

# Recognized Student Organization Handbook

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# Section 1: General Information About RSOs and Compliance



## Section 1: General Information & RSO Compliance

Lincoln College policies establishing an application and approval process for new student organizations are administered by the Office of Student Engagement. Only approved student organizations are granted access to reserve facilities, use student organization related services, and access to potential funding.

### Recognition Classification

- A. **Sponsored Groups:** have active management, financial, physical, and administrative involvement by Lincoln College and as such, may be considered its “agents.” Sponsored status is only given to group whose purpose is critical or highly important to the educational mission and culture. This status carries additional responsibilities for the group’s officers and advisor. Typically, the advisement of a sponsored group is specifically listed in the faculty or staff advisors job description.
- B. **Affiliated Groups:** are organizations which perform a service or function of a department and which provide educational/learning opportunities (e.g. an honors society). The department shall be responsible for directing, managing and funding the affiliated organization and will appoint an advisor to effectuate those obligations. The affiliated organization may provide educational and leadership opportunities for students, including obtaining academic credit, *providing, however,* the department, through the advisor, is responsible for directing, managing and funding the activities of the affiliated organization. Affiliated organizations must be approved by the Dean or Director and/or Vice President depending whether the department is housed under Academic Affairs or Student Affairs. Affiliated organizations will annually provide current information to the Office of Student Engagement through the annual registration process in order to access College services or facilities.
- C. **Registered Organizations:** are student organizations wishing to use College services or facilities for the purpose of conducting general or public meetings, fiscal safeguards, or access to funding by the Student Government Association must obtain recognition by and follow regulations set forth by the Office of Student Engagement. A student group seeking recognition must submit an online application through the LynxUP! Student Life Portal! Student Life portal to the Office of Student Engagement. Once approved by the Office of Student Engagement, the student organization will be recognized. Student organizations must also register annually with the Office of Student Engagement to ensure continued access to services and facilities.

- D. **Independent Groups**, even though they may be comprised of primarily Lincoln College students are treated as outside organizations that have restrictions to how they operate on Lincoln College property and have limited access to privileges, benefits, and resources that sponsored, affiliated, and registered student organizations. Independent groups may not be financially supported by the institution, including any financial support from the Student Government Association. The activities, views, and purpose of independent organizations are not sanctioned by Lincoln College, however must still register with the Office of Student Engagement if they wish to rent College space for their activities.

## Types of Organizations

- Academic
- Community Service
- Departmental
- Governing
- Leadership
- Multicultural
- Political
- Professional/Honor Society
- Programming
- Special Interest
- Spiritual or Religious Greek
- Sport or Recreational

## Core Competencies

Adapted from the *National Association for Campus Activities' Competency Guide for Student Leaders (2011)*, core competencies are guiding principles for your student organizations' development and will help you implement best practice standards that are consistent with other colleges and universities.

**Leadership Development:** Student leaders involved in campus activities must understand that their role as positive change agents to influence others and create a vision. Leadership should be viewed as a process rather than a position and group members must feel that leadership is relationship oriented and situation in nature.

Some examples of **initiative** for student leaders to take to achieve this outcome are to:

- Create an involvement portfolio
- Read books on leadership
- Attend different leadership workshops
- Seek out professional staff leadership mentor

If a student completes these initiatives along with the others listed, some examples of **achievement** would be:

- The student leader would be able to move the organization toward the mission and strategic goals of the organization
- Recognize the ethical components of leadership

**Assessment and Evaluation:** Student leaders should make knowledge-based decisions in regards to resources allocated for campus programs planned and implemented by their organization. Leaders should possess the ability to effectively evaluate programs as well as assess their campus and community culture. Program evaluations will assure the continued improvement of campus activities and comprehensive assessment will allow campus activities offerings to meet the community development needs of the entire campus.

**Initiatives** students can take to achieve this outcome is to:

- Use both quantitative and qualitative assessment in addition to learning how to effectively use benchmarking and best practices information in efficient and meaningful ways.

If done properly, examples of **achievement** are:

- Having the ability to measure organizational effectiveness, and recognize the impact service has on the student body.

**Meaningful Interpersonal Relationships:** Student leaders need establish meaningful interpersonal relationships which are critical for successful leadership in campus activities. The student leader often relies on committee volunteers to carry out the essential tasks related to providing programs and services. The work of campus activities is often supported by several on and off-campus constituencies. Professionalism, diplomacy and recognizing the support of others will enhance organizational effectiveness.

**Initiatives** students can take to achieve this outcome are:

- Utilizing feedback from others
- Incorporating group reflection
- Taking personal development assessment/inventories

If done properly, examples of **achievement** are:

- Development of mutually trustworthy and rewarding relationship and the ability to maintain these satisfying interpersonal relationships that support and clarify personal values, goals and interests.

**Event Management:** Student leaders engaged in campus activities have a unique opportunity to learn and practice effective event management. Student leaders should strive toward understanding the appropriate steps and issues involved in event planning and management.

**Initiatives** students can take to achieve this outcome are:

- Request/participate in event planning training
- Read NACA's *Programming Magazine* and the *Risk Management Reader for Campus Activities Professionals*



- Request/participate in risk assessment and planning

If done properly, examples of **achievement** are:

- Planning and implementing memorable campus events for both members and the student body.

**Collaboration:** Student leaders should actively contribute to the achievement of a group goal. How often have we seen the success of co-sponsored programs on our campus? This positive phenomenon is due, in part, to successful collaboration. Student leaders should seek feedback from others and exhibit growth in their skills as a result of working collaboratively.

**Initiatives** students can take to achieve this outcome are:

- Actively recruit, encourage and recognize the involvement and contribution of others.
- Develop awareness of the mission and goals of other organizations in order to find opportunities for collaboration

If done properly, examples of **achievement** can be:

- Seen when students utilize delegation as a means to involve group members and promote and conduct joint programs between organizations.

**Social Responsibility:** Student leaders must role model social responsibility at all times but especially when representing the college/university. On and off campus behaviors should match the values of the organization and institution leaders represent. This development can be especially difficult for students because it often involved making unpopular decisions because they are the “right” thing to do.

**Initiatives** students can take to achieve this outcome are:

- Student leaders demonstrate behaviors that are consistent with campus policies as well as local, state and federal laws, reviewing the student code of conduct, and participating in community governance initiative.

When **achievement** is met in this section:

- Student leaders will challenge the behavior of other individuals or groups, participate in service/volunteer activities and understand the importance of civic engagement.

**Effective Communication:** Student leaders must exhibit effective communication to ensure organizational achievement goals. When communication is a focal point of student learning individuals will personally benefit and organizations will be run more efficiently.

**Initiatives** students can take to achieve this outcome are:

- Effectively facilitating workshops and/or training sessions
- Demonstrate active listening
- Seeking out learning opportunities such as curricular Speech Communication class and/or co-curricular communication workshops/seminars

Examples of **achievement** are evident when:

- Students are able to convey messages and influence others through writing, speaking, or non-verbal expression and can write clearly and concisely.

**Multicultural Competency:** Student leaders develop multicultural competency through celebration of diverse cultures, advocacy for the needs and identities of all members within the community, recognition of the diverse communities within the campus community and beyond, education and awareness of the concerns of those diverse communities, and support of the ongoing inclusion, understanding and dignity of all members within and beyond the campus community. Being able to understand one's own identity, as well as recognizing the similarities and differences of others, will equip students to serve and lead as citizens in a global society.

Suggested **initiatives** in the area of multicultural competence are:

- Enrolling in an academic course that addresses diverse populations and communities
- Recruiting and selecting organization members from a diverse pool
- Assessing programming calendar to see if it meets the needs of a diverse community

Examples of **achievement** are evident when:

- Students are able to recognize and understand one's own identity, privilege, and culture and advocates equality and inclusiveness

**Intellectual Growth:** Student leaders promote intellectual growth in all endeavors inside and outside the classroom and recognize it as central to the mission of higher education. Campus Activities offers a fertile practice field for intellectual development when student leaders and programmers engage in critical thinking, problem solving and decision making. Student leaders should be cognizant of the learning opportunity and apply knowledge learned to enhance organizational goals and personal development.

**Initiatives** students can take to achieve this outcome are:

- Reading relevant literature, utilizing case studies, and keeping a personal journal that contributes to intellectual growth.

Examples of **achievement** are:

- Apply previously understood information and concepts in a new situation or setting and using complex information from a variety of sources including personal experience and observation to form a decision or opinion.

**Clarified Values:** Student leaders and programmers should reflect and engage in the process of values clarification to enhance personal growth and organizational effectiveness. Understanding personal and organizational values play a significant role in achieving effective leadership in campus activities. Clarified values offer the leader a compass to navigate through a variety of leadership situations and challenges.

**Initiatives** students can take to achieve this outcome are:

- Reflecting in a journal on ow values guide personal behavior
- Engaging in diversity dialogues/honest conversations on difference
- Participating in social justice activities help students clarify behavior

An **achievement** indicator of clarified values is when:

- Students can articulate personal and organizational values and how they are congruent with the mission of the institution as well as have the ability to understand how culture influences one's own values.

## **LynxUp! Student Life Portal**

Your portal for student **engagement** – each organization is required to use LynxUp! In the following ways through the academic year:

- Re-register every fall/spring
- Update membership roster each semester
- Approve interested and pending members for your organization
- Update constitution and bylaws if changes have been made
- Register for fall and spring involvement fairs

LynxUp! Will help you communicate with your membership more effectively and efficiently. The site has the ability to keep updated rosters, store documents, register and promote events, email members, track attendance to your events and meetings, create poles and forms, and engage with the campus community with our mobile events app.

## **Online Student Organization Directory and Events Calendar**

A searchable online student organization database and events calendar is available on LynxUp! This database and calendar is the “public face” for all organizations and events open to the campus community. That is, interested students, faculty, staff, and other individuals may search

this database or view the calendar to learn about your organization. Our hope is that you will use the database to connect and collaborate with other student organizations on projects. It can also be used for you to explore your own interests and to learn about what other student organizations may have to offer you. You will find mission statements; information on size and composition; faculty advisors; and copies of their constitutions. Because interested students will use this information to find out more about student organizations at Lincoln College, it is important to keep information updated.

## **RSO Responsibilities**

The Office of Student Engagement annually recognizes student organizations that complement the academic mission of Lincoln College and enhance the quality of education outside the classroom. Recognition does not imply endorsement of the organizations' activities and actions by Lincoln College. Recognition is a privilege that may be withdrawn for violation of Lincoln College policies and procedures; Student Handbook and Student Code of Conduct; RSO Handbook; and local, state, and federal laws. Organizations recognized by Lincoln College must:

- A. Adhere to all municipal, state, and federal laws and regulations; Lincoln College policies and procedures, including the Student Handbook and Code of Conduct, and RSO Handbook.
- B. Provide adequate lead time when services are needed from College departments, as well as consult and cooperate with appropriate departments or College representatives when large, unusual, or potentially risky events are planned.
- C. Ensuring continuity from year-to-year by holding fair elections, training new leaders, and keeping good records.
- D. Have a responsible full-time faculty or staff advisor employed by Lincoln College.
- E. Have uploaded a current constitution that meets the standards set by the Office of Student Engagement on to LynxUp! web portal and all other supporting documents.
- F. Maintain an accurate roster of all current members, including officer titles on LynxUp!
- G. Manage College physical and financial resources wisely, ethically, and according to College and departmental guidelines.
- H. Operate in a manner consistent with the goals and standards of the College.

- I. All officers must attend RSO Orientation and other mandatory RSO meetings coordinated by the Office of Student Engagement, as well as renew
- J. Annually renew your RSO each fall and/or spring with updated officers and titles.
- K. Remain in good standing with the College (organizations not in good standing will be referred to the appropriate RSO conduct procedures)

## **Benefits and Privileges**

There are many benefits and privileges of starting or being a member of an RSO.

- A. Use of Lincoln College facilities
- B. Sponsorship of activities and promotion of those activities through LynxUP! Student Life Portal and mobile app.
- C. Distribution of literature, flyers, posters, banners, and organizational materials according to the RSO “Advertising and Posting Policy”.
- D. College services and resources such as purchasing, printing, maintenance, and technology.
- E. Assistance and leadership advisement from the Office of Student Engagement.
- F. Awards and honors presented to RSOs and their members on their accomplishments and contributions on campus and in the larger community.
- G. Participation in college-wide events such as Weeks of Welcome, LynxFest, Family Weekend, Homecoming, and SpringFest.
- H. Solicitation of funds on campus through programs and fundraisers as established by the “RSO Fundraising Policy”.
- I. Access to funding for campus programming and other RSO needs through the Student Government Association.

## **LOUIE Awards**

Recognized Student Organizations at Lincoln College provide many key activities, events, and experiences that make the Lynx experience the best undergraduate experience. The Louie Awards is a recognition ceremony held in mid to late April recognizing the dedication and hard work of various student organizations, as well as members and advisors of student organizations each year.



Awards fall into four categories Leadership, Outstanding, Uplifting, Impact, Events (hints LOUIE)

A. Awards

1. Leadership Awards

- i. Student Leader(s) of the Year
- ii. Advisor of the Year
- iii. Student Organization of the Year
- iv. Rising Leader Award

2. Outstanding Awards

- i. Most Outstanding President of the Year
- ii. Most Outstanding Treasurer of the Year
- iii. Most Outstanding Member(s) of the Year
- iv. Most Outstanding New Advisor of the Year
- v. Most Outstanding Graphic Design by a Student

3. Uplift Awards

- i. Mentor Award

4. Impact Awards

- i. Impact Program of the Year
- ii. Diversity Program of the Year
- iii. Social Justice Program of the Year
- iv. Community Service Award
- v. Philanthropy Award

5. Event Awards

- i. Event of the Year
- ii. Best Educational Program of the Year
- iii. Best Social Program of the Year
- iv. Original Event of the Year
- v. Collaborative Event of the Year

B. Nominations

- 1. The Nomination Form will become available in March 1st. All nominations are due by April 1<sup>st</sup>.

## Section 2: Registering or Renewing a Student Organization



## **Section 2: Registering or Renewing a Student Organization**

Student groups desiring to organize and take advantage of privileges afforded by recognized student organizations (RSOs) at Lincoln College must go through a registration process and renew their RSO annually.

### **Deadlines**

- A. The application to register a new student organization closes the eighth week of classes (midterms) of the spring semester.
- B. Current RSOs must renew their registration annually by September 1<sup>st</sup> of the fall semester. If an organization fails to renew their organization by September 1<sup>st</sup>, the organization will be placed on probation until they are in compliance.
  - 1. Failure to renew the organization for two (2) consecutive semesters, the organization will be considered dormant and must complete a new organization application to renew.
  - 2. Failure to renew the organization for six (6) consecutive semesters, the organization will be administratively absolved and all funds will be forfeited by the organization. The organization will be removed from the student organization directory.

### **Registering a (New or Reactivating) a Student Organization**

#### **A. Submit an “Intent to Organize” Form**

- 1. Submit an “Intent to Organize” Form to the Office of Student Engagement. Upon receipt of the Intent to Organize form, please allow ten (10) business days for your submission to be reviewed by the Office of Student Engagement. The purpose of the review process is to provide a potential new organization the opportunity to have interest meetings, and prepare documentation for registration process. This form can be found in the LynxUP! Student Life Portal under the “Forms” tab. The completion of this form will grant pending status to groups awaiting formal recognition and grant the following privileges:
  - i. The right to reserve Lincoln College facilities for the purpose of holding initial interest meetings.

- ii. The right to publicize interest meetings.
  - iii. The right to invite membership.
2. **Organizations that have been placed on Probation, Suspension, or Revocation of Recognition.** Officers and/or members listed on an official RSO roster, at the time of sanctioning who've been placed on probation, suspension, or have been permanently revoked of recognition may not establish a new student organization that is similar in nature (i.e., mission, objectives, etc.).

## **B. RSO Officers**

1. An officer of an RSO is anyone who is elected or appointed as officers; elected by the student body for any other position; or elected or appointed committee chairs or other leadership positions with designated responsibilities (as opposed to general members) according to what is written in the organization's constitution.
2. Officers must be currently, full-time registered students at Lincoln College.
3. Officers must have a minimum cumulative and semester grade point average (GPA) of 2.0.
4. Students may not serve in any officer position if they:
  1. Do not meet the minimum cumulative GPA requirement.
  2. Currently on Academic Probation or Academic Suspension.
  3. Currently on social probation or deemed unfit to serve in a leadership position due to significant Lincoln College policy violations.
5. Each organization is required to have a president and treasurer (or parallel leadership position) and those roles must be held by two distinct individuals. The creation of other leadership positions is encouraged but not a requirement.
6. Students serving in the president position in an organization may not serve as president in a second organization, however may serve in other officer positions such as treasurer.

### **C. Members**

1. Within the context of this policy, the term “college community” shall mean the students, faculty, and staff of the college.
2. Membership in a recognized student organization shall be open to all constituents of the college community who are willing to subscribe to the stated aims and to meet the stated obligations of the recognized student organization.
3. Membership in a recognized student organization shall be open to all, as describe in section 2 of this policy, without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, or disability.
4. Organizations that engage in selective membership practices must meet with the Director of Student Engagement to ensure their practices are in compliance with municipal, state, federal, and College policies.
5. Members of recognized student organizations must be provided notice and an appeal process for actions taken against them by the organization.
6. Only members of the Lincoln College community may hold membership in a recognized student organization.
7. Membership selection criteria must be relevant to the goals and objectives of the recognized student organization and congruent with the educational mission of Lincoln College.

### **D. Faculty or Staff Advisor**

1. All RSOs are required to have an advisor that is full-time faculty or staff member at Lincoln College.
2. Independent organizations may be required to have an advisor based on the organization’s goals, objectives, and planned activities.
3. Independent organizations reserve the right to choose their own advisor.
4. Advisors should counsel the organization in the exercise of responsibility, be familiar with Lincoln College policies and regulations, including policies governing recognized student organizations.



5. An advisor's approval is required for all financial and event planning and registration forms.

#### **E. Name and Purpose of the RSO**

1. The groups name should not be confusingly similar to that of another entity or student organization, including the use of acronyms.
2. The group may not adopt a name which may be construed by the college community as misleading as to the nature of affiliation of the organization, this includes the use of acronyms.
3. The name must comply with policies governing use of the college name. Groups cannot use "Lincoln College" or "LC" at the beginning of their name, but are permitted to say "Organization Name at Lincoln College". Sponsored groups may be excluded from this policy.
4. Groups may not use a name that is trademarked.
5. The use of Greek letters may only be used by affiliated organizations such as nationally or regionally RSOs or professional societies.
6. Recognition may be limited to groups whose purpose does not duplicate that of an existing student group.

#### **F. Constitution**

The constitution is the basic framework of any organization. Simplicity and flexibility are the keys to a good constitution. Recognized student organization are required to have a constitution which meets the standards for RSOs at Lincoln College. RSOs must have a current constitution on file with the Office of Student Engagement. When writing or revising the constitution, keep in mind both the organization's immediate needs and its future goals. A constitution template, including required sections and language has been provided in the resource section of the handbook. When constructing your constitution, organizations must include the following sections:

1. Name and Purpose
2. Objectives
3. Membership
4. Officers
5. Voting
6. Statement of Non-discrimination
7. Financial Obligation
8. Statement of Non-hazing

9. Statement of Compliance with Lincoln College Policies and Regulations

**G. Submitting an RSO Registration Application and Supporting Documents**

1. Complete the online RSO Registration Application which can be found online in the LynxUP! Student Life Portal under the “Forms” tab. In addition to completing your application, upload the following:
  1. Constitution
  2. Bylaws or Operations Manual (if applicable)
  3. If a nationally RSO such as an honor society, the organization must submit the national office constitution and bylaws
  4. If a nationally recognized organization, the organization must submit a copy of the charter if applicable
2. Upon receipt of the complete registration application, constitution, and other supporting materials, please allow two (2) weeks for your application to be reviewed by the Office of Student Engagement for accuracy and approval. The purpose of the review process is to provide an opportunity for the verification of all registration materials submitted for approval. **Incomplete applications or materials with several grammatical errors will not be accepted.**
3. During the review process, the president, treasurer, and advisor will be required to meet with the Director of Student Engagement or designee for an RSO Orientation.
4. Upon completion of the RSO Orientation requirement and full review of the registration application, constitution, and other supporting documentation, the Director of Student Engagement or designee will forward recommendations to the Student Government Association for approval.
5. If denied, the signatories on the application will be notified via their Lincoln College email outlining the reason(s) for denial and what actions need to be taken.
6. Following the review process, the organization president may be asked to appear before the Student Government Association to discuss the organization purpose and answer any questions.
7. Once the Student Government Association has approved the new organization, the president, treasurer, and advisor they assume all rights and privileges of RSOs at Lincoln College.

8. Organizations with less than five (5) members or have not secured an advisor will be given “probationary period” of one (1) semester to meet the standard membership requirements.

#### **H. Annual Registration Renewal**

The purpose of the Annual Registration Renewal process is to keep accurate records of RSOs. After the initial process, each subsequent year, an organization must complete the following:

1. Submit an Annual Registration Renewal Form and upload a current constitution and supporting documents through the LynxUP! Student Life Portal by September 1<sup>st</sup> of the fall semester.
2. The president and treasurer must attend a mandatory RSO Orientation the first week of classes
3. All officers must complete RSO Training through Canvas before September 1<sup>st</sup>.
4. If an organization fails to renew their registration, they will be placed on probationary status until they are in compliance with the Office of Student Engagement.
5. If an organization fails to renew their registration for two (2) consecutive semesters, they will be considered dormant.
6. If an organization fails to renew their registration for six (6) consecutive semesters, the organization will be administratively dissolved and removed from the RSO directory.



## Section 3: General Policies and Procedures





## Section 3: General Policies and Procedures

### Academic Excellence Policy

The Office of Student Engagement and Leadership Development supports the mission of Lincoln College and believes that co-curricular activities, including the participation in recognized student organizations enhance student growth and leadership development. However, participation in co-curricular activities and recognized student organizations do not supersede what is chiefly the mission of higher education: learning and academic excellence. To establish academic standards for participation in RSOs and to serve in leadership roles within the organization that are consistent with the academic mission of Lincoln College and objectives of out-of-class-learning, the following academic eligibility criteria are required for students wishing to participate in RSOs.

#### A. Individual Student Organization Members:

1. Students serving in officer or other leadership function such as president, vice president, treasurer, secretary, event coordinator, marketing coordinator, etc. must be a full-time student at Lincoln College and attain a minimum cumulative and semester 2.0 GPA.
2. RSOs reserve the right to set their own minimum GPA requirements for membership and participation as long as it meets or exceeds this policy, is clearly stated within the organizations constitution, and consistently followed. The President or Advisor must ensure their roster is up-to-date on LynxUp! and must submit a GPA check from the Office of the Registrar to receive a “Yes” or “No” on whether a prospective or current member meets their GPA requirement.
3. Students with a cumulative GPA of 1.99 or less or placed on Academic Probation may affiliate with the organization and participate in the organization’s activities, but may not take an active leadership role or participate in the planning, organizing, or implementing of organization activities.
4. As states in the Course Catalog: *Any student who has a semester grade point average (GPA) of 1.0 or less for the preceding semester is ineligible to represent the College in any campus musical organization, intercollegiate athletics, and other programs where the student is representing the College to the public, including officers of recognized student organizations.*
5. Students who are placed on academic expulsion or suspension lose all privileges of recognition and association with recognized student organizations and must be removed from the organizations roster.



## B. Student Organizations

The sole purpose of student organizations is to compliment the academic mission of Lincoln College, therefore any activities that may distract or negatively influence a member's academic work is highly discouraged.

1. RSO must take into consideration the academic responsibilities of their members when planning activities during the week when classes are in session. Under no circumstance should a member be prevented from attending or being late to a class or other required academic activity because of RSO activities.
2. The Office of Student Engagement understands that there are occasionally opportunities for members of an RSO to attend a workshops, conference, or guest speaker that may conflict with scheduled class. It is the individual student's responsibility to contact and obtain permission from their faculty member in writing to excuse them from class. If approved, it is also the responsibility of the student to make arrangements to fulfill any course work before or after they are scheduled to miss class.
3. The RSOs GPA will be calculated each academic term to determine the RSOs group average GPA.
  - i. If an RSOs average GPA falls below a 2.0 term grade point average, the organization will be placed on probation the following semester. Please see *Recognition Status Outcomes Applied to Student Organizations* starting on pg. 61.
  - ii. If an organization fails to earn a 2.0 term grade point average for two consecutive semesters, the organization will be placed on Suspension of Activity for the following semester. Please see *Recognition Status Outcomes Applied to Student Organizations* starting on pg. 61.

## C. While complying with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Engagement or designee will notify the president and advisor of an organization when their members are not in compliance with this policy.

1. In the event the president is not in compliance with this policy, only the advisor will be contacted.

## Advertising, Marketing, and Social Media Guidelines

The following advertising, marketing, and social media guidelines have been established to help student organizations promote the organization, events and activities. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purpose of this policy, publicity is defined as printed and electronic materials including, but not limited to: flyers, emails, posters, table tents, banners, and social media. All forms of advertising, marketing, and social media should be submitted for approval through the Office of Student Engagement before posting. Please allow three (3) business days for review and follow up.

### A. Permitted Forms of Advertising

1. *Bulletin Boards:* Bulletin board space is available on a first-come-first-serve basis in various buildings across campus. If a student organization is unsure of what bulletin boards can be used, contact a staff member in the Office of Student Engagement. Flyers and event posters must be no bigger than 11 in. x 17 in. size. All event flyers and posters must be stamped for approval by the Office of Student Engagement.
2. *Campus-wide Email Announcements:* The Office of Student Engagement has the ability to send out campus-wide emails to students and all Lincoln College employees. If a student organization would like to have a message sent out to campus, they must submit the intended message and/or flyer 48 hours in advance and who the email should be directed to (e.g. all LC students).
3. *Chalking Sidewalks:* Using chalk designs/signs to promote your organization's events and/or meetings is only allowed on outdoor concrete sidewalk areas exposed to the weather and can easily be washed away by rain. No chalking is allowed on the exterior of campus buildings.
4. *Event Flyers & Leaflets:* All event flyers must be approved from the Office of Student Engagement before being distributed.
5. *Table Tents:* Table tents may be placed in the Meyer-Evans Student Center and lobby spaces across campus. Table tents may be displayed no more than 14 days prior to the event and removed the day after the event.
6. *LCTV Channel 5 & WLNX (89.9):* If the event is open to the public, students may work with LCTV and WLNX to distribute their information.
7. All advertisements and marketing must be free of grammatical errors and misspellings before being sent to the Office of Student Engagement for

approval and dispersion. The Director of Student Engagement and/or designee reserves the right to deny any advertising/marketing that may be deemed offensive or contradict the educational mission of Lincoln College.

#### B. Posting

1. Publicity may be posted on general use bulletin boards in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
2. Publicity may be posted in any campus building on glass using transparent tape only.
3. Publicity must include name of the sponsoring organization.
4. Leaflets may be placed in student mail boxes and handed out in various locations on campus as long as they don't disrupt classes and normal business operations.
5. Persons who post are asked to be considerate of others who have posted. No publicity may cover previous posted material and only one item per event should be posted on each bulletin board.
6. Publicity may only be posted for three weeks and must be removed within 48 hours after the conclusion of the event. All campus community members are encouraged to remove any notices that are clearly expired. Publicity that is promoting a series or semester list of activities or events may post items for longer than three weeks.
7. The sponsoring organizations assumes the responsibility that all its notices will be posted and removed according to these regulations.
8. Publicity can NOT be posted on doors, walls, brick interior walls, any painted surface or floors, mirrors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs, or grassy areas on campus. Doors not in community walkways are an exception, such as faculty and staff offices, and restroom stalls.
9. Flyers or notices may not be placed in or attached to automobiles on campus.
10. Using duct tape is prohibited and may result in damage billing. The use of scotch tape, staples, nails, etc. in non-standard posting locations is also

prohibited and may result in damage billing. The use of transparent tape or painters' tape is permitted.

11. Promotion of alcohol consumption or the use of drugs or any other illegal activity are all prohibited. Further, violent and/or vulgar imagery and words are also prohibited.
12. Materials to be posted in the residence halls should be submitted to the Office of Residence Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor and lobby areas.
13. All publicity must be approved by the Office of Student Engagement before being distributed across campus.

#### C. Social Media Guidelines

The Social Media Guidelines for Recognized Student Organizations are designed to help Lincoln College student organizations find success in their social media efforts. This section is not a set of rules governing what student organizations can and cannot do, but rather a guide to best practices and considerations that student organizations may follow.

Social media when used effectively, can benefit your student organization in a variety of ways. You might find that social media is useful in:

- Recruiting new members
- Communicating with current members
- Advertising programs, initiatives and events
- Sharing information about a cause your organization cares about
- Spreading general awareness of your organization

**Best Practices:** These best practices are suggestions designed to help you use social media in a way that benefits your organization.

1. **Be strategic.** Before you create your social accounts and begin posting, consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes.

Will you use social media to communicate with potential new members, or will you focus on reaching current members? Do you want to promote events, or spread a particular message? Who will manage the accounts, and what is the process for transitioning ownership as students graduate?

If you're interested in help with building or enhancing your organization's social strategy, don't hesitate to ask for help from your advisor or by reaching out to the Office of Marketing and Communications.

2. **Be accurate.** Check your facts before posting. Is the event location listed correctly? Is the statistic you're sharing verified? Proof of spelling and grammar errors as well. When you make a mistake, correct it right away, publicly, without being defensive or trying to hide the error.
3. **Be active.** Rather than spreading yourself too thin across every available social network – which can result in inconsistent or infrequent posting and even totally dormant accounts – focus on being active on just one or two networks. Choose the platforms that will most effectively help you reach your goals and target audience and try to post a set number of times per day or week.
4. **Be respectful.** What you share on social media is up to you, but it's always best to be respectful – not only of the organization members you represent, but of the larger community you're reaching.
5. **Be responsive.** Include your organization's contact information in your social media profiles, and have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.
6. **Be smart.** Keep in mind that when you create a social media account, you are agreeing to the network's terms and conditions, including those related to copyright and privacy rights and responsibilities.

College rules, policies and guidelines, including but not limited to the Code of Conduct, apply to behavior conducted online, via email, text or other electronic media, and may apply to off-campus conduct. It is your responsibility to familiarize yourself with relevant rules and to follow them.

**Considerations:** These are items to consider as you start or continue using social media for your student organization.

1. **Copyright.** If the content you are posting is not owned by your organization, be sure to credit sources. Copyrighted content might include information, quotes, music or photos. If you're unsure, ask your advisor for assistance.
2. **Lincoln College Brand.** Familiarize yourself with rules and regulations surrounding use of the Lincoln College brand on any materials you create



and share on social media. See the following section (D) for more information and assistance.

3. **Representation.** As a Lincoln College student organization, you are representing your organization, its members and yourself in all you do. Just as you are responsible for the content posted on your personal social media profiles, you are responsible for what you choose to post on your student organization's profiles.

Have fun with social media and be authentic – always keeping in mind the groups and individuals you represent.

D. Usage of Lincoln College Name, Logos, and Emblem

The Lincoln College name, logo, official College seal, athletics logos, and any other Lincoln College symbol or logo are controlled by the Office of Marketing and Communications. Student organizations must receive written permission from the Director of Marketing and Communications or their designee to use the Lincoln College name, or any logo or emblem in their name or advertising and marketing materials.

*If a student organization would like to promote their student organization activities, events, programs, etc. through a press release or on official college social media, they must reach out to the Office of Marketing and Communications.*

## Discrimination Policy

Lincoln College recognizes that a non-discriminatory environment complements its commitment to academic inquiry, intellectual discourse and personal growth. Lincoln College also recognizes the interests of students to organize and associate with like-minded students. Accordingly, any individual who subscribes to the goals and beliefs of a student organization may participate in a and become a member of the organization.

- A. All members agree to follow the Nondiscrimination in Membership Clause:  
Member selection shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran.
- B. When a student organization, whether national or local, has a selective membership (i.e., honor and recognition societies or professional service, and social groups) the organization shall not discriminate in member election based on race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran. Per section

106.14 of Title IX of the Education Amendments of 1972, social fraternities and sororities that are exempt from taxation under section 501(a) of the Internal Revenue Code and whose active membership consists primarily of students in attendance at institutions of higher education may select members based on sex.

## **Hazing**

Hazing defined is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy. Such activities or situations include, but are not limited to:

### **Level I Violations:**

- Marching in line
- Road trips
- Wearing apparel which is conspicuous and not normal in good taste, and/or inappropriate for the time of year
- Calisthenics
- Line-ups
- Pledge/signature books
- Periods of silence
- Standing for a length of time
- Personal servitude
- Activities that would not normally construe hazing but of time, place, or manner make them inappropriate

### **Level II Violations:**

- Sleep deprivation or interruption of consecutive sleep hours
- Expected or forced consumption of food, drink (including alcohol), or other substance
- Acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- Restrictions on eating or bathing
- Acts that disrupt academic instruction or learning of others
- Interruption or interference of academic commitments

### **Level III Violations:**

- Branding
- Paddling in any form
- Compromising (sexual) situations

- A. Both individuals and groups may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility.

The following questions can help individuals/groups assess the appropriateness of an activity:

- Does the activity promote and conform to the ideas values, and mission of both the College and organization?
- Is it an activity that all members (current and initiates) engage in together?
- Would the group's advisor, the national headquarters, or other College officials approve of the activity?
- Will this activity increase new members' respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

- B. Accountability. Hazing is prohibited and any recognized student organization or individual member of a student organization failing to comply with this policy may be subject to action through the Dean of Students office. Any student or organization member of a student organization found to be involved in hazing activity may face conduct action and be subject to sanctions including but not limited to probation, suspension, or revocation of recognition from Lincoln College, as well as individual sanctions from the Dean of Students office and Office of Student Conduct for each member involved.

- C. Retaliation: It is a violation to retaliate against any person making a complaint or perceived to be making a complaint of hazing, or cooperating in an investigation or hearing of alleged hazing. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. For the purpose of this policy retaliation includes, but is not limited to, behaviors or actions (including on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken, or that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Sanctions for retaliation may include, but are not limited to, a written warning, probation, suspension, or revocation of recognition from Lincoln College. Examples of retaliation include:

1. Spreading negative rumors about an individual because the person reported hazing
2. Not allowing a person to participate in usual activities because of a perception the person reported hazing

3. Pressuring a person to not report hazing
  4. Threatening a person to make the person drop or not support a complaint
  5. Suggesting to or encouraging a person to provide false or misleading information
- D. Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including but not limited to: disciplinary probation, social suspension, suspension of charter, restriction on member recruitment and/or group activity, removal of the individual group, loss of privileges, suspension, and /or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only and may change given a particular circumstance of a violation.) students should also be aware that hazing is a misdemeanor under Illinois state law.
- E. Acts or potential acts of hazing may be reported to the Office of the Dean of Students. In addition, concerns may be reported confidentially. Maintaining confidentiality of the source is possible, but may limit the extent of action that can be taken.
- F. Illinois State Law: Hazing is illegal in the state of Illinois. Hazing is classified as a Class A misdemeanor, except in the situation where hazing results in death or great bodily harm; it is then considered a Class 4 felony. 720 ILCS 120/5. Hazing

### **Section 5. Hazing.**

A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of the State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

### **720 ILCS 120/10. Sentence 10**

Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony.

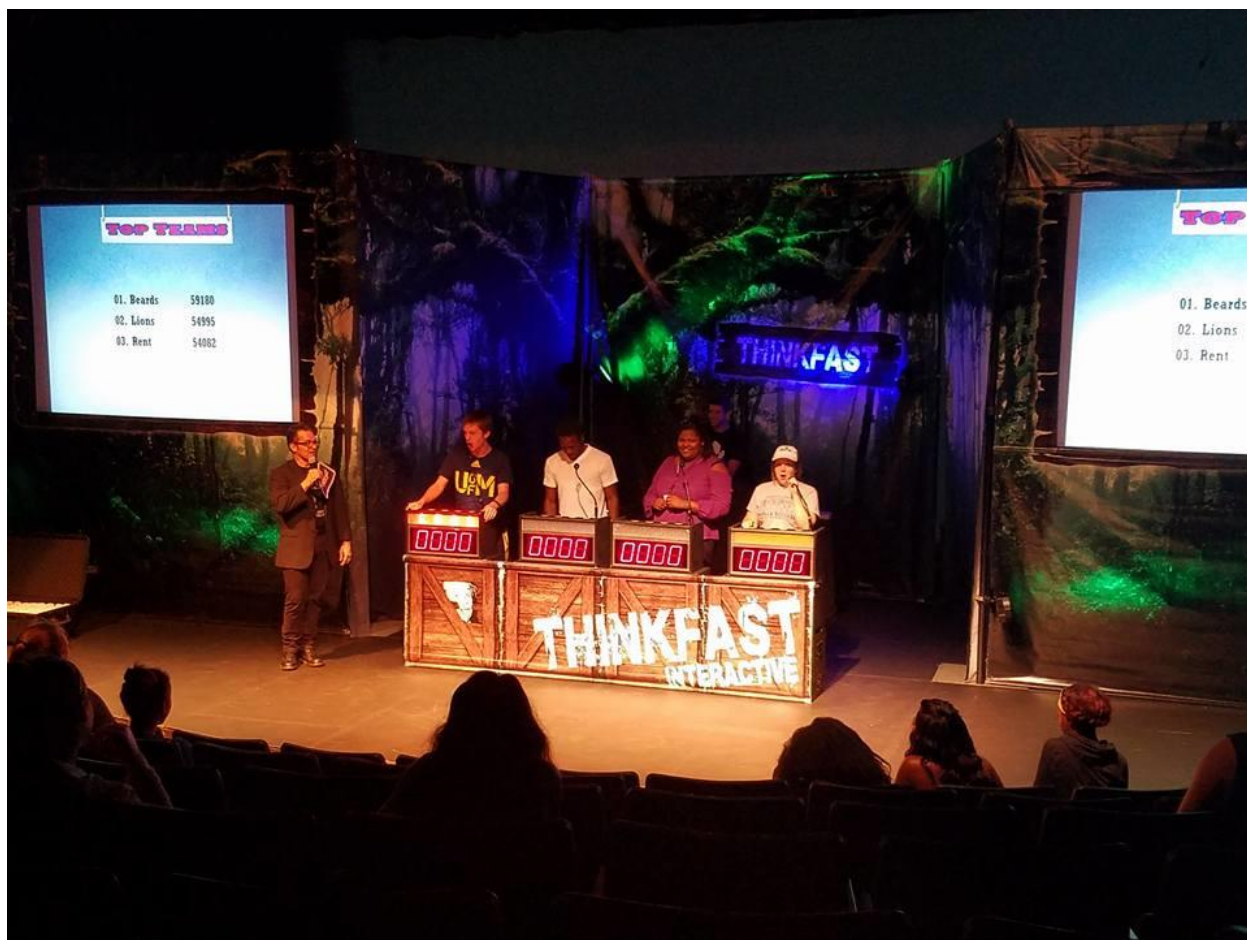
## **Travel Policy**

There will be times that RSOs will or may need to travel off campus for activities, conferences, etc. The RSO President and RSO Advisor must contact the Director of Student Engagement when planning off-campus travel events.

## **Working with Minors**

Student Organizations that work with minors (service work, mentoring, etc.) must complete an additional training through Lincoln College Risk Management. Please contact Kristen Robinson, Director of Human Resources and Risk Management at (217) 735 – 7224 or email at [krobinson@lincolncollege.edu](mailto:krobinson@lincolncollege.edu) in the event planning process or before completing service hours. Her office is located in the Harts Science Building (lower-level).

## Section 4: Event Planning and Registration



## Section 4: Event Planning and Registration

Depending on the type of event, RSOs may need to submit an Event Planning and Registration form to the Office of Student Engagement. To determine whether or not you need to register your event, and when, check out this list. First, however understand the difference between an **EVENT** and a **MEETING**. Events are generally open activities where anyone can attend (ticketed or not-ticketed), regardless of location. Meetings are generally closed sessions limited to members of the student organization. Meetings generally do not need to be registered using this form unless they meet one of the criteria below (inviting a dignitary, pot-luck meals, etc.)

*If your event falls under multiple categories listed below with conflicting time frames (2 weeks vs. 4 weeks), default to the 4-week time frame.*

### Deadlines to Register an Event

A. These events **DO NOT** require an EPR Form, unless they also fit in a category listed below:

1. Meetings, since they are closed sessions limited to the members of the student organization
2. Closed events that are “invite only”
3. Events where the only food is pre-prepared by a commercial entity (e.g., pizza, snacks, subs, dessert)
4. Tabling used to promote an event/organization (no exchange of money and only pre-prepared food at table)
5. Venues that have an occupancy of less than 50 people

B. These events require an EPR Form to be submitted **TWO WEEKS** in advance:

1. Events that have food from an approved caterer
2. Tabling when the group is collecting money (e.g., Krispy Kreme fundraisers)
3. Events that will take place in a venue that have an occupancy between 50 – 150 people
4. Outdoor events that have amplified sound other than at the noon hour outside any and all academic and office building



5. Events where money is collected or tickets are being sold
6. Small events (occupancy between 50 – 150) that end before 11:00 p.m.
7. Events that involve student performers (musical acts, comedians, actors) in small venues (under 150 capacity)

C. These events require an EPR Form to be submitted **FOUR WEEKS** in advance:

1. Events that involve a dignitary or a performing artist from outside the Lincoln College community (e.g., musical acts, comedians, actors)
2. Events that involve cooking or serving home-cooked food (rather than having the event catered or serving pre-prepared food; this includes bake sales or tabling with home-cooked food)
3. Events that have the potential to go past 11:00 p.m.
4. Events that allow non-Lincoln College community members to attend
5. Events that will be held in a large-capacity venue or space, that is, capacity of 150 people or more
6. Events that will use tents, stages or other temporary structures
7. Events that will require a permit from a governmental agency
8. Events that include high risk physical activities (e.g., open flames; road races, dunk tanks, see-saws, inflatables, or organized competitive sporting events sponsored by student organizations)

D. **Why would I need to complete an EPR Form 4 weeks in advance?**

Depending on the complexity of the event (food, setup, etc.), the organization and the respective departments the organization will need to coordinate with need time to prepare certain requirements. These requirements may include food permits, additional liability insurance, risk management plan, contract review, etc.

**\*\*PLEASE NOTE:** If your event is not registered within the time frame indicated, the form will not be processed, and your event will not be approved. If you're not sure whether your event should be registered, please contact the Office of Student Engagement.

## Amplified Sound

In order to prevent disruption to businesses, offices, classes, and neighboring residential areas, programs on campus involving amplified music are subject to the following curfews:

### No Earlier Than:

6 p.m. | Mon – Fri

Noon | Sat - Sun

### No Later Than:

9 p.m. or sunset, whichever is earlier | Sun – Thur

10 p.m. or sunset, whichever is earlier | Fri - Sat

Events involving amplified sound may be required to obtain a Sound Permit from the City of Lincoln.

## Children/Minors

If you will be hosting an event that involves children/minors. You must contact the Director of Human Resources and Risk Management. Events involving children/minors requires all training for members of an organization planning and facilitating the event.

## Contracts

Contracts may be utilized to enter into agreements with local businesses, speakers or performers. Contracts cannot be signed by advisors, nor officers or other members. Contracts presented to RSOs should be brought to the Office of Student Engagement to obtain the proper signatures. RSOs do not have the legal authority to enter into a contract. The Office of Student Engagement has procedures in place to allow RSOs to enter into contracts, by having Lincoln College enter into the contract on their behalf.

Zero dollar agreement contracts will need to be signed for anyone that is not affiliated with Lincoln College who is rendering services for the group. For example, even if a DJ is donating their time for the RSO's event, they will still need to complete a zero-dollar agreement.

**Any person that signs a contract, except for the College approved signatories, will become personally liable for the agreement.**

Contract templates, tax withholding forms and advising to RSOs is provided by the Office of Student Engagement as part of the event registration process.

## Dances

The Lincoln College Policy Governing Dances was developed to promote the efficient and orderly use of campus facilities. Further, recognized student organizations sponsoring dances with student attendees will be ensured equitable allocation of campus space for such dances. Lincoln College recognizes the frequent use of its campus facilities by diverse student

organizations and departmentally sponsored dances with students in attendance and, therefore, seeks to promote enjoyable dances for students in a safe environment.

A. Dance Defined

For the purpose of this policy, a “dance” is any social event sponsored by a Lincoln College-recognized student organization, whose primary purpose is the promotion of free movement to amplified music in an unobstructed area in a campus facility or area subject to reservation.

B. Dance Procedures

1. One student signatory of a currently registered or sponsored organization seeking to use campus facilities to hold a dance must:
  - i. Meet with RSO Advisor to review the planning details of the dance.
  - ii. Tentatively reserve the facility where the dance will be held. Facility policies may vary for dances and reservations do not guarantee approval.
  - iii. Complete and submit the “Event Registration Form” on LynxUP! Student Life Portal. RSOs must obtain approval from the Dean of Student Office and/or designee to host a dance.
  - iv. Work with Campus Safety and the Dean of Students office to secure Campus Safety Officers or Off-duty Police Officers for the event. This must be done 30 working days prior to the event.
  - v. Meet with a Student Engagement staff member to review event details at least 30 working days before the event.
  - vi. Submit publicity materials to the Office of Student Engagement for approval at least 20 working days prior to the dance. All publicity materials, including but not limited to flyers, posters, emails, and internet postings, must be approved by the Office of Student Engagement prior to posting/distribution.
  - vii. Comply with all pre-dance requirements as established by the Office of Student Engagement, Campus Safety, and facility manager.
2. Organizers of the dance and the student organization signatory and RSO Advisor who completed the Event Planning and Registration Form are

required to meet with the Office of Student Engagement at least 15 working days before the dance. The Office of Student Engagement will consider other campus events occurring during the same time periods. Officials from the Office of Student Engagement may request additional meeting for the purpose of ensuring that all instructions are agreed to at the meeting by the student organization are satisfied.

3. A communication process exists so that, fifteen business days before each dance, the Dean of Students Office or designee shall inform the group that would include representatives from Campus Safety and the Lincoln Police Department if needed.
4. Dances must end no later than 2:00 a.m.

#### C. Appeal of Reservation Denial

Any applicant who is denied a reservation for use of campus facilities may appeal the denial in writing to the Vice President for Enrollment Management and Student Affairs or their designee.

#### D. Attendance

1. Only current Lincoln College students with a valid student identification card and their accompanied guest may attend a dance held in a campus facility. All dance attendees are required to show photo identification. Non-LC students under 18 years of age will not be admitted. LC Students are permitted one (1) registered guest. Please note that not all dances are open to non-LC guests, please see section “E. Guest Policy”.
2. There will be no in-and-out privileges. There will be no reentry once you have left the event.
3. All dance entrants will be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials by an authorized staff member. Participants shall be notified through clearly posted signs at the dance entrance that they are subject to search.
4. The maximum room capacity for all campus facilities as determined by Fire Code will be enforced by Campus Safety. The facility manager may reduce capacity requirements in accordance with staff availability and other considerations.

#### E. Guest Policy

1. It is at the discretion of the Dean of Students or designee if non-LC guests are permitted to attend a dance.
2. Lincoln College students are allowed one (1) approved non-LC guests per dance.
  - i. LC students must present a valid Lincoln College Student ID to gain entrance to the event.
  - ii. Non-LC students must present a valid state issued ID and guest pass.
3. A guest list with all non-LC students will be provided to the Dean of Students, Student Engagement, and Campus Safety, seventy-two hours prior to the start of the event.
4. The total capacity for the event will include the number of guests on the guest list. All guests on the list must arrive prior to 11 p.m. Those guests arriving after 11 p.m. may forfeit their opportunity to attend the event based on the total capacity of the event. The sponsoring organization may choose to open the doors to current LC students not on the guests list if total capacity for the event space is not full.

F. Dance Promotion

Off-campus distribution of fliers, or other written, printed materials is not be permitted. Online and email advertising is allowed for promotion of the dance. In addition, all promotional material shall be submitted at least 20 working days in advance for approval to the Office of Student Engagement before printing/duplication and distribution. Flyers and posters shall clearly state that the dance is open to LC students with valid identification cards and their college guests with photo identification showing proof of age 18 years or older. Advertising must clearly indicate that the dance is not open to the public and that tickets will be sold at the door up to one hour after the event begins.

G. Ticket Sales

1. Advance ticketing is required for all dances. Tickets can be sold at the door up to one hour after the event begins.
2. The number of tickets sold or distributed cannot exceed the estimation of guest approved or room capacity.
3. Tickets must be sequentially numbered and note that tickets will only be sold at the door up to one hour after the event begins.

4. Tickets will state that college identification is required for entrance to the dance.

#### H. Financial Responsibility

The RSO signatories who completed the Event Planning and Registration Form may be held personally liable for all costs related to the dance. Departments sponsoring dances with students' attendees will be liable for all costs related to the dance. This includes, but is not limited to security costs and any damages that may occur as a result of the event.

#### I. Security

1. A security needs assessment shall be conducted at least twenty (20) business days prior to the scheduled date of the dance. The night of the event, Campus Safety will hold a meeting that may include, as necessary, the following: facility manager or designee, Campus Safety Officer(s), Lincoln Police Officer(s), RSO Advisor, and one or more RSO signatories and other representatives from the sponsoring student organization to discuss security issues. The student(s) serving as the "volunteer event staff" shall be made known to Campus Safety at this time and shall be present and available throughout the event. All volunteers may be required to wear identifiable attire.
2. Guests who are asked to leave the event and/or persons not allowed admission to the event who are Non-LC students will be escorted off-campus by Campus Safety and trespassed from campus.
3. The decision to end a dance due to safety concerns rests with the highest-ranking Lincoln College official at the dance.
4. The sponsoring RSO may incur additional costs if it is determined that more security is needed at any time during the dance.
5. RSOs are required to utilize LynxUP! Student Life Portal to scan IDs.

#### J. Alcohol and Drugs

1. The possession and/or consumption of alcohol at dances is prohibited.
2. The use and/or possession of illegal drugs are prohibited.

## Film/Movie Policy

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Student organizations must secure a public performance license to show copyrighted movies on campus. The three companies to receive the license and the film are:

- Swank Motion Pictures, INC | [swank.com](http://swank.com) | (800) 876-5577
- Criterion Pictures | [criterionpicusa.com](http://criterionpicusa.com) | (800) 890-9494
- Motion Picture Licensing Corporation (MPLC) | [mplc.com](http://mplc.com) | (800) 462-8855
- Netflix | [help.netflix.com/en/node/57695](http://help.netflix.com/en/node/57695)

## Food & Catering Policy

### A. Activities Involving Food

If a student organization's event is to be held on Lincoln College property, all food and beverages must be catered through Lincoln College Dining Services. Student organizations are able to use outside vendors for on campus events with written permission the Office of Student Engagement.

### B. Consumption Contests

Food or beverage consumption contests are not permitted as they can pose a threat to the well-being of students. The Office of Student Engagement encourages students to avoid activities that involve risk to self or others, taking reckless action that results in physical harm to any person, or taking any action that creates a substantial risk of physical harm to any person.

## Insurance

Lincoln College has general liability insurance which provides coverage for claims of bodily injury and property damage against the College arising out of the negligent actions of the insured party. RSO advisors are insured under the College policy which also covers them for their service to RSOs. However, RSOs and their individual members are not covered by the College's general liability insurance.

### A. Coverage for On-Campus Activities

While RSOs do not have general liability insurance coverage from the College, the College does not require RSOs to purchase additional insurance for most of their on-campus activities. Except for those noted below.

### B. On-Campus activities that DO NOT need additional insurance

1. Group meetings



2. RSO sponsored concerts attended by LC students (Entertainers must have liability coverage)
3. All RSO meetings and events within Lincoln College facilities and outdoor spaces
4. Campus space reservations
5. RSO on-campus events and programs intended for and attended by the Campus Community and students.

C. On-Campus activities that DO need additional insurance

1. Athletic events including 5K or fun runs
2. Activities or events at which the general public is the primary audience
3. Activities involving the use of amusement devices (e.g., rides, slides, inflatables, bungees, dunk tanks)
4. Activities or events which involve animals
5. Activities determined by the Director of Human Resources and Risk Management or designee to be a potential risk to the Lincoln College or its community.

## Open Fires

City Code 5-3-4(E)1 states the following:

*The burning of fuels for legitimate campfire recreation and cooking purposes, or in domestic fireplaces, in areas where such burning is consistent with other laws; provide, that no garbage shall be burned in such cases. However, prior to having an affair commonly known as a wiener roast or outdoor function any time during the year, the owner of the property or persons holding said function, shall be responsible to contact the fire department and receive permission for said outside burning.*

Recommendations:

- A. Contact Lincoln Fire Department at (217) 735-4020 or in person at City Hall before the event. Give them your name, address, phone number, and date and location of the event.
- B. Make sure you understand the ordinance – No garbage may be burned; only fire wood.

- C. Have a form of extinguishment (such as water hose or a buck of dirt or sand) or hand and ready.
- D. The fire must be attended at all times.
- E. Extinguish fire at 10:00 p.m. for courtesy
- F. If a complaint is received, the Fire Department may ask you to put out a very smoky fire.
- G. Keep hot utensils out of reach of children so they do not get burned.

Lincoln College has two recreational firepits one located on the main campus near the practice fields and one located at Creekside 3 miles north of Lincoln.

## **Reserving Rooms/Facilities**

It is the responsibility of the student organization to contact facility/room managers to schedule their meetings and events before submitting an event registration form. Please use the following contact information for each facility/room when scheduling your meetings and events. When scheduling your meetings/events please include set-up and break-down dates and times as the facility could be scheduled for use by another group before or after your requested time for use.

### **Gehlbach, Dooley, & Harts Science**

Contact: Joyce Geary  
Phone: (217) 735-7204  
Email: jgeary@lincolncollege.edu

### **Meyer-Evans Student Center**

Contact: Zach Landers  
Phone: (217) 735-7370  
Email: zlanders@lincolncollege.edu

### **Lincoln Center Classrooms**

Contact: Candace Van Bogaret  
Phone: (217) 735-7215  
Email: cvanboaret@lincolncollege.edu

### **Non-Athletic Outdoors or Lynx on 5<sup>th</sup>**

Contact: Zach Landers  
Phone: (217) 735-7370  
Email: zlanders@lincolncollege.edu

### **Trustees Room & Alumni Room**

Contact: Amy Gallagher  
Phone: (217) 735-7201  
Email: agallagher@lincolncollege.edu

### **Athletic Facilities**

Contact: Tony Thomas  
Phone: (217) 735-7319  
Email: tthomas@lincolncollege.edu

### **Residence Halls & Lynx Den**

Contact: Quentin Brackenridge  
Phone: (217) 735-7299  
Email: qbrackenridge@lincolncollege.edu

### **Creekside**

Contact: Dr. Denis Campbell  
Phone: (217) 735-7260  
Email: dcampbell@lincolncollege.edu

### **McKinstry Memorial Library**

Contact: Derrik Casey

### **Johnston Center for the Fine Arts**

Contact: Kathrine Eickhoff

Phone: (217) 735-72900  
Email: dcasey@lincolncollege.edu

Phone: (217) 735-7279  
Email: keickhoff@lincolncollege.edu

## Risk Management

Liability and risk are hot and current issues. Many advisors worry about something going “wrong” during an event. It’s important to know that the following are high risk activities: athletics or any sort of physical event, events involving transportation, minors, non-LC affiliated individuals, etc. Please take time before each event to review the risks with your RSO. Ask questions to help the students understand the importance of risk & how to help reduce risky behavior with organizations. For example:

- *What’s the worst that can happen?*
- *What if that happened? How would we respond?*
- *What steps can we take to make sure the worst doesn’t happen?*
- *Are there alternatives to this event if it is too risky? How can we make sure we are managing the risk the entire event/trip?*
- *Does our event need waivers?*

The Office of Student Engagement are available to discuss with the RSO how to best manage risk for their upcoming event or program.

## Work Orders & Equipment Rental/Check-out

Workorders for event set-ups need to be submitted through School Dude, our work ordering system utilized by Building & Grounds. Work with your RSO Advisor or the Office of Student Activities when submitting work orders by going to [www.myschoolbuilding.com](http://www.myschoolbuilding.com). **Building & Grounds requires work orders to be submitted using the 2-week and 4-week guidelines that can be found on page 31 – 32.**

Regarding Equipment Rental or Checkout, please contact the Director of Student Engagement to discuss equipment needs and what can be accommodated by the college and what must be rented/outsourced.

Information Technology Help Desk: Student organizations requiring the use of a laptop, projector, projector screen, or other IT equipment must submit an IT ticket at <https://helpdesk.lincolncollege.edu/>. The Office of Information Technology requires the Advisor of an organization to handle all IT requests, including the monitoring the use of equipment at events.

## Section 5: Finances & Fundraising



## **Section 5: Finances and Fundraising**

Recognized student organizations must maintain financial accounts with the Business Office, and must conduct all financial matters in a responsible manner. All transactions must be processed through the Office of Student Engagement in accordance with policies and procedures for recognized student organizations outlined in this section. Recognizes student organizations at Lincoln College may not set up bank accounts for their organization outside Lincoln College.

### **Treasurer's General Responsibility**

Immediately after assuming office the organization must complete an Annual Renewal Form (ARF), which serves as a signature card authorizing the treasurer, president and advisor to sign for the organization's account. This must be done each time the organization has a change in treasurer, president or advisor. The completed ARF should be delivered to the Office of Student Engagement by either the president or treasurer.

### **Statement of Account**

- A. At the end of each month a statement of the student organization's account activity is sent to the organization officers if there has been activity during the month. This statement will show disbursement from and receipt to the account during the current fiscal year. RSO accounting is maintained on the same fiscal year as the College, which is July 1 through June 30.
- B. It is the responsibility of the treasurer to reconcile this monthly statement with the organization's records as soon as possible after the receipt of statement. If a treasurer has difficulty reconciling a balance, they should not hesitate to contact the Office of Student Engagement. It is not too difficult to retrace a month's activity, but it gets more difficult to reconcile or reconstruct several month's activity if the treasurer has not reconciled monthly.

### **Expenditures**

- A. All expenditures are to be paid by checks drawn against RSO Business Account after presentation of:
- B. a Payment Account Voucher;
- C. appropriate supporting documentation (i.e., invoice or detailed receipt, performance contract with W9 income tax form).



## Payment Options

- A. **Purchase Orders (P.O.):** Purchase requisitions are used to generate College checks for companies who are College approved vendors. A Purchase Order is an agreement between the College and a vendor stating that when the merchandise is received, the College will issue payment.

After filling out the form with appropriate documentation a Purchase Order will be issued and a copy will be sent to the vendor. The purchase order acts as an approval from the College. A purchase order number allows the vendor to provide the required product or service before payment is given to said vendor. This will instruct the vendor to render services that were agreed upon according to the quote or contract attained.

All original paperwork (purchase requisition, quotes, agreements etc.) must be sent to the Office of Student Engagement and Leadership for processing. **DO NOT SIGN ANY KIND OF PAPER WORK.** Anything a vendor needs to be signed (contract, quote etc.), has to be given to the Office of Student Engagement for signature.

To process a P.O.:

1. Get estimate/quote in writing from vendor **before** services are rendered!
2. Fill out a P.O. Requisition and attach all documents—make sure Treasurer and Advisor sign (**no exceptions**). This form can be found on LynxUp! under the Office of Student Engagement under documents or you can pick up a copy from the Office of Student Engagement.
3. Purchase order will be generated and mailed to vendor. You will receive a copy of the purchase order or given the purchase order number for your files.
4. Vendor provides product/service.
5. Vendor submits invoice. You will often have to follow up with vendor to be sure they provide invoice. If they do not, this will hold up their payment.
6. When you receive the invoice, go over the invoice to make sure everything is correct and **make a copy for your records** and bring the **original invoice** to the Office of Student Engagement so we can forward it to Accounts Payable to close out the PO and provide vendor with payment.
7. Most vendors' payment terms are Net 30 days, however Accounts Payable will process payment within two weeks of receiving the invoice. If there is a problem with the invoice, contact the vendor right away.

**B. College Purchasing Card (Credit Card):** The College Purchasing card can be used for a variety of reasons. Please see the list below for facts regarding the purchasing card:

- **Treasurer and Advisor** must complete and sign the Purchase Request Form approving the purchase (no exceptions). This form can be found on LynxUp! under the Office of Student Engagement under documents or you can pick up a copy from the Office of Student Engagement.
- **ALL** online or over the phone purchases must be made in the Office of Student Engagement.
- The College is tax exempt. Tax cannot be charged to any purchase that is being made with the College Purchasing Card. The only exception is unless hotels are in states where Lincoln College is not tax exempt.
- The Office of Student Engagement must be given all itemized receipts. If these are not returned within a business day, your privileges will be suspended.
- When using the credit card, payment CAN NOT go through PayPal, no exceptions.
- Only the item(s) listed on your purchase requisition are being paid for. **Do not call the vendor to add any items or make any adjustments without letting the Office of Student Engagement know. Doing so will result in immediate loss of your use of the Purchasing Card.**
- Once your request is submitted, signatures will be checked and the vendor will be contacted giving them the reference/confirmation #. The vendor will be instructed to email or fax the paid receipt to the Office of Student Engagement. If you need a copy of the paid invoice for your records, let the Director of Student Engagement know. Any shipping or packing slips should be turned into the Office of Student Engagement to be kept with the purchase requisition for record keeping.

**Making a Purchase with the Purchasing Card over the phone:**

- Make sure the vendor accepts credit cards for payment.
- Fill out a Payment Request form (include the name and phone # of the person who should be contacted to give the credit card information). Copy



of vendor quote/or list of items(s) must be attached to the purchase requisition.

- If your request has been approved, come to the Office of Student Engagement to call vendor and place your order (make sure you let the vendor know that we are tax exempt). Get a reference # or confirmation # from the vendor and let them know that someone will be calling them with the credit card information to place the order. When talking with the vendor this would be the time to set up all your contact and delivery information for you purchase. **(we are only calling to make payment)**. *You may have your package delivered to the Office of Student Engagement, 300 Keokuk St., Lincoln, IL 62656.* When the package arrives, we will contact you that your items have been delivered.
- Submit all receipts to the Office of Student Engagement within one business day of purchase.

#### **Making a Purchase with the Purchasing Card over the Internet:**

- Fill out a Purchase Request (including the name and web address of the company).
- When your purchase request is approved, set up an appointment to come to the Office of Student Engagement to use one of our computers to place your order. Order has to be made on one of our office computers. Once your order is entered, let the Director of Student Engagement know, they will then enter in the credit card information and print out a copy of the paid receipt. If the vendor has to email/fax the receipt to you, make sure you forward a copy to the Director of Student Engagement. Any shipping or packing slips should be turned into the administrator to be kept with the Purchase Request for record keeping. **Failure to submit copies of receipt(s) to the Office of Student Engagement within one business day of the purchase will result in loss of privileges in using the Purchasing Card (no exceptions).**

*It is at the discretion of the Director of Student Engagement to decide best method of payment for services or goods.*

- C. Receipts: All receipts for Purchase Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the auditor as proof of the purchase if it is not accompanied by the vendor's itemized receipt.

To document online purchases, make a copy of the screen that indicates the purchase was paid with credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

## **Payment Request Form Signatures**

- A. The advisor must sign all Payment Request Form. The treasurer or president of the organization must also sign each Payment Request Form.
- B. All RSO events must be registered through the Office of Student Engagement. If an event is not properly registered, the RSO may not be able to make payments requested by your organization related to the event. Without properly registering an event you may not have all the necessary tax forms required.
- C. Checks are printed on Fridays. RSOs Advisor should make arrangements to pick up the check from the Business Office 48 hours in advance of the date needed.

## **Requirements for Gift Card Purchases**

- A. The purchase of gift cards to purchase items is not permitted, as this could be used to circumvent the expenditure authorization system (e.g., purchasing VISA cards to purchase items such as alcohol).
- B. When presenting a Payment Request Voucher for purchase/reimbursement of gift cards, the following must be provided to the Office of Student Engagement:
  - 1. detailed receipt for the purchase of the gift cards;
  - 2. flyer or other documentation outlining the event when the gift card is being distributed including the event date;
  - 3. gift card purchases cannot exceed the amount of \$25
  - 4. a list of all recipients of gift cards distributed during the event.

## **Deposits**

- A. An organization member shall deposit all organizational monies to the Office of Student Engagement within 48 hours after collection or 24 hours for larger amounts. Note: Expenses should be paid with an check issued from the Business Office and not out of monies collected. The deposit must be presented with a properly completed RSO Deposit Envelope. A receipt will be given and should be retained by the treasurer as a permanent part of the organization's records.

- B. Checks made payable to a student organization should bear the organizations name and Lincoln College name of record e.g., Frisbee Club at Lincoln College.
- C. DROP BOX. A drop box is available in the Meyer-Evans Student Center next to the Campus Safety Office and Office of Student Engagement. An RSO Deposit Envelope must be completed along with the deposit. A receipt of deposit will be e-mailed to the organization within one business day.

## Cash Boxes

Cash boxes are available and may be checked out by an organization on a short-term basis for special events. If a cash box or key is destroyed or lost, a charge will be assessed to the organization for the cost of replacement. Included in the cash box is a counterfeit money detector pen. It is recommended that the organization utilize this pen on all twenty-dollar bills or larger. Instructions are included with the cash box.

## Fundraising Policy

Student organizations are encouraged to obtain funds by other means such as fundraising when appropriate. In order for a student organization to be authorized to raise funds, they must complete a Fundraising Clearance Form in addition to a Event Planning and Registration Form. An FCF can be found on LynxUP! Student Life Portal under the “Forms” tab.

- A. An FCF must be completed and submitted to the Office of Advancement and Alumni Relations two (2) weeks before your fundraiser (or) four (4) weeks if it is a major event. NOTE: Submitting an FCF does not guarantee a fundraiser is approved. A member of the Office of Advancement will respond to your request within three (3) to four (4) business days of your submission.
- B. Student organizations found engaging in any unauthorized fundraising will be placed on conduct sanctioning and be barred from having any other fundraisers for a minimum of one academic year (2 semesters).
- C. Some fundraising activities require special considerations or have specific guidelines and must receive authorization from local and state government agencies.
  - 1. **Auctions.** Fundraising events in which individuals (including services provided by individuals or time with individuals) are “sold” or “auctioned” are prohibited. This policy does not apply to raffles or auctions of services from commercial vendors.

2. **Bake Sale and Food Donations.** Student organizations may hold bake sales, as long as all sanitation guidelines and health regulations are followed. Baked goods must be individually wrapped in clear wrap. The bake sale area must be orderly during the sale period and must be cleaned thoroughly immediately following the bake sale. If the food is donated, there may be tax implications for the donor.
3. **Casino Night/Gambling.** In accordance with applicable Illinois and federal gambling laws, all forms of illegal wagering, bookmarking or unauthorized games or contests of chance on Lincoln College property is strictly prohibited. If an organization wants to host a casino night or an event involving a game of chance (poker, blackjack, roulette, etc.) the organization must complete additional paperwork through the State of Illinois. A charitable gaming license must be obtained from the State of Illinois at least 30 days in advance of the event. There are state limitations as to how many casino nights can be hosted in a given year. The student organization is responsible for the fee associated with obtaining the license, which cannot be funded by the Student Government.
4. **Raffles/Quarter Auctions.** Student organizations wishing to host a raffle/quarter auction must submit additional paper work at least one month prior to the event and receive approval by the Insurance, Legislative, and Liquor Committee and the Logan County Board with an official vote. After final approval, the signatory submitting the request will be mailed a signed copy of the Resolution.

## Student Government Funding

Student Organizations requesting funds must submit an SGA Funding Request Form through the LynxUP! Student Life Portal. Proposed programs and events must be culturally inclusive and open to the entire Lincoln College community.

- Maximum: \$600 for collaborative funding; \$300 for individual funding as funds are available
- Organizations are only allowed to apply once per semester – whether they apply alone or collaboratively.

### Funding Preferences

- Applications should demonstrate a serious and deliberate approach to coordinating the proposed event
- Proposed events should clearly align with the mission of Office of Student Engagement
- Applications should list more than one source of funding for their program

- Applications with detailed, itemized budgets and supplemental financial documentation will be given preference over those with general budget proposal

### **Prohibited Expenses**

The Student Government Association will NOT consider funding for the following:

- Organizations that have already received SGA funding during the current academic semester
- Expenses for past events
- Events held outside the City of Lincoln
- Travel & lodging for organization members
- Events deviating from original proposal/budget
- Publications
- Some durable goods that would fall under capital expenditures
- Funding requests must be submitted three weeks prior to event

### **Submission & Deadline**

- Only completed applications will be considered for funding
- All applications must be completed through the LynxUP! Student Life Portal
- If you would like additional help to apply for funding please contact the Director of Student Engagement

### **Funding Decisions**

Before a funding decision is made, the president, treasurer, and/or advisor may be contacted for clarifications or further documentation. All organizations will receive notification of funding approval/denial within a week of submitting completed requests.

## **Section 6: Conduct Procedures for Recognized Student Organizations**



## **Section 6: Conduct Procedures for Recognized Student Organizations**

The Office of Student Engagement or designee may initiate disciplinary proceedings against recognized student organizations involving allegations of misconduct. Lincoln College requires recognized student organizations to adhere to all Lincoln College policies, RSO Handbook policies, and local, state, and federal laws. Additionally, individual members may also be referred individually to the conduct process for alleged violations of the Student Code of Conduct. An organization may be subject to an interim suspension or other interim action pending adjudication of a complaint.

### **Jurisdiction and Applicability of Procedures**

Recognized student organizations are expected to comply with all Lincoln College policies, including the Student Code of Conduct and all additional policies pertaining to RSOs, whether on campus or off. An RSO shall be responsible for the behavior of its collective group of members from the time membership begins until membership has ended or member has been awarded their degree. In the case of RSO conduct violations involving members who have since disaffiliated or graduated before the conduct violation is reported, the current RSO will be subject to endure any sanctions from such report.

The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

- A. Were committed by one or more officers or authorized representatives acting in the scope of their organization capacities;
- B. Involved, were committed by, or were condoned by (actively or passively) a significant number of RSO members, alumni, or guests;
- C. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the RSO;
- D. Occurred at a location over which the RSO had control at the time of the action;
- E. Occurred at or in connection with an activity or event that reasonable people would associate with the RSO;
- F. Should have been foreseen by the RSO or its officers, but reasonable precautions against such actions were not taken;



- G. Were the result of a policy or practice of the organization;
- H. Would be attributable to the organization under the RSOs own constitution or policies (including local and national guidelines);
- I. Were taken by individuals who, but for their affiliation with the RSO, would not have been involved in the incident; or
- J. The RSO, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

## **Disciplinary Procedures for Recognized Student Organization Misconduct**

Lincoln College procedures for imposing administrative and educational sanctions are designed to:

- Provide students the guarantees of due process and procedural fairness,
- Ensure equal protection for all students,
- And provide for the imposition of similar sanctions for similar acts of misconduct.

At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.

**Due Process** will be afforded to all Lincoln College Recognized Student Organizations when charged with violating Lincoln College regulations or policies. Due Process for RSOs includes: notice in writing of the allegation, notice of any proceeding, an explanation of the allegation, an opportunity to respond to the allegation, and an opportunity to appeal the decision.

**Compliance Letters.** At the discretion of the Director of Student Engagement or designee, RSO registration and other administrative management complaints may be informally addressed through a letter requiring compliance by a specified date. Failure to comply with the outlined requirement(s) by the deadline will result in the complaint being referred to the RSO Conduct Process for formal resolution.

### **A. Initiation of Proceedings**

1. A report that an RSO has committed an act of misconduct and/or is in violation of RSO/College policy may be filed by an individual.
2. A report that an RSO has committed an act of individual misconduct must be submitted in writing to the Director of Student Engagement or appropriate designees.

3. After reviewing the complaint, the Director of Student Engagement has the discretion to decide whether disciplinary proceedings should be instituted.

#### B. Interim Action

1. After reviewing the complaint, the Director of Student Engagement or designee may impose interim action(s) if it is determined that the student's or RSO's continued presence on the campus constitutes a direct threat to their membership, others, or property. This action will remain in effect until the conduct process is complete.
2. When an interim action is imposed, the Director of Student Engagement or designee shall notify the RSO via email to the assigned email account of the President and hard copy via the RSOs Mailbox. Other College officials or National Office professionals may be copied in this letter at the Director of Student Engagement or designee's discretion.
3. Any organization faced with an interim action has the opportunity to appeal the interim action to the Dean of Students within seven (7) days of the issuance of the interim action letter.
  - i. The appeal must be issued in writing and address one of the following criteria:
    - The reliability of the information concerning the RSO's alleged misconduct including the matter of their identity,
    - Whether the alleged misconduct can reasonably be associated with the organization,
    - Whether lesser actions can sufficiently address the Director of Student Engagement or designee's concerns regarding the organization's continued presence and/or activities.

#### C. Investigation

After reviewing the complaint, the Director of Student Engagement or designee has the discretion to decide whether an investigation is needed.

#### D. Notice

**Please Note:** Lincoln College considers it a student's responsibility to check their mail and Lincoln College email regularly and respond to disciplinary notification appropriately.

1. The Director of Student Engagement or designee shall send notice of the conduct conference to the RSO President's Lincoln College email account and hardcopy via the RSOs Mailbox. Other College or organizations

professionals may be copied in this letter at the Director of Student Engagement or designee's discretion.

2. These notices shall inform the RSO of the following:
  - i. A summary of the allegations of the case
  - ii. The requirement to schedule a Conduct Conference with the Director of Student Engagement or designee within fourteen (14) days of the notice.
  - iii. The opportunity to respond to the reports and to offer any additional information which might help in the resolution of the case.
  - iv. The opportunity to present witnesses who may substantiate information related to the incident. The conduct case manager reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally considered irrelevant.

#### E. Conduct Conference

1. The RSO president will be required to schedule a Conduct Conference with the Director of Student Engagement or designee within fourteen (14) days of the notice being issued. The RSO on-campus Advisor and/or additional members of the RSO may be asked to attend per discretion of the Director of Student Engagement or designee and relevance to the case. Conduct conference are closed to the public.
2. The conduct conference will be coordinated by the Director of Student Engagement or a designee.
3. The Director of Student Engagement or designee may question any witness.
4. When it appears necessary to avoid undue hardship, the Director of Student Engagement or designee may, at their discretion, grant a reasonable postponement of the conduct conference, especially in circumstances where additional immediate support services are required.
5. The decision of the Director of Student Engagement or designee shall be based solely upon matters presented and introduced at the conduct conference and must be based upon a preponderance of the evidence (a

determination whether the violation was more likely to have occurred than not).

6. The Director of Student Engagement or designee shall make a finding as to whether the RO has committed only the violation(s) as charged based on a preponderance of the evidence. If the Director of Student Engagement or designee, after review of any disciplinary record the RSO may have, require one or a combination of the disciplinary sanctions (Administrative or Educational).
7. If the RSO fails to schedule or attend their conduct conference after proper notification by the Director of Student Engagement or designee, the conduct conference will proceed and a decision may be made in the absence of the RSO.
8. The Director of Student Engagement or designee shall make a finding as to whether the RO has committed only the violation(s) as charged based on a preponderance of the evidence (a determination whether the violation was more likely to have occurred than not). If the Director of Student Engagement or designee reaches a finding of “responsible”, the Director of Student Engagement shall, after review of any disciplinary record the RSO may have, assigned sanctions to the RSO.

#### F. Notice of Outcome and Sanctions

1. The Director of Student Engagement or designee will send a decision letter detailing the outcome of the Conduct Conference. All follow up communication and/or notice of sanctions will be sent via email to the Lincoln College email account of the RSO President and via hard copy to the Presidents on-campus mail box. Other College or organization affiliated professionals may be copied in this letter at the Director of Student Engagement’s discretion.
2. An RSO that has been found responsible for violations will be issued sanctions as appropriate to ensure the safety of its members and the campus community. Along with sanctions that will provide educational benefits so as to prevent reoccurring violations.
3. An RSO that has been found responsible, at a minimum, will be placed in probation status until completion of all sanctions. A written notice of all sanctions will be provided via Lincoln College email account of the RSO President and via hard copy to the RSO assigned Mailbox.

4. When required by law, a complainant may also be notified of the outcome and sanctions of a Conduct Conference.

#### G. Appeals

Should the RSO wish to appeal the decision of the conduct conference, they have the right to appeal the decision to the Dean of Students or their designee within seven (7) days of receiving a decision letter based on the following criteria:

1. Failure to be provided due process, or a procedural error in the conduct process which may be substantial enough to change the outcome; and/or
2. The discovery of substantive new evidence which was unknown to the Director of Student Engagement at the time of the conduct conference that could have a significant effect on the outcome; and/or
3. The severity of the sanction (only in cases involving RSO suspension or higher).
4. The Dean of Students may choose to render a decision on the appeal based on the appeal criteria or institute a hearing conducted by a different professional under the Dean of Students Office.

#### H. Failure to comply with assigned sanctions

1. Registered student organizations that are assigned sanctions as a result of the student conduct process for RSOs, and who fail to comply with those assigned sanctions are subject to further disciplinary action to include suspension of all privileges and activities, including intake of new members (or) revocation of recognition.
2. Officers and/or members listed on an official RSO roster, at the time of sanctioning who've been placed on probation, suspension, or have been permanently revoked of recognition may not establish a new student organization that is similar in nature.
3. Subsequent appropriate sanctions following failure to comply are determined by the Director of Student Engagement or designee.

## Recognition Status Outcomes Applied to Student Organizations

- A. **Conduct Warning/Reprimand:** A Conduct Warning (or) Reprimand may occur when an organization is notified that conduct of its members has not been in

keeping with the expectations of the College. A thorough explanation of College policies is given. The student officers and the RSO advisor of the organization are instructed that further violations of College policies could be cause for additional disciplinary action.

- B. **Restitution:** Compensation for loss, damages or injury that may include appropriate service and/or monetary material replacement.
- C. **Probation:** Probation is a formal status during which the organization will have certain restrictions placed on it for a period of time. The organization is removed from good standing with the College for no less than the equivalent of one full semester. Restrictions and provisions of the probation are individualized to the particular needs of the organization; these may include restrictions on social events, on use of College facilities, or on participation in campus-wide events (e.g. Homecoming or SpringFest). Charges for any damages or costs incurred as a result of a violation may also be assessed. Any further violation of College regulations or probation restrictions while on probation means that an organization subjects itself to further disciplinary action. College officials with responsibility for adherence to restrictions placed on the organization will be notified, as well as the persons responsible for registration of student organizations. Additionally, national offices of affiliated student organizations will be notified.
- D. **Apologies:** formal letters of apology to the appropriate parties.
- E. **Educational and remedial sanctions:** This shall include but not limited to education seminars for the organization, having the student organization prepare presentation(s) to educate others and other sanctions appropriate for the nature of the misconduct.
- F. **Social Restrictions:** A period of time determined by the Director of Student Engagement or designee during which the student organization is not allowed to hold social events or activities.
- G. **Community Service:** A specific number of hours of community service to be coordinated through the Office of Student Engagement & Leadership Development and or the Office of Dean of Students.
- H. **Suspension of Specific Privileges:** Specific privileges of recognized student organizations, as outlined in the RSO Handbook may be suspended for a certain time period.
- I. **Suspension (or) Interim Suspension of Activity:** Suspension (or Temporary Separation) involves the recognition/registration status of an organization being

temporarily terminated with the College for an indefinite period of time (no less than the equivalent of one semester). Additional conditions may be specified.

- J. **Revocation/Expulsion:** Revocation (or) Expulsion of recognition/registration indicates that an organization's standing as a recognized student organization of the College is permanently terminated.

## **Section 7: RSO Advisor Resource Guide**





# RSO Advisor Resources

## Where to Begin

There are a few key points to help you get started advising a RSO. By following these steps, you will be properly registered as your RSO's Advisor and have a solid understanding of the task that is before you.

- Make sure you are listed on the RSOs LynxUP! Student Life Portal page. The officers should be updated each year with the incoming President, Treasurer, other officers, and Advisor(s) of the RSO. A step by setup guide to updating your officers in LynxUP! Student Life Portal is covered in RSO Orientation.
- Become familiar with Student Engagement. Check out the website at [studentengagement.lincolncollege.edu](http://studentengagement.lincolncollege.edu) or stop by the Student Engagement office located in the Meyer-Evans Student Center to meet the staff.
- Become familiar with the LynxUP! Student Life Portal system (Presence), the one stop shop for all things RSOs and student engagement.
- Watch your e-mail for RSO Advisor information. Occasionally, the Office of Student Engagement will send out announcements, resources, and development opportunities for everyone involved in RSOs. This is one of the primary ways Student Engagement communicates with Advisors.

*Things to think about and discuss with your officers:*

How are you going to define your organization?

What will be the goals for your organization?

How do you plan to accomplish the goals?

What is unique about your organization?

What type of involvement commitment will members need to make?

What benefits will the organization offer its members?

## *Keeping Your RSO in Compliance*

Each year, your RSO must renew their registration through LynxUP! Student Life Portal to remain in "compliance", and to maintain the RSO's recognition status with Lincoln College. If the RSO is "out of compliance," they will not be able to access Lincoln College resources through the event registration and planning process, schedule meetings or events on campus, or access their Business Office account. To assure that your RSO stays in compliance, the following must be done:

1. Renew Your Organization on LynxUP! Student Life Portal – [lincolncollege.prescence.io](http://lincolncollege.prescence.io). The Renewal form can be found under the "Forms" tab.
2. Current Constitution – maintain a current constitution on file with the Office of Student Engagement which has been approved.
3. RSO Annual Orientation – The President and Treasurer of the RSO must attend an Annual Orientation, which is provided by Student Engagement. Annual Orientation includes an overview of Lincoln College policies as they pertain to RSOs, available resources and funding opportunities, as well as several reference materials for students to take with them.
4. Account Balance Confirmation (ABC) – RSOs are required to check their financial transactions once a month. Financial transactions can be found in LynxUP! Student Life Portal under the

Treasury section. An RSO has 30 days from the date of the charge to speak to the Office of Student Engagement if they feel the charge is incorrect.

## **Common Roles of an Advisor**

Each advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each Advisor will maintain some regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an Advisor. As groups vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The Advisor and group should agree on set of expectations of one another from the onset and should write the list down as a contract between the group and the Advisor.

Following are some of the roles you may assume as an advisor:

### **Mentor**

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need a knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to

talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

### **Team Builder**

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

### **Conflict Mediator**

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission.

### **Reflective Agent**

One of the most essential components to learning “out of a classroom” activities is providing time to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

**Educator**

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

**Motivator**

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at Lincoln College to the experiences they will have in the community.

**Policy Interpreter**

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of the groups.

## ABC's of Advising

- A**ttend meetings and events regularly.
- B**e open to communicating with members and officers.
- Promote **C**ooperation rather than competition.
- Assist in **D**eveloping long term goals.
- E**ncourage discussion of relevant issues.
- F**oster a relationship of trust with students.
- Be a **G**ood listener.
- H**elp officers improve leadership skills.
- Discourage **I**nappropriate ideas.
- Don't **J**udge students.
- K**ick-start enthusiasm.
- L**et members know expectations and roles.
- M**eet regularly with organization leaders.
- N**otice organization and member accomplishments.
- Keep your sense of hum**O**r
- P**raise publicly, criticize privately.
- Be accessible and available for any **Q**uestions.
- R**equest all agendas and minutes.
- S**trict - No, laissez-faire - No, middle ground - Yes.
- Avoid **T**aking sides and remain objective.
- U**nderstand the goals of the organization.
- Be a **V**aluable resource.
- Turn "**W**hat should we do?" into "what are you going to do?"
- Develop and use constitutional e**X**pertise.
- Provide reasons for **Y**our suggestions.
- Go to your organi**Z**ation for help. It builds confidence and team spirit.

## **Advisor Responsibilities and Expectations**

Successful advising should keep in mind the responsibilities to individual organization members, the organization as a whole, and Lincoln College.

### ***Responsibility to individual organization members***

Advisors should help students find a balance between their academics and co-curricular activities. Many student leaders tend to over-commit themselves and, therefore, overextend themselves if not held in check. As an advisor, you have a unique opportunity to remind students of their academic responsibilities and personal well-being. Advisors should encourage participation from each member of the RSO, so that students feel invested and accountable for their membership in the organization. Whether a student holds an office or is a first-year member, they can be involved in various aspects of the RSO that will give them valuable leadership and planning experiences.

### ***Responsibility to the student organization***

Advisors should assist the organization in developing realistic goals for each academic year, be aware of all events and activities the organization is planning and alert students to College policies or regulations. Advisors should ensure that students are properly registering all events through Lynx Student Life Portal. The advisor should be able to provide continuity within the organization when students and/or officers of the organization graduate. Serving as the organization's continuity link, the advisor can help new officers build on history and develop long-term plans for the RSO.

### ***Responsibility to Lincoln College***

The advisor does have a responsibility to both the RSO and Lincoln College to remind students of institutional policies so that violations do not occur. If violations do occur, the advisor is expected to work with the College and the Office of Student Engagement to ensure the violation does not happen again.

As an advisor, familiarize yourself with the policies and procedures that apply to RSOs and the Student Code of Conduct these documents are available online:

Advisors should have a copy of their RSO's approved constitution. If the organization has ties with an off-campus organization, a copy of that organization's operating documents (particularly as they pertain to on-campus affiliates) must also be on hand. This is to help ensure that the off-campus organization does not require the RSO to act in a fashion contrary to the policies governing Lincoln College RSOs.

As an advisor, you will be responsible for signing off on financial transactions for the RSO to ensure compliance is maintained with the Business Office policies and procedures. The advisor's signature will be necessary on all Purchase Order Requisitions to prove that the requisition has been reviewed and that the expenditures have been determined to be appropriate and reasonable. Please review RSO Financial and Fundraising Policies in section 5 of the RSO Handbook.

## Advising Styles and Skills

Situational advising allows you to change your advising style to match the development needs of the individuals, or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

### Advising Styles

- **Directing:** The advisor provides specific instructions and closely supervises task accomplishments.
- **Coaching:** The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress.
- **Supporting:** The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students.
- **Delegating:** The advisor empowers the students to conduct their own decision making, problem solving, and delegating.

### Advising Skills

- **Flexibility:** You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.
- **Diagnosis:** You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task.
- **Contracting:** You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style, they seek from you.

### *Advisor Expectations*

Expectations may vary based on the type of RSO and the advisor. RSO and advisor expectations may also vary from year to year, and person to person. Advisor and student leaders should connect regularly to determine the appropriate expectations that apply. At a minimum, advisor should:

- Be available to the officers and/or members of the RSO for advising and required approving of documents.
- Assist both the old and new leadership in transitions and provide historical continuity.
- Ensure your organization properly registers newly-elected officers each year, and that those officers attend Annual RSO Orientation.
- Assist the group with reviewing and updating the constitution every couple of years.
- Allow the student leadership to exercise primary decision-making authority with regard to organization goals, objectives and activities within the limitations of the expectations above.

- Meet with the organization officers and members as determined by the organization.
- Assist the organization in developing goals and planning projects or events.
- Empower members of the organization to become better leaders and advance the work of the organization or group.

Advisors and students are encouraged to develop a list of their own expectations for each other. For a helpful checklist of expectations, you can discuss with your officers check out the student organization section in the Lynx Student Life Portal.

## **Working with Your Members**

### ***Hosting an Organizational Retreat***

#### *Why Your Organization Should have a Retreat/Workshop*

- Organization retreats and workshops enable RSOs to briefly get away from the distractions of school and work and to focus on the needs of the RSO, and the needs of the individual members of the RSO. Planning for the future will enable an RSO to operate more efficiently. As you begin to plan your retreat think about the following:

#### *Establish the Purpose(s) for Your Retreat*

- Team Building, Skills Training, Communications, Goal Setting, Problem Solving, Planning, Learning, Orientation, Socializing, Transition, Revitalization, Conflict Resolution

#### *Determine Who the Retreat is for*

- New Officers, Executive Board, All Organization Members, etc.

#### *Select a Facility*

- On campus vs. Off Campus; Convenience vs. Isolation; Urban vs. Rural Getaway. When looking for an off-campus retreat location check availability, accessibility, and accommodations. Don't forget about cost and contracts. Lynx on 5th and Creekside are excellent retreat locations at no cost to RSOs. The Office of Student Engagement can assist RSOs in finding a retreat location that is within budget.

#### *Transportation*

- If your event is off campus, members should be provided with adequate and safe transportation.



### *Food and Drink*

- Before deciding on a menu consider cost, cooking facilities, preparation, and clean up. Try cooking together, it makes a great team building activity. On a tight budget? Consider potluck.

### *Selecting the Best Format*

- Workshops presented by an “expert” such as advertising, program planning, public speaking, fundraising, etc.
- Experiential Exercises such as team building, brainstorming, communication skills, ropes courses, etc.
- Recreational Exercises such as skiing, hiking, canoeing, biking, etc.

### *Selecting the Facilitators and Presenters*

- Organization Officers, Organization Members, Faculty Advisor, Other Faculty Members, Student Engagement Staff

### *Planning the Retreat*

- Have members sign up to participate on committees. Remember people support what they help to create. Suggested committees: Transportation, Food/Drink, Lodging, Recreation, Programming, and Clean-Up

### *Resources in Developing Your Workshop and Exercises*

- Structured experiences books, reference books, video, Faculty Advisor; Faculty & Staff Members

### *Evaluating Your Retreat*

- Evaluation Forms. Ask members what they thought of the experience. What would they change? What would they keep the same? Ask the presenters what they thought of the experience. What could have made it better?

Need help planning a retreat with your RSO? The Office of Student Engagement staff are available for consultation!

## **Officer Transitions**

One of the most important functions of an advisor is to assist in the transition from one set of RSO officers to the next. As the stability of the RSO, the advisor has seen changes, knows what works, and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the semester. The key to a successful transition is making sure new officers know their jobs BEFORE they take office.

Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

#### *The Team Effort*

The team effort involves the outgoing executive board, the advisor, and the incoming executive board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their officer and updating those together.
2. Discussion should take place regarding previous year projects that have been completed; upcoming/incomplete projects; challenges and setbacks; and anything the new officers need to know to do their jobs effectively.

#### *The Advisor's role may be to:*

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn't know how something was done, or doesn't have record to pass on to the new officer, you can help that officer by providing the information he or she doesn't have. The advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

#### *One-on-One Advisor Training with Officers*

While it is ideal to have the outgoing officer, team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In this case, there should be a joint meeting of the new officers. The advisor should then meet individually with each officer; examine the notebook of the previous officer (or create a new one).

The notebook should include items such as forms the officer may need to use; copies of previous meeting agendas; and a copy of the RSO's constitution and bylaws. Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the RSO. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

## **Common Student Officer Positions**

Each student organization writes its own constitution and bylaws, which should outline the basic role of each organization officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. This reviews some possible position responsibilities.

Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Individual interest areas and skills

often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are. Please take a look at the sample constitution located in the documents section of at [lincolncollege.presence.io](http://lincolncollege.presence.io).

### **Role of the President**

#### *Some Potential Responsibilities:*

- Presides at all meetings of the organization
- Schedules all practices, classes, and other activities of the organization
- Prepares and files any report required
- Completes annual renewal process
- Represents organization at official functions
- Maintains contact with organization alumni
- Maintains contact with national organization
- Votes in cases where there is a tie
- Calls special meetings of the organization
- Appoints committee chair people
- Attends RSO Meetings
- Maintains contact with organization advisor
- Maintains contact with affiliated department or section
- Remains fair and impartial during organization decision making process
- Coordinates RSO elections

### **Role of the Treasurer**

#### *Some Potential Responsibilities:*

- Keeps all financial records of the organization
- Collects organization dues
- Prepares an annual budget
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Remains fair and impartial during organization decision making processes
- Pays organization bills
- Prepares and submits financial reports to the members
- Prepares all budget requests for funds
- Is familiar with accounting procedures and policies
- Coordinates fundraising drive
- Represents organization at official functions

### **Role of the Primary Programmer**

#### *Some Potential Responsibilities:*

- Obtains appropriate facilities for organization activities
- Plans officer's orientation and organizational retreats
- Leads RSO events and activities
- Remains fair and impartial during organizational decision-making processes
- Completes event process and any additional forms necessary

### **Role of the Vice President**

#### *Some Potential Responsibilities:*

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees

- Plans officer's orientation and organizational retreats
- Represents organization at official functions
- Coordinates organization elections
- Coordinates organizational recruitment efforts
- Remains fair and impartial during organizational decision-making processes

### **Role of the Secretary**

#### *Some Potential Responsibilities:*

- Keeps a record of all members of the organization
- Keeps and distributes minutes of each meeting of the organization
- Notifies all members of meetings
- Coordinates organization elections
- Prepares and files any report required
- Manages organization office space
- Represents organization at official functions
- Keeps a record of all activities of the organization
- Creates and distributes agendas for each meeting of the organization
- Prepares organization's calendar of events
- Handles all official correspondence of the organization
- Collects organization mail from the advisor or wherever mail is received
- Remains fair and impartial during organization decision making process

Other possible positions: Parliamentarian, Recruitment / Retention Coordinator, Liaisons, Community Service Chair, etc.

## **Tips to Increase Organizational Productivity**

1. Know what the students expect of you as an Advisor.
2. Let the organization and individual members know what you expect of them.
3. Express a sincere interest in the organization and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the organization in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
5. Have the goals or objectives of the organization firmly in mind. Know the purposes of the organization and know what things will need to be accomplished to the goals.
6. Assist the organization in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the organization learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different organizations require different approaches.
8. Assist the organization in determining the needs of the people the organization is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the organization's dynamics and human interaction. Recognized that at times the process is more important than the content.

11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the organization in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive organization membership.
15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the organization from semester to semester (not mandatory but encouraged).
19. Challenge the organization to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

## **Motivating Officers and Members**

It is NOT money or personal gain that most people want. They want intrinsic satisfaction. people will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as a leader can help people satisfy those intrinsic needs:

### ***People Need to Feel Important***

See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

### ***Give Praise***

Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being "praise minded." Give public recognition when it is due.

### ***Give People Status***

The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a "Member of the Week/Month" Award or "Committee Chairperson of the Month: Award. In addition, simply treating people with courtesy is a way of giving them status.

### ***Communicate***

People like to know what is going on in the organization. They want to be told about problems, objectives, and "inside information." They feel recognized and important when they are kept

informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation.

### ***Give Security***

People will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them, and accept them not only for their strong points, but also for their weaknesses.

### ***People Need You - People Need People***

They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator - a person who gets things done through others.

### ***Develop Purpose***

Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

### ***Encourage Participation in Group Goal Development***

Include all members when planning goals. Consider and follow through on members' suggestions. Remember that we support that which we help to create.

### ***Develop a Sense of Belonging***

People like to belong. Those who feel like they belong will more likely invest themselves.

## **The Advisor Approval**

As an advisor you may be asked to approve a number of different activities for your organization. When approving anything, review each item carefully and ask questions. Do not just approve without reviewing the information.

### ***Events (See Section 4)***

When approving an event, review each item and ask questions about the program. Without advisor approval, the event cannot take place. When approving anything for the organization consider the following:

Has the event been planned carefully?

Is there support for the event? Are the members and other students excited and willing to participate in the event?

Is the event inclusive? Check out the helpful checklist in the documents section of the LynxUP! Student Life Portal portal.

Are students aware of Lincoln College policies and state and federal regulations that may be relevant? Identifying policies may be useful opportunity to help members learn how to plan ahead.

Are contracts needed for this event? If so, please note that contracts cannot be signed by advisors, nor officers or other members. Contracts presented to RSOs should be brought to the Director of Student Engagement to obtain the proper signatures. For more information regarding contracts, see page ## of this manual.

### ***Finances (Section 5)***

As an advisor, you will be responsible for signing off on financial transactions for the RSO to ensure compliance is maintained with the Business Office policies and procedures. The advisor's signature will be necessary on Purchase Request Voucher forms to prove that the voucher has been reviewed and that the expenditures have been determined to be appropriate and reasonable. For internal control purposes the President, Treasurer, and Advisor must have their signature on each Purchase Request Voucher submitted to the Office of Student Engagement for processing.

All RSO events must be registered through the Office of Student Engagement. If an event is not properly registered, the Office of Student Engagement may not be able to make payments requested by your RSO related to the event. Without properly registering an event you may not have all necessary tax forms required. For more information regarding payment request vouchers and other RSO financial policies, please visit the RSO Handbook.

### ***Space Usage***

An event registration form through the LynxUP! Student Life Portal system must be completed, and approved by the RSO advisor to utilize any College space. Reservation requirements and contacts vary depending on the facility being requested to utilize. If you have questions about who to contact to reserve a space on campus, please see the RSO Handbook or contact the Office of Student Engagement.

## Events and Your RSO

### *Event Registration Information*

All RSO events and activities must utilize the event registration process through the LynxUP! Student Life Portal if Lincoln College resources of any kind are to be used, or the event is occurring on Lincoln College property.

The purpose of the event planning and registration process is to assist student organization in planning, promoting, executing and evaluating successful events and activities. The event registration process fulfills this purpose by:

- *Providing a process for student organizations to reserve facilities and services for events and activities.*
- *Assisting the components of the College that provide support for organization events and activities with a standard method of reserving, authorizing, and receiving payments for goods and services provided to organizations.*
- *Ensuring that all proper policies as well as local, state and federal regulations and codes have been followed.*
- *Insuring that UNL liability insurance covers the organization activities, if appropriate and recommend the purchase of additional insurance if the event warrants it.*

### **When should an RSO start the Event Planning and Registration process?**

An eligible RSO should start the event registration process as early as possible. The necessary forms need to be completed two or four weeks prior to the event date depending on the type of event.

### **How does the process work?**

The event planning and registration process is located entirely on the Lynx Student Life system. A step by step guide to submitting an event request form can be found under documents. Students can also meet with a Student Engagement staff member, talk about the event's details, discuss policies and procedures, and even get advice on funding, entertainment, and other event particulars. A consultation can help your RSOs event process run more smoothly, and thus be more fully prepared to put on a successful event.

The form will ask your RSO a series of questions about the event (i.e., location, date, times, attendance number, etc.) Make sure the member completing the form is prepared to give many details regarding the event. The more information provided the better.

Once the form is complete, you as the advisor will be the first person that will need to review and approve the event. Then other Lincoln College reviewers that will need to approve aspects of the event will be notified. If our staff has any questions, or needs additional information regarding the event, they will contact the form submitter.



There may be additional forms that your RSO will need to complete for liability insurance, travel insurance, contracts, co-sponsorships, etc. depending on the event. As your RSO member works through the form, they will be prompted to complete the additional documents as needed.

Please reference Section 4 of the RSO Handbook for the Event Planning and Registration process and relevant policies concerning Contracts, Food, Risk Management, Insurance, Travel, Movie Screenings/Showings, and other relevant policies.

Please reference Section 5 of the RSO Handbook for financial procedures and special fundraising requirements.