INDIANA TECH
OFFICE OF STUDENT ENGAGEMENT
STUDENT ORGANIZATIONS HANDBOOK
2021-2022

CONTENTS

BECOMING A STUDENT ORGANIZATION

The Office of Student Engagement (OSE) partners with the Student Executive Board (SEB) to facilitate the process of recognizing new student organizations. The SEB Pre-Recognition Liaison assists new groups as they seek full recognition. The steps students interested in forming a new group are as follows:

Step 1: Preparing a Pre-Recognition Application

1. A student representative should pick up an information packet in the Student Affairs Office and fill out the New Student Organization Pre-Recognition Application. In doing so, you'll need to identify **5 students** who are interested in being a part of the group; this is a required number, though their signature *does not* indicate they are going to be executive officers. It also requires the applying organization secure the commitment of an Advisor.

2. The New Student Organization Pre-Recognition Application shall be returned to the Director of Student Engagement for signature granting provisional status. This indicates the intent for a group of students to form a new organization.

3. The organization will be granted provisional status for **six weeks** while organizational meetings are held to draft the group's new constitution and gain recognition from SEB. At the end of these six weeks, groups can submit an Application for Recognition to Student Executive Board or request more time.

4. The Pre-Recognition Liaison will initiate contact with groups once they are in Pre-Recognition status. Groups are expected to respond and communicate with the Pre-Recognition Liaison. She or he will answer questions and assist with the development of the constitution.

Step 2: Pre-Recognition Status and Preparing a Constitution

1. Pre-Recognition status means that a student or group of students has petitioned for student organization recognition but has not yet been approved by SEB.

2. The petitioning student or group has six weeks from the time an Application is submitted to draft a constitution in accordance with the Guidelines for Constitutions. OSE will not market organizations that move beyond this six-week period.

3. The Pre-Recognition Liaison will review the submitted Constitution prior to handing it over to SEB and she or he will most likely make suggestions for any area which fails to meet Constitution criteria or for items which could be improved. The provisional status may be extended once for groups revising their Constitution based on this feedback. This feedback may come in the form of an email, but often the group leaders, Pre-Recognition Liaison and potentially the Advisors and OSE, will meet to discuss recommendations.

4. Once the final draft of the constitution is ready, the Pre-Recognition Liaison schedules the new group to present their organization to the full SEB for consideration of recognition.

Step 3: Constitution Review by Student Executive Board

The group will present their proposed organization and constitution to SEB who will then vote on the group's recognition status. A determination of status will be made at that meeting, and it could be recognition, denial of recognition, or delay of recognition pending more information.

RE-REGISTERING A STUDENT ORGANIZATION

For the purpose of accurate communication and understanding which student organizations are still active, each recognized student organization will be required to re-register at the beginning of each new academic year in order to be listed and operate as an Indiana Tech student organization. Organizations are also responsible for providing an electronic copy of their current Constitution and by-laws at the time of Re-Registration along with

having their advisors sign the online advisor agreement form in Commons 803. All constitutions and by-laws must meet current requirements. The SEB will also be verifying that all recognized student organizations meet the standards of recognition. Groups who fail to do so will no longer be recognized and be put on a hiatus status.

In addition to the re-registration paperwork/forms that must be completed, student organization leaders will also be required to attend mandatory trainings prior to the deadline in order for their re-registration to be approved.

The deadline for organizations to re-register this year is October 4, 2021.

STUDENT ORGANIZATION ADVISORS

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for guidance and advisory of the organization, and to act as a resource in functions and development. The responsibilities of the Advisor include, but are not limited to, the following functions:

1. Attend executive board and organization meetings on a regular basis, which includes *regular* attendance at those meetings occurring outside normal business hours, 8:00am-5:00pm, Mon-Fri.
2. Accompany organization when attending off-campus events outside of the state of Indiana, making concerted effort to attend activities where the organization is representing the University.
3. Advisor must be in attendance for the **duration** for any event that is held on campus outside of normal business.

4. Serve as a resource for planning events and programs, resolving issues confronting the group, and orienting new members and officers. Assist members to manage risk associated with organizational activities.

5. Provide due diligence of supervising any travel plans the organization may host for members, and ensure that proper documentation is completed prior to travel. Communicate those documents to campus agents as appropriate or needed.

6. Be aware and monitor financial account of the organization. *The Advisor will sign off on all deposits, and oversee purchases for the organization.*

7. Serve as a liaison between the University and the organization in regards to policies and financial matters.

8. Be familiar with the Student Handbook, Code of Conduct, and Crisis Emergency Management Plan.

9. Help facilitate yearly transitions between organizational leadership.

10. Help resolve conflict within the group as needed.

11. Providing a signature for all contracts as well as any other documents requiring an advisor signature.

EVENT APPROVAL PROCESS

Student Organizations must go through the event-approval process in order to host any events on or off campus. This increases the functional role of the Advisor, increases awareness among all members, and ensures all resources are available in order to execute a successful event.

GENERAL USE OF FACILITIES INFORMATION

The event approval process will gives you the path to reserving facilities AS THEY ARE APPROPRIATELY AVAILABLE. Please understand that many facilities have other priorities which come before student organizational usage. While staff wish to help organizations, it is understandable that departmental priorities take precedence over

student organization events at times. Classes, athletic practice, and previously booked events have to happen, after all. Below are expectations for usage common among all locations across campus:

- The sponsoring organization is responsible for:
    - a. All related activities that transpire during the course of the event.
    - b. Incidents which occur during the arrival and departure period of participants.
    - c. The behavior of all persons in attendance.
- Facilities must be left in proper condition. When in question, leave it cleaner than you left it. Notify staff responsible for space if, for any reason, the facilities are not returned to pre-event condition.
- Any resources which were borrowed from another department must be removed from event location and returned the next business day during office hours.
- Organizations assume responsibility for compliance with all University regulations and Code of Conduct. Alcohol, drugs, and other controlled substances are strictly forbidden. Violators will be reported to security and run the risk of being arrested. No one who is intoxicated or in an altered state of mind should be admitted.
- When obtaining location approval, keep in mind that there are special restrictions or rules associated with different locations.

EVENT APPROVAL PROCESS – STEP BY STEP (APPLICABLE FOR ON AND OFF CAMPUS EVENTS)

1. After coming up with an event concept, the organization needs to decide on the scope of their event as it pertains to number of participants. This will determine how far in advance you are required to submit an event request form in order to secure the necessary resources and staffing for your event. Any form not submitted by the designated timeline will be denied.
    a. Org meeting with members only and NO audio visual or technology needs = **2 weeks (14 days)**
    b. Less than 75 participants/attendees expected = **3 weeks (21 days)**
    c. More than 75 participants/attendees expected = **6 weeks**
    d. Event requires organized travel (ie bus, rental car, flights, etc) = **4 weeks**
    e. Event involves fundraising/donations/sponsorships/sales of any kind = **one month** (student org fundraising request must also be submitted)

2. Prior to submitting the event approval form, students should sit down with their advisor to review details of the event, discuss anticipated challenges, and confirm an advisor is available to be present at the event. Students should ideally generate the majority of this form through their own ideas and initiative. *If your organization's event includes the use of an outside vendor service, then a certificate of liability insurance must be provided before your event can be approved. For example, events that include the use of an inflatable, dunk tank, photobooth, an outside caterer, etc. then a certificate of liability insurance will be required. *

3. Once the form is submitted in Commons 803, it will route to the Director of Student Engagement (DSE), Director of Security, and Conference Services Coordinator.
    a. The Director of Security will determine and communicate any Security concerns or need for additional Security staff at your event. Depending on the type and scale of the event, this could result in fees charged to the organization in order to provide a safe environment for all.

    b. The Assistant Director (AD) of Conference Services will determine if the requested space and resources are available and will make appropriate reservations. If the requested space is not available, the AD will work with the organization to find an alternative space or date. Delay in responding to communications from the AD may result in a postponement of your event.

4. Once the Assistant Director of Conference Services and the Director of Security indicate their approval, the Director of Student Engagement (DSE) will review. If the event involves organized travel, requirements identified in the Travel section of the handbook must be met prior to approval.

5. The DSE will respond to your request within seven (7) days. If the DSE has any questions or concerns regarding the event, this will be communicated to the Advisor & student leader. Potentially, a conference among all involved persons will be arranged in order to address questions and concerns and determine if the event can be approved. **Any significant change in an approved event (such as event location) needs to be communicated with a change request to the previously submitted form.** The event will then show as "pending" and must be approved once again.

6. The student organization will then work with Conference Services for all of their event needs (ie room setup, audio visual/technology, etc). It is IMPERATIVE that student org leaders communicate any needs they have for their event well in advance of the event, and update conference services if any of those needs change. Indiana Tech's conference services department oversees a large number of events and meetings on campus every day, so it is not guaranteed that they will be able to accommodate last minute or late requests for resources or staffing needs.

Note: Student organizations cannot accept/sign contracts on behalf of the university. If the organization encounters a need for signing a contract for whatever activity the organization is participating in, then it is required that the organization's advisor will need to consult with the Office of Student Engagement.

FOOD AND CATERING REQUIREMENTS

If a student organization wishes to have food at their meeting or event, they are required to work with Indiana Tech's Dining Services (Tech Fresh) in order to make these arrangements. Tech Fresh has a contract with the University that guarantees them first right of refusal for food services. This applies to all University departments.

By working with Tech Fresh, student organizations can be confident of the following:

- Food is made and served according to health department and safe serve standards
- Plates, napkins, plastic ware, table coverings, and all items needed to serve the food will be provided
- Tech Fresh staff will setup all of the food and accessories, so that is one less thing students will have to worry about doing on the day of their event
- Indiana Tech departments and student organizations receive a discount off the total price of the catering
- Tech Fresh works with conference services to ensure they have all the tables setup in order to serve the food; because they are in close communication, this makes planning the event easier

Occasionally, student organizations will host types of events in which Tech Fresh is unable to accommodate their food needs. If that is the case, student organizations must communicate with and obtain written permission from the Tech Fresh Director of Food Services OR Catering Manager in order to work with another food vendor. In the event that a student organization obtains permission to work with an outside food vendor, that vendor must be licensed and ensured. UNDER NO CIRCUMSTANCES are students allowed to make or bring homemade food to serve at an event.

FINANCIAL PROCESSES

Student organizations will have the responsibility of fiscal processes through the course of their work with the guidance of the Advisor. This is an excellent avenue to learn best practices in fiscal responsibility. Indiana Tech

serves as the custodian of funds for student organizations. Indiana Tech holds the funds for each student organization in a separate ledger account. All deposits and expenditures are processed through this account. The procedures on establishing and utilizing an account for a student organization are outlined below.

STUDENT ORG BUSINESS ACCOUNT NUMBERS AND BALANCES

After recognition is granted and a student organization has a need to utilize funds, a business account can be created with an account number that is specific to that organization. If you are unsure if your organization has an account or balance, the Director of Student Engagement can help you obtain that information. The advisor and student leaders should save the business account number somewhere for future reference.

Financial reports of the student organization's ledger account may be requested by the advisor or officer of the student organization. The Finance & Accounting department can provide these reports.

Please note: Student organizations should NOT have an established bank account outside Indiana Tech. The only exception to this would be Greek Life organizations whose national affiliate exists as an incorporated entity. For all other organizations, Indiana Tech serves as the custodian of funds.

DEPOSIT PROCEDURES

Money collected for memberships, fundraisers, and other events will be submitted to the Business Office and credited to the organization's ledger account. Deposits should be made within one (1) business day of obtaining funds. Student organizations who fail to do so open themselves up to an incredible amount of risk if members/officers retain funds longer than that. Advise members making the deposit to request a receipt for their transaction at the time they make their deposit and provide a copy of that receipt for the Advisor's records.

Advisors or members should utilize the Deposit Transmittal Form & Instructions to complete deposit procedures. Advisors can find the most up to date version of this form on Foresite under the Business Office. **It is IMPERITIVE that Advisors sign-off on all deposit forms, even if a student completes it.** Retain a paper copy of the deposit form **WITH YOUR SIGNATURE AND DATE** for your records to show proof of your awareness of the funds deposited. You will likely have to add this information to the form in a margin, but this is an essential step for the Advisor to be aware of the financial business and provide fiscal oversight to the organization.

PURCHASING PROCEDURES

In order to facilitate the business of being a student organization, the group will need to make purchases. The Business Office has very clear expectations regarding how student organizations should utilize their funds which are in line with expectations for all departments. Any purchases made using funds from an allocation by SEB must be documented appropriately by submitting receipts/invoices to the SEB Allocation Chair. *Advisors should make purchases on behalf of the group through use of his or her Indiana Tech credit card (or the academic department's credit card), through expense reimbursement, or through a check to the student who will make the purchase.*

Under no circumstances will the Business Office make cash withdrawals or reimbursements to student members.

PURCHASE ORDERS

A purchase order must be used when ordering merchandise or services for which an invoice requiring payment will be sent to the University. The advisor will need to create a Purchase Order or work with the administrative support staff from their department in order to have them create a Purchase Order.

Organizations can also request a purchase order be created and a check made in the name of an organization member. This would allow the student to cash the check and make organizational purchases on their own time. To do this, follow the process below:

1. Submit a request for a purchase order to be created and include the following: name of student, amount of check, ledger account the funds should be taken from, and the name of the student organization.
2. The advisor or department support staff completes necessary paperworks and processes the purchase order.
3. Requests for Purchase Orders must be submitted at least two weeks prior to when the funds will be needed. Tardiness or poor planning may result in the funds not being available for organizations when needed. This process can NOT be expedited.

UNIVERSITY CREDIT CARDS

Advisors who are custodians of a University credit card (i.e. it has the Advisor's name on the front) can make purchases on that card on behalf of the organization and allocate that expense to the student organization's business account when doing purchase card reconciliations. If you have trouble accessing the organization's account number among your regular account numbers, please contact the Staff Accountant in the Finance department.

For Advisors who do not have a University Credit Card specific to them, they may utilize their respective department's credit card. The department head bears the responsibility to monitor and approve all purchases made on the card. If you have questions regarding how to access your department's credit card, he or she would be a good person to ask. Advisors can find the most up to date procedures for using departmental credit cards on Foresite. Advisors will need to specify the organization's ledger account number on the receipt when turning them in to their dean's/department's executive assistant.

EMPLOYEE EXPENSE REIMBURSEMENT

An Advisor may choose to make the purchase out of his or her own funds and request reimbursement for that purchase afterwards. This is the least preferable way to facilitate purchases for the organization, but is acceptable. A properly completed and approved Request form is required from University employees for reimbursement of expenses applicable to University-related travel and business expenses. The employee will receive reimbursement via a direct deposit. Advisors can find the most up to date information regarding Employee Expense Reimbursement in the Accounts Payable Procedures on Foresite under the Business Office tab. Utilize the Employee Expense Reimbursement Form found on the Business Office menu to complete your request. Remember, the person who normally approves your expenditures would also do so for student organization purposes. STUDENTS SHOULD NOT MAKE PURCHASES OUT OF POCKET. DO NOT ADVISE STUDENTS THAT THEY WILL BE REIMBURSED. UNIVERSITY POLICY DOES NOT ALLOW FOR STUDENT REIMBURSEMENT.

FUNDRAISING & DONATION GUIDELINES

Fundraising is defined as the seeking of support; this may include support in the form of monetary donation or in-kind donation (ie providing a service without charging, donating goods/food/etc). Sponsorship also falls under the definition of fundraising.

Before soliciting a company, business, or organization for fundraising purposes, the student leader should complete the Fundraising Request Form in Commons 803. This form should be submitted at least one month prior to the fundraising activity and must be approved by the Director of Alumni Relations AND Finance. Depending on the complexity of the fundraiser, more than 4 weeks might be necessary in order to make proper arrangements.

It is recommended that at the time you submit the form, you reach out via email to the Director of Alumni Relations to share the details of your fundraising plan and open a line of communication. This will allow the Alumni Office to assist in making the request, assure that there is not disruption to a current proposal to the same company/organization, and provide teamwork that could result in a larger donation to the organization and to Indiana Tech. They also have sample letters and paperwork that could help your work go further.

Student organizations are prohibited from coordinating "50/50 raffles" where winners receive a cash or cash-equivalent prize. Likewise, gambling for real money is not to be used for an organizational fundraiser.

There are restrictions on the use of Indiana Tech's logo in marketing. If organizations plans to use any Indiana Tech logos on shirts or in marketing, they must contact the Director of Creative Services in the Marketing department in order to get approval.

TRAVEL

At times, student organizations may engage in activities which involve travel. When it comes to travel, communication and organized records are essential. No student organization should engage in any coordinated travel without first notifying the Advisor. Prior to travel, the advisor and/or trip leaders are required to read the Indiana Tech Driver and Vehicle Use Policy.

DEFINITION OF UNIVERSITY TRAVEL

All student organizations must comply with the requirements for travel. Travel is considered University travel if any one of the following conditions are met:

- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- The University or organization is represented at the event in an official capacity.
- Attendance of the members (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.

TRAVEL PARTICIPANT BEHAVIOR

All Trip Participants should represent Indiana Tech appropriately at all times and act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws. While traveling, participants are bound by University policies, including the Student Code of Conduct as well as applicable laws.

MODES OF TRANSPORTATION

1. Personal vehicle – The use of personal vehicles for university travel is discouraged. Personal vehicles should only be used on a voluntary basis. Personal vehicles used for university travel must carry liability insurance, have current state registration, and be maintained according to manufacturer's standards.

2. Indiana Tech pool vehicle – Pool vehicles can be reserved by the organization advisor. Pool vehicle reservations are made through Outlook meeting requests. Pool vehicles are to be used for university business only. If a student is driving a pool vehicle, an advisor must be present in the vehicle/convoy. Personal use is not allowed.
3. Rental vehicle – Rental vehicles must be reserved through Concur or Enterprise. Drivers must be 21+ in order to drive a rental vehicle. In order to rent a vehicle, the driver must be on the Indiana Tech Approved Drivers list. Unauthorized drivers are not covered by Indiana Tech insurance and may not rent a vehicle for University travel. Drivers must by 23+ in order to drive a passenger van and must first complete a van safety driver training course as directed by the Risk Management Committee.
4. Chartered buses and air travel – If a trip distance is farther than 600 miles (one way), transportation must be outsourced.

ESSENTIAL TRAVEL PRACTICES

1. All drivers who are driving university owned vehicles must be on the Indiana Tech Approved Drivers List. This must be re-done every year for students. For advisors, this must be done every three years. In order to be an approved driver, you must submit the following to the buildings & grounds office:
    o Completed Driver Authorization form
    o Signed Indiana Tech Vehicle Driver Agreement (both of these forms are in the appendix, also available on Foresite, under the Business Tab, on the Travel Information link).
2. ALL drivers must have a Student Organizations Driver Agreement Form (available on Commons 803) on file in Student Life, along with a copy of their driver's license. If the individual is driving their personal vehicle, they are required to have current insurance coverage on their automobile.
3. Record the name & cell phone number of every person who is traveling on the Student Organization Travel Information Form. This form is available electronically on Commons 803 for your convenience. The organization leaders should take one copy with them and leave one copy at the school in the Office of Student Engagement.
4. If the organization is traveling more than 25 miles from campus, each student who is traveling with the group must complete a Travel Liability Waiver form (located on Commons 803) in addition to the above measure. These also should be left at the school in the Office of Student Engagement.
5. If a recognized student organization is traveling outside of the state of Indiana, then the Advisor must be present during that trip. If the Advisor cannot attend the trip, but students still wish to make that trip, then it will NOT be considered a student organization sanctioned trip and financial process cannot run through the organization's ledger account. If it is essential that that a trip be considered a student organization event, then the members will ensure it takes place during a time period that the Advisor can attend.
6. All travel must follow the guidelines and requirements laid out in the Indiana Tech Driver and Vehicle Use Policy.

GENERAL TRAVEL SAFETY GUIDELINES FOR CAR TRAVEL

- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required safety restraint devices at all times when operating the vehicle.
- Never possess, consume, or transport alcoholic beverages or illegal substances.
- All drivers must have a valid driver's license and proof of insurance.
- Drivers should not drive more than 10 hours in a 24-hour period.
- Drivers should take a break at least every 4 hours.
- Check the condition of and safety of all vehicles (even if using a rental vehicle) before starting your trip.
- All vehicles should have driving directions, emergency telephone numbers, and the destination address.
- Develop an emergency action plan in case an accident occurs while traveling or an injury during a contest that requires hospitalization.

- Have a cell phone, but do not use it while operating a vehicle. In other words, do not text and drive.
- Only valid members, participants, and advisors in the vehicle during organization/club related travel.

RISK MANAGEMENT

Planning and the use of common sense are an organization's first line of defense in limiting liability. You cannot eliminate 100% of your liability, but you can decrease it with well thought-out planning.

Below are some important questions for members and the Advisor to as early on in the event-planning process:
- Is the entire organization aware and supportive of this activity? Is the Advisor?
- How will this activity effect the campus?
- What state laws and city ordinances have the potential of being violated?
- What safeguards do we have to keep these laws from being violated?
- What will the leaders do if this activity gets out of hand?
- How will officers maintain control over the activity?
- What specific risks are violated in the event? These may include physical risks and liability risks.
- List the possible situations that could present themselves at your activity. Make the list long and let "Murphy's Laws" be your guide. (If it can happen, it will.)
- List how you will solve each of the situations from the list you created.
- Do you have an established procedure to follow in case of emergencies?
- Could you convince a prudent person that your event is not potentially dangerous?
- Is the potential liability for the organization worth the benefit of the organization?

To waiver or not to waiver…

It is often advisable for the organization to obtain release of liability/hold harmless agreements from members of the organization and participants of events. This reduces organizational and personal liability. Remember, only students 18+ may sign one, otherwise a parent or guardian will need to sign the form. Consider having all of the members sign one for the duration of the academic year.

To help facilitate this, a Waiver of Liability and Hold Harmless Agreement for Student Organizations can be found on Commons 803 and in the appendix of this handbook.

CRISIS RESPONSE

Everyone can appreciate when an event goes well. Pats on the back to everyone all around at the end of a successful event! Despite organizations planning their events in such a way as to avoid a crisis, accidents and emergencies may arise. It is important that Advisors and organizations understand what to do in the case of an emergency or accident before it occurs. All members should be aware of a crisis plan, and members in charge of the event should understand their particular role. Below are some points of action which organizations can develop their response plan. Most of all, it is important for student organizations members and Advisors to know that they are not alone if a crisis develops.

BEFORE THE ACTIVITY OR EVENT
- Develop a crisis response plan for each event, including how to supervise or address participant behavior, unwanted guests, weather emergencies, accidents, etc.
- Consult the Crisis Emergency Safety Management Plan to ensure your actions will coincide with established safety procedures. This can be found on the Indiana Tech website under Campus Safety and Security.
- Identify officers to be responsible for steps of the plan.

AFTER AN INCIDENT

- If medical attention is needed immediately, attend to those needs before doing anything else by calling 911.
- Contact Campus Security first at extension 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus Security will notify appropriate individuals.
- Stay calm and avoid taking risks that would endanger your safety and well-being or that of others.
- After an emergency and medical situations have been addressed, Security will likely want to speak with the person in charge and/or persons involved to complete an incident report. Keep track of the following along with any other noteworthy information that may be of help:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
- After the event, the organization's leadership and Advisor should process the incident, discern if there was any measures which could prevent a repeat in the future and evaluate how the organization responded.

STUDENT EXECUTIVE BOARD

Student Executive Board (SEB) serves student organizations in several ways. SEB is a group made up of representatives from Indiana Tech's recognized Student Orgs and are interested in helping student organizations flourish.

OFFICIAL RECOGNITION OF NEW STUDENT ORGANIZATIONS

Once a new student organization feels they are ready to apply for recognition, the Pre-Recognition Liaison will schedule the group to attend the next SEB meeting. The organization will then attend an SEB meeting and present their information to SEB for consideration. Student Executive Board does not ensure that national or regional academic organization guidelines are being met, that is at the discretion of the Faculty Advisor, department head, and/or dean.

ORG LEADERS MONTHLY ATTENDANCE AT STUDENT EXECUTIVE BOARD MEETINGS

In an effort to be more cognizant of what they can do to assist student organization growth, student organizations who are recognized through SEB are required to send one or two representatives to SEB meetings to voice/vote that organization's interests in organizational governance. Representation at SEB meetings is required in order to maintain recognition. In the event that neither of your designated SEB representatives are able to make it to the meeting, a substitute may be appointed by the organization. Attendance will be tracked by the Secretary of SEB. More than two unexcused absences in one semester may result in probation or revoking of recognition.

FINANCIAL ASSISTANCE

SEB will allocate up to $400 to an organization through an application process each year, primarily towards the purpose of hosting events. Anytime funds from SEB are spent, copies of receipts from must be turned in to the SEB Allocation Chair. Please see the Allocation Application Form for more details. Funds are available on a first come first serve basis. Once they run out, there will be no more allocations granted.

MINIMUM REQUIREMENT MAINTENANCE CHECKS

SEB will also check with each organization twice per year that they are maintaining the minimum requirements to be an organization: 1) they have five members, 2) they have an advisor, and 3) they have a constitution.

PROBATION & REVOKING OF RECOGNITION

The same body who recognizes new student organizations will also be responsible for placing organizations on probation and revoking the recognition of student organizations.

OFFICE OF STUDENT ENGAGEMENT RESOURCES

The Office of Student Engagement (OSE) is invested in the growth and development of all student organizations, academic, social, and/or Greek Life, as this component of campus life truly serves the holistic development for our students. As such, we serve several unique functions for student organizations.

STUDENT ORGANIZATION INFORMATION MAINTENANCE

The OSE serves as the department which houses the majority of information regarding all of Indiana Tech's recognized student organizations, including Greek and academic organizations. As such, the most updated organizational communication should be included in the yearly re-registration application. This allows us to communicate the most accurate information to students looking for engagement opportunities and help connect organizations to one another for the purpose of collaboration.

MARKETING

The OSE is responsible for campus marketing and thus can provide many resources for student organizations to market their meetings or events, including:
- posting flyers on designated bulletin boards around campus
- promotions in table-top holders in eating areas
- images/flyers on the screen in the dining hall
- button-maker
- painted banners
- coffee carts

See the Campus Marketing Guide in the Appendix for more details.

Organizations are not permitted to post flyers or notices of their own. Publications not approved by the OSE run the risk of being taken down and losing marketing privileges on campus. At no time should flyers be left on vehicles in the parking lot.

EVENT COLLABORATION

The OSE recognizes the value of sharing resources and talents to create a fuller event or program experience for students. If any organization has an event idea in which they would like to collaborate with the OSE, they should contact the Director of Student Engagement to discuss the feasibility, advantages, disadvantages, and potential.

FREE COPIES

If student organizations need to make a reasonable amount of copies for meetings, publications, or events, they can contact the Director of Student Engagement.

EVENT PLANNING CONSULTANCY

Planning and executing events is a large part of what the OSE does for the Indiana Tech community. While we have a lot of experience in event planning, we are constantly learning, growing, and adapting in this endeavor. If student leaders and Advisors would like, they can contact the Director of Student Engagement, who will meet with them to go over their event with them. This process can help them determine if there are opportunities they are missing, need to address a concern, or confirm that they have fully thought through their event. **Please note, this does not take the place of the Event Approval Process.**

RELEVANT POLICIES AND LAWS

INDIANA STATE ANTI-HAZING LAW

Under the Indiana Hazing Law (§ 34-30-2-150), certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Indiana Tech, both on and off campus.

Hazing means that as a condition of association with a group or organization, a person is forced or required, regardless of that person's consent, to perform an act that:

- Creates substantial risk of physical harm;
- Substantially or seriously demeans or degrades any person;
- Interferes with any person's scholastic activities.

Any hazing allegations made against a student organization will be investigated by the University. If found guilty, the student organization will incur disciplinary penalties. University action occurs, whether or not civil or criminal action takes place. In addition, the University may take action against individual students for hazing. Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Student Life department.

Hazing is a Class B misdemeanor for criminal recklessness; however, it is a Class A misdemeanor if the use of a vehicle is included; Class D if it is committed while armed with a deadly weapon; or Class C if it is committed by shooting a firearm from a vehicle into an inhabited dwelling or other building or place where people are likely to gather.

UNIVERSITY HARASSMENT POLICY

It is the view of the University that harassment on the basis of race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, age, sex, including sexual harassment (all as defined and protected by applicable law), is unacceptable and will not be tolerated, Prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct relating to an individual's race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status or age, all as defined and protected by applicable law. This harassment policy has been extended to recognized student organizations.

FILM & VIDEO COPYRIGHTS

<u>What are "Public Performances"?</u> Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally "publically performing" the movie? Probably not. But suppose you took the same Movie and showed it in the University for a publicized student organization event. In this case you have infringed the copyright of the movie. Simply put, media obtained through a store is not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends. This is true at Indiana Tech no matter if you watch the film in the Magee-O'Connor Theater or a classroom.

<u>What the Law Says</u> The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a video carries with it the right to show it outside the home. In some instances no license is required to view a video, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

PENALTIES FOR COPYRIGHT INFRINGEMENT

"Willful" infringement is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Copyright infringement leading to commercial gain carries a more severe penalty. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $ 20,000 for each illegal showing.

HOW TO OBTAIN A PUBLIC PERFORMANCE LICENSE

Obtaining a public performance license is relatively easy and usually requires no more than an email. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be, and so forth. The Director of Student Engagement organizes the purchase of film rights on behalf of Student Life for movies shown in the Magee-O'Connor Theater.

The OSE will often partner with student organizations to show film and engage students, so even if the organization does not have the money needed for the film rights, it does not hurt to approach the Director of Student Engagement to see if a partnership is possible. Student organizations often have to provide staffing, introduce the movie, supervise guests if needed, and help clean up the theater as part of this partnership. They are also encouraged to utilize the movie as a co-curricular, or educational, opportunity to convey to students important aspects about their mission.

Campus Marketing Guide

The Office of Student Engagement serves campus by managing multiple marketing outlets for official Indiana Tech business and events. This document is meant to serve as a guide to help *official* departments, organizations, or entities navigate marketing to students on Indiana Tech's Fort Wayne campus. The specific outlets and details for how to submit materials is included in the list below. <u>Materials should be submitted a minimum of one week prior to the event being advertised</u>, unless otherwise noted. Marketing materials are not changed/updated every day, but rather they are updated a couple times throughout the week. Because of this, we cannot guarantee that materials sent less than one week out from your event will be turned around in enough time to get posted. During busier times of year, materials also might not be immediately posted due to bulletin boards being full and prioritizing other events/initiatives that take place prior to yours. Items will be prioritized based on date and if advanced sign-up is required.

1. **Flyers** – There are 23 designated flyer boards in the academic buildings and Residence Halls on campus. OSE employees are responsible for taking down old flyers and hanging up new flyers. Flyers are stamped before they are hung up, indicating that they are approved for hanging. If you have flyers you would like posted, please print 18 regular (8.5x11) and 5 small (70% or half a sheet) flyers, trim them, and drop them off at Student Affairs to be posted.

2. **Dining Hall Slideshow** – In order to have a slide added to the television screen in the Andorfer Commons Dining Hall, you can email a power point slide to BABallard@indianatech.edu. The file should be landscape orientation so it will fit the screen. Files that are portrait orientation will not be large enough to see, and thus will not be posted. Please note – this is ONLY for the screen in the dining hall. We are not able to post on any other screens around campus.

3. **Painted Banners** – The OSE maintains large rolls of paper, paint, brushes, etc in the workroom in Student Affairs. We are happy to share these supplies with other departments. The Student Affairs workroom is open every day, Monday-Friday from 8:30am-5pm. Simply check in at the Student Affairs front desk in order to create a banner. Please make sure you clean up and put away all materials when you are finished. You are responsible for hanging the banner as well as taking it down after your event is over. Banners can be hung on the railing overlooking the dining hall, on the second level of Andorfer Commons. You must use painters tape or gaffers tape in order to hang the banners, and tape should not be place lower than you can reach in order to prevent it from getting stuck.

4. **The Toilet Paper** – This past year, the OSE purchased and installed 47 sign-holders in restroom stalls across campus. Each month, a new edition of a print publication called the "The Toilet Paper" is created and placed in the sign-holders. If you would like information included on a Toilet Paper, information should be emailed to BABallard@indianatech.edu by the 15TH of the month PRIOR to when your event or initiative takes place. For example, if your event is on October 21, all information should be sent by September 15th in order to make sure it can be included before we go to print.

5. **Dining Hall Table-toppers** – The OSE recently purchased table-toppers for the tables in Andorfer Commons Dining Hall to provide another marketing opportunity and eliminate multiple flyers being placed/left on tables. These table-toppers hold 5x7 flyers. In order to advertise in these, you will need to print 25 5x7 flyers, trim them so they will fit into a 5x7 slot, and drop them off at Student Affairs. The OSE will take care of putting these in the holders and removing them once the event is over.

Liability Waiver

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

The undersigned desires to participate in the following event and related activities being offered by Indiana Tech. The undersigned assumes all responsibility and risks related to or in any way connected with this event and related activities.

EVENT: _____ DATE OF EVENT: _____

In consideration to Indiana Tech, the undersigned does for himself, his heirs, executors, successors and assigns, release, waive, discharge and covenant not to sue Indiana Tech, its employees, agents, successors and assigns, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation arising out of, on account of, related to, or in any way connected with the undersigned's participation in this trip/event and related activities.

The undersigned agrees to all Rules and Regulations set forth by Indiana Tech.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT
I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute the Release for full, adequate and complete consideration fully intending to be bound by same.

THIS IS A RELEASE - READ BEFORE SIGNING

_____   _____   _____
Participant (PRINT NAME LEGIBLY)   Participant (Signature)   Date

Emergency contact information to be kept on file at Indiana Tech during this event:

Contact name _____   Relationship _____

Phone _____

If participant is under the age of 18, Parent/Guardian consents to the minor's participation in the event, consents for Indiana Tech to seek reasonable and necessary medical treatment for Participant during such event or associated activities, and agrees to be responsible for any cost of such treatment. Further, Parent/Guardian agrees, on behalf of himself/herself and on behalf of the Participant, to the terms of this Waiver of Liability and Hold Harmless Agreement as set forth above.

_____   _____
Parent/Guardian Printed   Signature

_____
Date