is confirming that it is aware of the terms of the PIC Policy and accepts compliance with those terms, when applicable, as an express condition of this Agreement.

f. The SGSO acknowledges that the University is subject to certain limitations with respect to political activities, and the SGSO agrees to comply with IU policies regarding political activities when such policies apply to the SGSO’s activities.

g. The SGSO will comply with IU policies and procedures that apply to any individual or organization using University facilities or property.

h. The SGSO’s objectives are educational, charitable, cultural, social, or recreational and will not result in the personal or private financial gain of any member.

i. The SGSO is either a not-for-profit corporate entity or an unincorporated association existing pursuant to the SGSO’s constitution.

j. **The SGSO is entering into this Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing. Further, the SGSO, acting through its designated officer, has read the Agreement in full, understands it, and agrees to comply fully with its terms.**

k. The signatory is an officer of the SGSO and is authorized by the members to execute the Agreement on the SGSO’s behalf.

4. **Dealings with Third Parties**

The SGSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The SGSO shall take affirmative steps in all of its recruitment, business, and other
dealing with third parties (including, for example, prospective members and businesses) to explain its independent relationship with respect to the University. SGSO shall, without exception, include the statement found in The Office of Campus Life’s Student Organization Guidebook (http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf) explaining its independence from the University in any of the SGSO's written materials, including on its website, its social media pages, and its contracts with third parties. The statement should appear in a type and size that is clear and legible to the reader. Further, all masthead of any publication(s) produced by the SGSO must state: “An independent student publication.”

5. Use of the University’s Name, Symbols, or Other Identifying Marks

The SGSO will be permitted to use the “SGSO at IU” trademark and other University-provided branding elements in accordance with the Indiana University Trademark Policy found at: http://iu.licensing.indiana.edu/policies/mainpolicy.shtml

The Student Organization Style Guide can be found at: http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/student-organizations.shtml

The SGSO is not permitted to use any other IU marks, symbols, logos, mottos or other indicia of the University. SGSOs may only indicate an association with IU or with any specific IU unit in a locational sense (i.e. “_____ Club at Indiana University East”). "The Indiana University East _______ Club" or any similar use of other University marks (e.g., “IUE Club” or “East Club”) is not acceptable and can never be used in any form, including as part of a top-level domain name or email address.

6. Advisors

SGSOs are required to have at least one advisor who must be currently employed as an IU faculty or staff member. Undergraduate students who are also employees do not qualify. Advisors provide support, consistency, and advice to student organizations, but do not act as supervisors of the organization’s activities. The process of recruiting or replacing an advisor is the responsibility of the SGSO. The Dean of Students reserves the right to remove an advisor in cases of misconduct.

7. Taxes

The SGSO shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the SGSO, any gifts to the SGSO, any interest or other income of the SGSO, or any other activity or purpose of the SGSO. For guidance or assistance with the SGSO’s tax-related issues, the SGSO is responsible for directing inquiries to the appropriate taxing authority (e.g., the Internal Revenue Service or the Indiana Department of Revenue).

8. Liability, Insurance, Defense, and Indemnity

The SGSO and its individual members understand and agree that IU, along with its officers, employees, and agents, will not be liable for any injury, harm, or damages of any kind whatsoever arising out of or in connection with the SGSO’s activities, nor will IU be liable for any of the SGSO's contracts, torts, or other acts or omissions, or those of the SGSO's directors, officers, members, staff, or activity participants.
Certain activities or events in which an SGSO uses the University’s facilities may require proof of insurance coverage that is paid for or otherwise provided by the SGSO. The SGSO understands and agrees that it, its members, and its activity participants are not protected by the University's insurance policies or self-insurance plans, and the University will not provide any legal defense for the SGSO or any such persons in the event of any claim against them. The SGSO may seek legal counsel from IU’s Office of Student Legal Services when appropriate.

The SGSO shall defend, indemnify, and hold harmless the University, and its officers, employees, and/or agents from and against any and all claims made against the University in connection with an SGSO’s acts or omissions, including but not limited to, torts, liabilities or claims under contract, criminal actions, or any claims related to the violation of any of the terms, covenants, and conditions herein or the rules, regulations, ordinances, and laws of the federal, state, municipal, or county governments. The SGSO and its members understand that they may be held personally liable, collectively or individually, for any debts or obligations owed to the University or third-party entities.

9. **Student Organization Accounts**

If the SGSO is not a registered non-profit entity or corporation, the SGSO may apply for a Student Organization Account (SOA) through the Office of Campus Life. To be approved for an SOA, an SGSO must be approved by The Office of Campus Life and the organization must be in good standing with the University. The treasurer of the SGSO must attend an SOA training session and be an enrolled IU student. To receive an SOA, the SGSO cannot have an outside bank account. An SGSO that engages in any fundraising activities shall comply with the guidelines and policies set out in The Office of Campus Life’s Student Organizations Guidebook.

10. **Use of Facilities and Access to University Technology**

The SGSO is eligible to use certain University facilities and access certain services and resources, subject to the terms and conditions that the University sets for such facilities, services, and resources. If designated student activity space is assigned to the SGSO, the description of such space and any special conditions applicable to its use shall be communicated by the University.

11. **Terms of Agreement**

This Agreement becomes effective on the date it is approved by an authorized University official and shall terminate on August 29, 2017, unless terminated earlier by The Office of Campus Life. The SGSO must have its status renewed annually. The University and the SGSO each reserve the right to terminate this Agreement at will upon written notice. The University also may issue a warning or suspend or terminate this Agreement with or without conditions for good cause. Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of the terms of the Agreement or as a breach of the Agreement.
12. Notices

Any notice under this Agreement shall be deemed given when sent by electronic mail to the signatory’s primary IU email address.

13. Entire Agreement; Amendment Process; Signatures

This Agreement incorporates the parties’ entire agreement concerning this matter, supersedes any prior or contemporaneous understandings regarding its subject matter, and may only be revised by written amendment signed by authorized representatives of both parties. The parties acknowledge that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement.

The undersigned attests that he/she is agreeing to all applicable provisions of the Agreement above, and that by signing this Agreement is warranting that he/she is an officer of the organization duly authorized by its members to sign such Agreements. Further, the undersigned is voluntarily accepting the benefits herein in exchange for being bound by the terms herein, including remaining a separate and independent organization, bound by University policy and any and all other applicable laws.

IN WITNESS THEREOF, the parties have executed this Agreement:

Name of

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<th>SGSO President (Printed)</th>
<th>SGSO President (Signature)</th>
<th>Date</th>
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<tr>
<td>SGSO Advisor (Printed)</td>
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Authorized by Indiana University East Dean of Students

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<th>Dean of Students (Printed)</th>
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<th>Date</th>
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Authorized by Indiana University East Director of Campus Life

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<th>Director, Campus Life (Printed)</th>
<th>Director, Campus Life (Signature)</th>
<th>Date</th>
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Submit to the Office of Campus Life by 9/27/19
Credit Card Usage

The Office of Campus Life has one credit card specifically for Registered Student Organization purchases.

See the Purchasing Guidelines for more detailed information, Page 46

Step #1: Check out the credit card from Campus Life (for up to 24-hour period)

Step #2: Make your purchase (all purchases MUST be tax exempt)

Step #3: Return credit card to Campus Life along with original receipt(s) and the completed Registered Student Organization Credit Card Usage Form in order to explain what you purchased and why
RSO

CREDIT CARD USAGE FORM

Name of RSO: ____________________________________________

Date: _____________

Student Using Card: _________________________________

Phone # : ___________________________

**NO TAX**  We are a Tax Exempt Institution

May need an individual vendor tax card (example: Wal-Mart) Ask if you are not sure

Name or Nature of RSO Event:

____________________________________________________________________________________

Date of the RSO Event: ________________________________

Location of the RSO Event: ________________________________

Name of business where purchase(s) made:

____________________________________________________________________________________

**Purpose of Purchase(s):**

____________________________________________________________________________________

** When purchasing food items and fewer than 20 students are attending the event, list the names of those individuals **
Student Government Association
Indiana University East

Funding Proposal Process

Please Note: It is very important that you complete this packet in its entirety before and after your event. Please read all directions carefully.

Thank you for coming to SGA!
Funding Proposal Guidelines

Any Self-Governed Student Organization can apply for funding. This application contains the necessary directions and format for submitting a proposal. Proposals which are vague and not specific may cause a delay in the decision making process. Proposals should include the following:

- **Name of SGSO**
- **Contact Information**: Name, e-mail address, phone number of individual submitting proposal
- **Description of request**: What, when, where, why
- **Purpose and benefits**: Why it should be considered? What are the goals? What is the number of students benefited?
- **Funding breakdown**: approximate overall cost and itemized cost breakdown (fees, food, honorarium, travel)
- **Fundraising activities**: any activities planned to help support this activity (fundraising activities must be pre-approved)
- Provide any flyers or documentation available
- SGA encourages on-campus activities which will engage large groups of students

**IMPORTANT**: An officer of the student organization must present the funding request in person during a regularly scheduled SGA meeting. This will help clarify any questions regarding the proposal.

**Deadline for Submission**: **At Least 3 Weeks Prior** to activity/event you are requesting funds for. Requestor will be contacted to schedule presentation during an SGA meeting.

The SGA meets every other Tuesday at 10:30a in Campus Life.
Funding Proposal Form

Name of Self-Governed Student Organization:

________________________________________________

How many active members are in the organization: _______________

Name of Student Requestor:

________________________________________________

IUE E-mail Address: _________________________ Phone: ____________

Name of event/activity, date, and description:

____________________________________________________________

____________________________________________________________

____________________________________________________________

Purpose:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Benefits, including how other students will be impacted:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Budget:

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<th>ITEM</th>
<th>TOTAL EXPECTED COST</th>
<th>CLUB CONTRIBUTION</th>
<th>OTHER CONTRIBUTION</th>
<th>AMOUNT REQUESTED</th>
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Total Event Cost: $_______________
Total Amount Requested: $_____________

Fundraising Activities and Results (must be pre-approved):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Location of the event: _______________________________________________________

Anticipated attendance: ___________

Is this an annual event? YES or NO

Has this event taken place before? YES or NO

If additional space for explanation and details is needed, please attach sheet.

Please note: If funding is granted, an ‘Evaluation of Student Activity Funds Form’ must be completed and returned to the Office of Campus Life no later than one week after event.

Failure to do so may result in future funding proposals being denied.

Signature of Applicant & Date : _____________________________________________

Signature of President & Date : _____________________________________________

Signature of Treasurer & Date : _____________________________________________

Signature of Advisor & Date : _____________________________________________

-------------------------------------------------------------------------------- for internal use only--------------------------------------------------------------------------------

Signature of recipient: ___________________________________________________

Date received: __________ Meeting date this item will be presented: __________

Action taken by SGA:
**Evaluation of Student Activity Funds Form**

**REQUIRED:** Submit to Campus Life within one week after scheduled activity

---

**Evaluation of Event:**

Name of Self-Governed Student Organization:

Name of event/activity & date: ____________________________

How many of your organization members attended? _____

How many people attended that are not members of your organization? ______

What changes to this event/activity would you make in the future?

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Was all of your requested funding used? ____________________

**REQUIRED: 1) Include a short summary describing how you achieved your goals and the benefits that students and the campus received.**

**2) Submit copies of receipts with this evaluation form.**

---

**Evaluate Your Experience with SGA**

(Optional) To help us better serve you and other SGSO’s on campus, please insert a short summary describing your experience with SGA. Include in it what you liked about your funding request experience, what you did not like, and/or what you did not understand. We will be happy to answer any questions and address any concerns to make it a great experience for all SGSO’s on campus. We appreciate your feedback.

_______________________________________

Signature, Title, and Date
Fundraising Guidelines

Fundraising encompasses all events and activities where funds are raised or collected by an organization, excluding membership fees or dues. This includes the solicitation of goods, services, or monetary donations.

1. Only RSO’s registered with and recognized by the Office of Campus Life are allowed to engage in fundraising activities.
2. All fundraising activities must be approved by the Office of Campus Life.
3. A fundraising application must be submitted to the Office of Campus Life at least three weeks prior to the fundraising event in order to receive consideration.
4. The Director of Marketing and Communications must approve fundraising activities involving the sale of products with the name and/or logo of Indiana University East prior to printing or production of the items.
5. Bake sales, 50/50 drawings, and raffles are prohibited.
6. RSO’s are permitted to have three fundraisers per year, but no more than two fundraisers per semester.
7. Fundraising activities are also subject to facility reservation requirements.
8. Should two organizations request approval for the same or similar fundraising events during a semester, priority will be given to the organization that submitted the required application first.
9. Upon receipt of the application the Office of Campus Life has 48 hours to respond to the request.

Fundraising Ideas
The following suggestions are types of fundraisers which an organization may consider:

- Holiday sales – ex: flowers on Valentine’s Day
- Plants, flowers, balloons
- Arts/Crafts
- Shirt sales
- Candy grams
- Candles

Fundraising checklist
1. Brainstorm innovative ideas! How will your fundraiser “stand out” from all the rest?
2. Make a fundraising plan! – determine your audience, create a goal, consider the time of year, list the resources needed, collaborate with others, plan creative advertising
3. Plan and collaborate with your advisor.
4. Notify the Office of Campus Life – turn in application
5. Conduct your fundraiser and have some fun!

If you have specific questions about student organization fundraising guidelines, please contact the Office of Campus Life at 765-973-8240.
FUNDRAISING APPLICATION

Registered Student Organization:

Student Applicant:

Local address

IUE E-mail address       Daytime phone number

Date(s) of fundraiser   Time(s)    Location(s)

Description of fundraiser:

1. Does the fundraiser event involve the sale of food?     YES         NO
2. Does it involve amplified sound/music?               YES            NO
3. Does it involve an outside vendor?               YES                NO
4. Does it involve the sale of items with the IU East name or logo?     YES               NO
   (Submit a copy of the design attached to this form.)
5. Does it involve the solicitation of community businesses or individuals?     YES               NO
   (If yes, you must answer questions 5a, 5b, and 5c below.)

5a. Purpose of solicitation: Describe the benefit(s) this request will have on your organization

5b. Description of item(s) requested

5c. Method of contact – phone, face-to-face, or letter (if letter, attach a copy)

Anticipated income from fundraiser ($)  Anticipated expenses ($)  Anticipated profit ($)

Expense items (please list)

How will your organization use proceeds from this fundraiser?

(See other side)
The undersigned, in connection with and as part of the above application for a fundraising activity, certifies that the information listed above is correct to the best of his/her knowledge and belief.

Signature of Applicant     Date

Signature of SGSO President    Date

Signature of SGSO Treasurer    Date

Signature of Advisor      Date

Complete and return to Office of Campus Life, Springwood Hall.

Depending on the event, additional space for information may be needed. In such cases, please attach to application. It is important to accurately articulate the full scope of your plan.

Fundraising applications must be submitted to the Office of Campus Life at least three weeks prior to the fundraising event in order to receive consideration.

If you have any questions, call Campus Life at (765) 973-8240.

Date received in Campus Life: ____________________

Approved by Office of Campus Life: ________________________________

Approved by Director of Marketing (if required): ________________________________

Approved by Office of Gift Development (if required): ________________________________
Advertising & Marketing
Marketing Support Request

Need help with creating flyers, advertising on WolfVision, What’s Up, or other advertising??

**Step #1:** Visit: packlife.iue.edu

**Step #2:** ‘Create an Event’ on your SGSO page

(This will advertise the event on PackLife)

**Step #3:** Do you want to apply for marketing support?

**Click:** Yes

**Step #4:** After the event is approved by Campus Life, the marketing support request is submitted to the marketing department by Campus Life. Watch for the ad proofs to be e-mailed to student requestor.
Event Planning
Reserving a Room for Meetings & Events

Space Reservation Process

Need a space to hold your club meeting or activity? There are many spaces to choose from on campus. For starters, Campus Life has a conference room which is perfect for meetings.

- Stop by Campus Life to reserve this space.

Need another type of space?

- Graf area
- Table/chairs in a hall area

Let Campus Life help you make the reservations

**Step #1:** Create the event in PackLife

**Step #2:** Complete the ‘Room/Space Reservation Request’ portion

**Step #3:** Campus Life will submit application to appropriate departments

**Step #4:** Confirmation of reservation will be e-mailed to student contact listed in PackLife event
Catering Request Steps

Campus Policy regarding food:

Food and snacks must be purchased through The Den or Brewfus when utilizing Registered Student Organization (RSO) funds (food/drinks for meetings, events, etc.).

**Step #1:** Go to iue.edu/theden

**Step #2:** Click Catering (in left menu bar)

**Step #3:** Click Login (on right menu bar)

**Step #4:** Select desired food/drink items and add to cart

**Step #5:** View Cart, verify order

**Step #6:** Fill in “Event Details” section  
*Must completely fill out this section*

**Step #7:** Fill in “Billing Information”  
*Must completely fill out this section*

- **Department Name:** type in your RSO name here  
- **Account Type:** Student Organizations  
- **Account Number:** enter 23.675.27 & **YOUR RSO SUB ACCOUNT**  
- **Advisor’s Name:** enter correct info  
- **Advisor’s E-mail:** this ensures advisor receives copy of order  
- **Contact Person:** your first & last name  
- **Phone:** your phone number  
- **E-mail:** your IUE e-mail

**Step #8:** Special Instructions: Type “This is a student organization event, please honor 50% discount”
Catering Request Steps

**Step #9:** Hospitality Information

*Must completely fill out this section*

**Step #10:** Check the last box at bottom of form and enter this e-mail:

rrieder@iue.edu

**Step #11:** Click Save

**Step #12:** Scroll to top, click “Submit Request” in right menu bar

**Step #13:** You will receive a confirmation e-mail (keep this for treasurer records!!)

**Prices and menu can be found at:** [www.iue.edu/foodservices/catering](http://www.iue.edu/foodservices/catering)

**Orders MUST be submitted to The Den at least 8 days prior to date of event**

**In order to guarantee the 50% discount, the Catering Event Form must include the correct account number information**
Marketing Support Request

Need help with making flyers, advertising on WolfVision, What’s Up, or other advertising??

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**Step #2:** ‘Create an Event’ on your SGSO page

This will advertise the event on PackLife

**Step #3:** Do you want to apply for marketing support?

**Click:** Yes

**Step #4:** After the event is approved by Campus Life, the marketing support request is submitted to the marketing department by Campus Life. Watch for the ad proofs to be e-mailed to student requestor.
Finances
**Finances**

Each RSO is responsible for maintaining their own financial records.

Each RSO will have an account set up through the Bursar once they have shown the desire and need to complete financial transaction, i.e. making deposits and purchases.

Account balances can be obtained by contacting Campus Life.

It is HIGHLY recommended that the treasurer obtain an account balance from Campus Life at least twice per semester.
Depositing Funds

Every RSO has an account set up with the IU East Business Office. All organization funds are to be held in this account.

Depositing funds is simple. Take the funds to the Student Accounts/Bursar’s Office, located in Whitewater Hall, and ask for the funds to be deposited into the RSO account. Provide the account number at that time. A receipt will be provided after the deposit. The receipt will have the account number, date, and amount deposited. Forward this receipt to the RSO Treasurer.

It is HIGHLY recommended to check the RSO account each month to check for accuracy, just as one would handle a personal bank account.

Each organization is responsible for maintaining their own financial records. It is the organization’s responsibility to point out any discrepancies to the Campus Life Office as soon as they are noticed.
Purchasing Guidelines

The Office of Campus Life has one credit card specifically for RSO purchases. The following guidelines apply:

- The card must be signed out by the RSO Officer or Advisor.
- Availability of the card will be on a first come first serve basis.
- The card must be returned to Campus Life within 24 hours, no exceptions will be made. The original receipts must be returned with the credit card. Receipt copies will not be accepted.
- All purchases must be processed as tax exempt. Use the tax exempt number printed on the credit card.
- Credit Card purchases are limited to $100.00
- Gift Cards of any kind are not permitted to be purchased.
- Failure to follow these guidelines could result in your organization’s loss of the credit card privileges.

Some businesses will invoice or bill your organization. Check with the business about this option. This works well when ordering fundraiser items or when paying for membership fees.

To pay an invoice or bill, bring the original to the Office of Campus Life. Be sure to note the RSO name along with a contact person from the organization.

**It is important to communicate with the Office of Campus Life regarding purchases. If you have questions about your organization’s account, contact**

**The Office of Campus Life at 973-8240**
Purchasing Card Restrictions

P-Card Restrictions

In addition to the expenditure policies outlined in the IU Purchasing Policy Manual, the following items are strictly prohibited from being purchased on the card:

- Animals
- Capital Equipment
- Cash Advances
- Furniture, furnishings
- Orders to University employees for personal service
- Personal Purchases and the use of personal reward cards that benefit the employee and not the university. (An inappropriate expenditure is one that is ‘personal’ in nature and is not for the purpose of the institution.)*
- Plants and flowers
- Purchases from on-line auction sources. (e-bay, etc.)
- Purchases involving trade-in
- Radioactive materials
- Recurring Payments – with the exception of where the Purchasing Department may specifically direct its use, the Procurement Card shall not be used for the acquisition of goods or services where multiple, repetitive, or installment payments are necessary to complete the transaction.
- Reimbursements to IU employees
- Travel or travel-related expenses, including reimbursement*
- Vehicles, boats, trailers (anything requiring a title) \
- Weapons, ammunition
- Any procurement transaction restricted by IU policy is also restricted on a p-card transaction.
- Purchases that can be made from the established contracts.

***Reminder: Only Coca Cola brands of beverages may be purchased ***

Credit Card Usage & Form

The Office of Campus Life has one credit card specifically for RSO purchases.

See the Purchasing Guidelines for more detailed information.

**Step #1:** Check out the credit card from Campus Life (for up to one 24-hour period)

**Step #2:** Make your purchase (all purchases MUST be tax exempt)

**Step #3:** Return credit card to Campus Life along with original receipt(s) and the completed RSO Credit Card Usage Form
RSO

CREDIT CARD USAGE FORM

Name of RSO: ________________________________________________

Date: ______________

Student Checking Out Card: ________________________________

Phone # : ____________________________________________

**NO TAX**  We are a Tax Exempt Institution

May need an individual vendor tax card (example: Wal-Mart) Ask if you are not sure

Name or Nature of SGSO Event:

________________________________________________________________________

Date of the RSO Event: ________________________________

Location of the RSO Event: __________________________________________

Name of business where purchase(s) made:

________________________________________________________________________

**Purpose of Purchase(s):

________________________________________________________________________

** When purchasing food items and fewer than 20 students are attending the event, list the names of those individuals *
Money Matters

Requesting Funds from SGA

Must be submitted 3 weeks prior to activity/event

STEP #1: Complete form, obtain necessary signatures and submit to Campus Life. Funding Proposal will be forwarded to Student Government Association president.

STEP #2: A representative from your organization will then be invited to present the proposal at the next SGA meeting.

STEP #3: You will be notified of the decision by the following day.

Fundraising

Must be submitted 3 weeks prior to activity/event

STEP #1: Complete form, obtain necessary signatures and submit to Campus Life. Also, submit any additional information that will assist with understanding the nature of the fundraising event.

STEP #2: You will be notified of the decision within three days.
Inactive Self-Governed Student Organization
Financial Liquidation

At the end of each IU fiscal year, all RSO’s will be assessed by the Office of Campus Life.

Student Organizations that fail to comply with the requirements of maintaining RSO status will be coded as “Inactive”.

If a Student Organization is inactive for at least four years, the funds in that account will be transferred to the Campus Life General Fund and the inactive RSO account will be closed.
University Policies
Student Organizations
STU-01
Effective Dates:
07-01-2016
Last Updated:
07-01-2016

About This Policy
Policy Contact:
Campus Dean or Vice Chancellor for Student Affairs
Responsible University Administrator:
Sr. Vice President & Chief Financial Officer Vice President & General Counsel

Scope
Student organizations at Indiana University.

Policy Statement
Student organizations at Indiana University will be considered and/or administered in one of three ways:

1. **Self-Governed Student Organization (SGSO)**
   Most student organizations at Indiana University will be considered Self-Governed Student Organizations (SGSOs). The SGSO is an independent entity or independent association of individual students. The University recognizes the important role played by the SGSO in engaging students, creating a diverse co-curricular environment, fostering the expression of students’ ideas and interests, and adding to the unique identity of Indiana University. The relationship between the University and SGSOs is viewed as consistent with the University’s philosophy of education and student self-governance.

   To this end, SGSO leaders and members shall assume the responsibility for the organization’s activities and conduct. The University shall make available certain staff and resources in the campus student affairs office to answer questions regarding the relationship between the University and SGSOs and to provide education and services to support the effective functioning of SGSOs.

   Self-Governed Student Organizations have the following requirements:

   a. 1. SGSOs must have a minimum of five members who are enrolled students at the IU campus.
   b. SGSOs must have an advisor who is either an employed IU faculty or staff member (undergraduate students may not qualify as an advisor).
   c. SGSOs must have officers who are enrolled students at the IU campus.
   d. The control and operation of the SGSO must remain with the students. Voting privileges may be granted only to enrolled students at the IU campus.
   e. Each SGSO shall be expected to define requirements for eligibility of its own officers and participants in the SGSO’s activities.
   f. Membership and participation in the SGSO must be free from discrimination based on age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.
   g. Students must be free to join or leave an SGSO without being subjected to harassment or intimidation.
   h. Hazing is prohibited under the Code of Student Rights, Responsibilities and Conduct.
   i. Sexual misconduct, including harassment and discrimination, is prohibited under the Code of Student Rights, Responsibilities and Conduct and the university’s Sexual Misconduct policy.
Self-Governed Student Organizations are considered separate organizations and must register annually and agree to and operate under the terms of the Self-Governed Student Organization Agreement ("SGSO Agreement"). SGSOs may receive a range of benefits by participating in the SGSO process and operating under the SGSO agreement, including eligibility to apply for and receive student activity fee funding; priority use of university facilities and services; an association with the Indiana University name through approved IU student organization branding elements; a network ID and email address; and the option of accounting management assistance where available. In part, the SGSO Agreement provides that:

a. 1. The SGSO is an independent entity or independent association of individual students, operates independently and is not an agent, servant, or employee of IU, and neither has the authority to act for the other or commit the other to any activity, transaction, or agreement;
2. IU does not supervise, direct, or control the SGSO’s activities;
3. IU controls its facilities and services, which may be provided to the SGSO under certain conditions;
4. The SGSO will comply with the terms of the campus student organization handbook;
5. The SGSO’s activities, whether or not sponsored or officially approved by the SGSO, do not and will not violate local, state, or federal laws;
6. The SGSO’s objectives are educational, charitable, cultural, social, or recreational and not for personal or private financial gain of any member;
7. The SGSO and its members are subject to the Indiana University Code of Student Rights, Responsibilities, and Conduct;
8. The SGSO shall not use IU’s trademarks, symbols, logos, or mottoes, but may use approved IU student organization branding elements;
9. The SGSO shall not use IU’s taxpayer ID number or IU’s tax-exempt status;
10. The SGSO will not be covered by IU’s insurance policies;
11. IU will not be liable for any injury, harm, or damages arising out of the SGSO’s activities; and
12. The SGSO will indemnify, defend, and hold IU harmless with respect to any claims made against IU in connection with the SGSO’s acts or omissions.

An IU employee acting as an SGSO’s advisor in the normal course of employment would be indemnified by the university. SGSO agreements must be executed annually by the SGSO’s current officers to remain in effect.

Some SGSOs engage in activities that involve inherent risk and these SGSOs may be asked to pursue additional registration requirements as recommended by a campus Student Organization Registration Committee ("Committee"). These requirements may include additional agreements and/or submission of a risk mitigation plan to the Committee for approval which identifies and assesses risks and plans for education, protection and mitigation. To the extent possible, IU will adopt uniform additional requirements for similar types of SGSOs throughout the university.

SGSO’s that operate as a chapter or part of a larger parent organization, must still comply with applicable IU policies and the terms of their SGSO agreement. Where applicable IU policies and the terms of the SGSO agreement are in conflict with parent organization requirements, IU policies and the SGSO agreement supersede parent organization requirements.

2. University Student Organization (USO)
A small number of student organizations will be considered University Student Organizations and will be treated as operating units of Indiana University. As such, USOs will be entitled to administrative services as a university unit and additional use of IU branding. However, USOs will have to comply with all university policies. Determination of status as a USO will be made by the campus dean or vice chancellor of student affairs and the campus vice chancellor for finance and administration and/or controller. Final approval of USO status will rest with university administration. Factors to be considered are: funding sources and organizations,
IU staff support, management of risk, integration with university operations, and the historical and reputational relationship between the student organization and IU. As USOs are treated as operating units of Indiana University, there are key differences in designating a student organization as an USO:
• USOs may not have an outside bank account and must use IU accounts.
• Donations and gifts to the USO are counted as donations to Indiana University. Other revenue producing activities must follow the Establishing and Modifying Revenue Producing Activities (RPA) policy.
• USOs may not have outside employees, any employees must be IU employees.
• The affiliated IU campus, school, or department controls the funds, advising, risk mitigation, travel, and training for a USO.
• USOs may use the Indiana University name and marks as well as those of the affiliated campus, school, or department.

3. Non-registered student organizations

Non-registered student organizations will not receive the privileges and benefits accorded SGSOs or USOs, however, they are free to assemble and associate in areas of the campus that are open to them as students of the University. Furthermore, they are welcome to reserve campus space for their events under the same terms and conditions as other third-party groups.

Reason For Policy

Indiana University’s philosophy of education is one that supports student self-governance. IU also recognizes that co-curricular activities give students opportunities to develop leadership skills that will help prepare them for life after graduation. Consistent with this philosophy, student organizations may exist within the structure prescribed by IU or independent of IU. As each Self-Governed Student Organization (“SGSO”) is responsible for its own actions, the SGSO Agreement formally recognizes the independent relationship of SGSOs with respect to IU.

Procedure

SGSOs shall register and execute the SGSO agreement annually prior to the organization participating in any activities in the fall semester and in accordance with procedures established by each campus student activities office.

Definitions

University Student Organization (USO)- student organizations typically formed by Indiana University to serve an important function or to provide a certain opportunity for students. USOs are treated as operating units or agencies of IU within the administrative and fiscal structure of Indiana University and are subject to all university policies and procedures. Determination of status as a USO will be made by the campus dean or vice chancellor of student affairs and the campus vice chancellor for finance and administration and/or controller. Final approval of USO status will rest with university administration. Factors to be considered are: funding sources and organizations, IU staff support, management of risk, integration with university operations, and the historical and reputational relationship between the student organization and IU.

Self-Governed Student Organization (SGSO) - student organizations that are not University Student Organizations; considered organizations separate from Indiana University that must agree to and operate under the Self-Governed Student Organization Agreement (“SGSO Agreement”) in order to use university facilities and services, and receive benefits associated with the Indiana University name. SGSOs that have received permission to use “Indiana University” in the organization’s names must do so only in a locational sense (i.e. “The XZY Club at Indiana University”).

Student Organization Registration Committee (“Committee”) – a committee on each campus established by the campus office of student affairs which will monitor the registration process for SGSOs.
Advisor - Registered student organizations at Indiana University are required to have at least one IU faculty or staff advisor who is currently employed by the University (undergraduate students may not qualify as an advisor).

Advisors provide support, consistency, and advice to student organizations, but do not act as supervisors of the organization’s activities. The process of recruiting or replacing an advisor is the responsibility of the SGSO. The Dean of Students reserves the right to remove an advisor in cases of misconduct.

Sanctions

Student organizations that are neither a University Student Organization nor a Self-Governed Student Organization operating under the terms of the SGSO Agreement will be considered unaffiliated student groups and will not be afforded the benefits and privileges accorded USOs or SGSOs. Violations of the IU Student Code of Rights, Responsibilities, and Conduct by either an individual or organization, will be dealt with according to university policies and procedures.

History

This policy was established in 2016

Related Information

Code of Student Rights, Responsibilities, and Conduct

http://studentcode.iu.edu/

Student Organization Marks

(see original link at: https://policies.iu.edu/policies/stu-01-student-organizations/index.html)
SAMPLE CONSTITUTION

Article I. Name of Student Organization
The name of this Student Organization shall be the:
(Remember to ALWAYS use IU East AFTER the club name)

Article II. PURPOSE/MISSION
For example: To promote interest in the heritage in Indiana University, as well as fostering “spirit” among undergraduate students of the campus community.

Article III. MEMBERSHIP
Membership must be open to any interested students of the Indiana University East and Purdue University Programs.

Article IV. MEMBERSHIP FEES
(Think about if your SGSO needs to collect membership fees. May not be necessary.)

Article V. ORGANIZATION
Section 1. The President, Vice President, Secretary, Treasurer, etc., shall be the officers of the club. Only currently enrolled Indiana University East and Purdue University Programs students may serve as officers.

Section 2. The duties of the President shall be to convene and preside over meetings of the club and to supervise and direct all club activities, etc.

Section 3. The duties of the Vice President shall be…

Section 4. The duties of the Secretary shall be…

Section 5. The duties of the Treasurer shall be…

Section 6. The duties of the Advisor shall be…(The Advisor may serve as an ex-officio member if the RSO members desire.)

Section 7. Officers will be elected… For Example: the first Tuesday in February by a majority vote of the members in attendance. Each candidate will be given three minutes to speak and two minutes to answer questions.

Section 8. An elected officer found deficient in his duties may be removed by a two-thirds vote of the club members.

Section 9. A non-elected officer may be replaced by unanimous agreement of the club’s officers.

Section 10. Term of office?
Article VI. MEETINGS
Section 1. Meetings shall be held weekly/ bi-weekly/ bi-monthly.
Section 2. Quorum for meetings will be fifty percent of membership plus one.

Article VII. DISBURSEMENT OF FUNDS
Section 1. All disbursements must be authorized by both the President and the Treasurer, and approved by the Advisor.
Section 2. Any disbursement of fund over...($25) must be approved by a majority of four officers and the Advisor.

Article VIII. AMENDMENTS TO THE CONSTITUTION
Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.
Section 2. A copy of the amended constitution must be forwarded for review to the Office of Campus Life.

Article IX. (If applicable)
If your SGSO is a member/branch of a larger, regional or national organization, there must be a statement in your constitution that, when in conflict, Indiana University East policy will supersede the policy of such regional/national organization. A copy of the regional/national constitution or bylaws should be submitted along with the IU East organization’s constitution.

NOTE: All club constitutions are kept on file in PackLife for public review.

Consider the following points:

What is a constitution?
A constitution is a document that describes the organization and how it operates.

What are bylaws?
They are the permanent body of legislative rules by which a Registered Student Organization (RSO) operates. There is seldom any difference between the constitution and bylaws. Most RSO’s combine the two.

Reminders and suggestions
With a little time and attention, you can write a constitution that will help prevent and/or minimize future problems within the RSO.

Setting
A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. A quorum for most RSO’s usually consist of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the constitution for the protection of the group as a whole.
Defining duties of officers
The duties of officers or the leaders of an RSO are self-explanatory in many cases. The president presides. The treasurer keeps the accounts; the secretary takes notes and correspondence. However, other officers can be appointed to suit the needs of the group. The office of vice president is one that offers much flexibility and yet few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your RSO could have more than one vice president, or secretary, etc. Think about your group’s needs and programs and delegate responsibility to other officers.

E lecting Officers
There is nothing quite as discouraging as holding an election and having no one interested in running for office. It’s also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Consider selecting a nominating committee (your executive board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor.

Officer Transition
Officers are generally elected in the spring semester for the following fall. A spring election will allow time for a very important activity to take place – officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick officers the last week of school. Allow several weeks before the end of the semester.

Elections should take place in the spring, and the actual officer installation should ideally be scheduled for later in the semester. If your group is not on such a schedule, you should actively consider the benefits of changing to a spring election.

Removal of officers
Although you might think, “It can never happen to our RSO,” it can. Officers were elected last semester and have yet to call a meeting, they have misspent the group’s funds, or officers have not attended a semester’s worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers and elect new ones when necessary. This is not a provision to be taken lightly, or ignored.

Advisor
Don’t forget your club needs an advisor. Each club needs a full-time faculty member or staff member from Indiana University East or Purdue University Programs to work with their group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember, without an advisor, your RSO cannot be registered with the campus.