Advisor Resource Manual 2018-2019 Year

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Important Contact Information 2018-19

Center for Engagement
studentactivities@msubillings.edu
406-657-2387
Student Union Building, Room 221

Student Engagement Coordinator
Chase Greenfield
chase.greenfield@msubillings.edu
406-657-2320
Student Union Building, Room 221

Center for Engagement Director
Kristin Peterman
kristin.peterman@msubillings.edu
406-657-2209
Student Union Building, Room 221

Center for Engagement Assistant Director
Brandee Soens
brandee.soens@msubillings.edu
406-896-5998
Student Union Building, Room 221

Thank You For Advising

Thank you for agreeing to serve as an advisor to a student organization on campus. Your willingness to get involved is meaningful and important to the student group you advise and to the Center for Engagement as well. We appreciate it!

Student organizations reflect the variety of interests among the student community at MSU Billings. By participating in organizations, students have the opportunity to cultivate friendships, develop leadership skills, and engage in new experiences, creating a more fulfilling and well-rounded college experience.

Because students frequently look up to advisors as role models, advisors can make a difference in how students view themselves and others. This pamphlet is designed to give you a brief introduction to your role as an advisor, and to inform you of the resources available to you.

If you have further questions, or wish to have a copy of the institutional policies and procedures pertaining to student organizations and their activities, please contact the Center for Engagement at any time.

Benefits of Advising

There are many benefits associated with advising a student organization. A few are:

- The satisfaction of helping students learn and develop new skills
- Watching a group come together to share common interests and work towards common goals and understanding differences
- Develop personal relationships with students
- Further personal goals or interest by choosing to work with an organization that reflects your interests
- Sharing your knowledge with others
- The opportunity to learn from students
- Knowing what is going on in the minds of college students
- Helping students implement what they have learned in the classroom
- The satisfaction and reward in seeing the organization grow
- Making a difference in student's lives!

Advisor Obligations

- Advisors should agree to serve only if they are willing to actively participate in the work of the organization.

- Understanding the organization, its purpose and its goals is a primary obligation of any advisor. They should help the organization evaluate its purpose, goals and the services they provide to both the campus and the community.

- Interest in the organization should be demonstrated by an advisor through their attendance at meetings and other functions.

- Advisors should try to develop a close working relationship with the officers and as many members as possible. Demonstrate an open door policy and be available to members of your organization.

- Advisors should give attention to the interactions within the group, be available for complaints from members about the group, and serve as an arbitrator as necessary.

- Advisors need to keep informed about financial matters pertaining to the organization.

- Advisors should not "do the work" but serve as a mentor and guide and offer advice or direction as needed.

Advisors Roles

Each advisor perceives their relations to a student organization differently. Some advisors play very active roles and others maintain a more distant relationship to the organization. We hope that each Advisor maintains regular contact with their organization. Advisors should be both interested and accessible to their student organization.

Given the wide variety of student organizations and their missions, the role of the Advisor with also vary between groups. The purpose of this section is to outline the basic role of an Advisor. As organizations vary in their expectations and needs it is important that you as an Advisor develop an understanding with your organization about the role you plan to play and the nature of what your involvement will be.

The following are some roles that you may play as an Advisor:

Educator
Your role of educator will often be in the form of helping students reflect on their actions and answering questions that they may have of you. One of the most challenging roles of an advisor is to do nothing, but sometimes this is the most important action of all. Allow students to make decisions. Sometimes students will succeed and sometimes they may fail, as an advisor the main thing is that you are there to help them reflect on the experience.

Mentor
Many students will come to see their advisor as a mentor and these relationships can last many years and be rewarding for both the student and the advisor. At this time in their lives students are often seeking someone to help assist them in both their personal and professional development. This is also sometimes a challenging time for students so having someone they can talk to about their lives, ideas, thoughts and perspectives is important.

Team Builder
It may be the advisor of a group that needs to take the initiative to turn students from individuals into a team. Team building is important because it enhances the relationship students have with one another and with you as an advisor. Positive relationships will help the organization to be strong and work through conflict or difficult occasions.

Policy Interpreter
Student Organizations operate under policies, procedures and rules some from the University and some that they may have within their constitution and by laws that govern their individual organization. Students will often rely on their advisor to help them in interpreting policy.

Conflict Mediator

Inevitably, students will join organizations with different ideas and personalities. When working with students who have conflict, it may be necessary at some point for the advisor to serve as the mediator.

Motivator

As an advisor, you may have to motivate students to carry out their plans and work to achieve their goals. Do not let students be easily discouraged, act as their cheerleader and keep them excited about all of the potential success that is to come.

Student Organization Registration Process

A Student Organization is defined as a group of currently enrolled MSU Billings students who unite due to a common interest. Student Organizations are classified into categories:

- Academic/Departmental
- Cultural
- Religious
- Special Interest
- Programming & Leadership
- Service

Only currently enrolled students in good academic standing may serve as officers of an organization. MSU Billings recognizes the vital contributions that student organizations make to campus and we strive to assist you in any way that we can. In order to qualify for all of the benefits and resources of a student organization you must follow the registration process to be recognized by the university.

Student Organizations are required to register annually with the Center for Engagement. Registration forms are due the second week of October. Any existing student organization that does not complete the required registration paper work will be considered inactive and lose its registration status which will result in a loss of privileges which may include budget.

In order to officially register you must:

- Schedule a meeting with the Student Engagement Coordinator (*contact info on page 3*).
- Complete the Annual Registration Form
- Complete any Financial Forms if you have an on campus account
- All officers must be in good academic standing
- A current constitution and bylaws must be on file in the Center for Engagement (they must be updated at least every three years)

An updated list of registered student organizations is prepared each semester by the Center for Engagement.

Establishing a New Student Organization

Any new student group may apply to be a recognized Student Organization by completing the following process:

- Set up a meeting with the Student Engagement Coordinator
- Recruit a minimum of five students
- Secure a faculty or staff advisor
- Complete the annual registration form
- Complete financial paperwork if you wish to have an account
- Draft constitution and bylaws

Student Organization Policies and Procedures

A. General Policy

Student Organizations are an important part of co-curricular programs and activities offered at Montana State University Billings.

1. An active chartered student organization is a private, voluntary, association and is not an official component of the University.
2. Montana State University-Billings in no way accepts liability for the action of such groups
3. Chartering and annual registration is simply a means by which student organizations may receive standard privileges granted when certain minimum requirements are met.
4. Chartered student organizations may establish requirements from participation that exceed minimum standards set by the Board of Regents or in the Student Handbook.
5. The purpose and activities of the organization shall be lawful and not in conflict with University regulations as published by the University
6. Membership in an organization shall be open to students of Montana State University Billings without regard to race, religion, sex, color, national origin, age disability, sexual orientation, marital or parental status. The only exception is in the case of fraternal organizations that are exempt from Title IX regulations concerning discrimination on the basis of sex.
7. The organization shall not duplicate the purposes and functions of a previously chartered or registered organization unless need for such duplication is substantiated.
8. All funds allocated to the organization from University controlled sources or raised through the auspices of a Montana State University Billings student club or organization must be maintained in a University account and spent in accordance with the financial policies and procedures of the University.
9. Any fundraising activity conducted off-campus must be coordinated with and approved by the MSU-Billings Foundation and the Center for Engagement.
10. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.

B. Standard Privileges

1. Use of meeting and program space in the Student Union and other approved campus facilities and spaces
2. The right to engage in on-campus solicitation and fund raising activities, once proper paper work has been filed and approved
3. The option to apply for use of student fees allocated by Student Senate

4. Inclusion in printed materials created by the Center for Engagement and other selected University Publications
5. An on-campus mail box located in the Student Union Room 220
6. Access to other services and materials provided in the Student Organization Work/ Resource Room , Student Union 220
7. Eligibility to participate in student organization membership recruitment programs, these include the Student Organization Interest Form process, the fall and spring Student Organization Expo, and other events announced throughout the academic year and summer sessions.

C. Annual Registration

1. Existing student organizations wishing to continue using privileges granted by Montana State University Billings to such organizations must register annually with the Center for Engagement. Annual registration forms are distributed to all organization active in the previous academic year. Forms need to be completed with current officer and advisor information by the stated deadline in order to be considered active for the current academic year. If a change in contact information occurs during the academic year, please update your records in the Center for Engagement.
2. The organization shall maintain its funds in accordance with General Policies, A8 and be in good standing with the University.
3. The organization shall conduct its affairs in a lawful manner in accordance with the constitution, by-laws it has on file and in accordance with applicable University regulations and state statues.
4. The organization shall be responsible for the observance of all applicable University-regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

D. Faculty or Staff Advisor

Each active chartered organization shall have a University faculty or staff member serve as an advisor available to the officers and members for consultation about the organization affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization by co-signing Cash Purchase Orders, Departmental Purchase Orders and Banner Payment Authorizations, to offer suggestions regarding the operations of the organization, and to oversee adherence to University regulations and the organization's constitution and bylaws.

E. Officers

Officers of student organizations must be in compliance with the Student Code of Conduct and maintain a minimum cumulative 2.0 GPA on a 4.0 scale in order to hold an office.

REGISTRATION CHECKLIST

BEGINNING OF THE ACADEMIC YEAR…

☐ Complete the Student Organization Registration Form Online. **(Deadline: Oct. 12)**
☐ Renew your Account and Signature Authorization Form for fund controllers and return to the Center for Engagement, Room 221. (**Deadline: Oct. 12)**
☐ Schedule a meeting with the Student Engagement Coordinator (**Deadline: Nov. 2**).
☐ Schedule a meeting between the organizations leaders and its advisor(s) to begin planning for the coming year.
☐ Review financial records, constitutions and bylaws, student organization policies and other important documents. Constitutions and bylaws must be updated every 3 years**.**
(Deadline: Nov. 2)
☐ Read through the Student Organization Handbook.
☐ Begin recruiting new members.
☐ Update your student organization web page and contact the Center for Engagement to create a link from the Get Involved section on the MSU-Billings webpage.

DURING THE YEAR…

☐ When officers are elected or officer/advisor addresses change, fill out an updated registration form to ensure proper contact information is entered into the organization computer database. Keep the Center for Engagement updated with e-mail contact information.
☐ Train new officers in bookkeeping, budgeting, completing forms, and event planning processes.
☐ Reconcile all of your student organization financial records on a regular basis
☐ Attend event planning meetings and Student Organization workshops sponsored by the Center for Engagement.
☐ Check your e-mail and mail regularly for updated announcements and information.
☐ Submit nominations for student organization and leadership awards sponsored by the Center for Engagement during the Spring Semester.

END OF THE ACADEMIC YEAR…

☐ Reconcile all of your student organization financial records, pay all your bills, make sure you have money in your account for any bills over the summer, process all disbursements and transfers, etc.
☐ Organize your officer files and resources and pass information and supplies to new officers. In the event that new officers/advisors have not been selected you may bring your organization information to the Center for Engagement for summer storage. If anyone other than the treasurer will be handling financial responsibilities over the summer, add her/his name to the signature cards in the Business Office.
☐ Recognize and reward members for their accomplishments.
☐ Leave forwarding summer contact information with the Center for Engagement.

Student organization Campus accounts

How to create an account

- Each year, all student organizations must register with the Center for Engagement online. Fund Controllers on the organization account must be updated/added in-person and their access to the account will be available (See Fund Controller section below). If an organization does not have an account one may be established. Please contact the Center for Engagement for assistance.
- <u>All</u> funds collected on campus must be deposited into an on campus account. Donations and expenses can then be paid from that account.

Where to use an account

- An index number is an organization's identification number. The Business Office uses this number to charge and recharge an organization's account. On campus, your organization can make purchases at the Bookstore, MSU-Billings Dining Services, the Mail Center (basement of McMullen Hall), Printing Services (basement of McMullen Hall). You may also purchase copy cards for the copy machine in the Student Union through the Center for Engagement.
- You can order or purchase items off-campus through Banner Payment Authorizations (BPAs) or Credit Card Purchases through the Center for Engagement.

Fund Controllers

- **All student organizations need to have <u>at least two</u> (2) Fund Controllers.** Of the two Fund Controllers, one **must** be an adviser (a faculty or staff member of MSU-Billings). For an organization to access its account, two signatures are required: the adviser's signature and another fund controller's signature.
- If you have any questions about who should be a Fund Controller please stop by the Center for Engagement.

Budget reports

- A budget report to help you track your student organization account is available through the Center for Engagement upon request. **If you need assistance in understanding your budget report, and/or reconciling your account please contact the Center for Engagement.**
- Student organizations should have an internal accounting system in addition to the Budget Reports. This will enable your student organization to keep track of revenue and expenses between budget reports distributed by the University. The Center for Engagement can provide you sample budget forms you can utilize.

Making deposits

- To make a deposit, a student organization must have its **index number** and a deposit **account code** on the deposit form.
- When making deposits at the Business Office (basement of McMullen Hall) use a deposit envelope (available from Center for Engagement) and always make reference on the deposit envelope how the money was generated. For example, if the money is from membership dues, indicate the individual it is from on the form so that it will show up on your Budget Report. If you do not make this distinction at the time of your deposit, there will be one lump sum on the Budget Report and it will make it difficult to keep track of income. If the money is from a specific fund-raiser or donation the same practice should apply.
- When making deposits, organizations should make sure they are **intact.** For example, if your organization conducts a fundraiser or collects dues to be deposited **you need to deposit the entire amount as collected.** Expenditures should not be subtracted from deposits, nor should monies to be deposited be used as a slush or petty cash fund.

How do we spend our money?

- There are two ways to access your funds. The first is a **Banner Payment Authorization (BPA).** The second is **Credit Card.** Both are available in the Center for Engagement, and we will be happy to assist you with this process when needed.
- Even though your money is student money it is run through the State of Montana Financial System. **Alcohol may not be purchased.** When purchasing food at a dining establishment, the State will allow a tip of 15% or less. Be sure to review your receipt and make sure that no alcohol has been included.

Banner Payment Authorization (BPA)

- Banner Payment Authorizations (BPA) may be acquired through the Center for Engagement or on-line.
- BPAs can take two to four weeks to process through the State Financial System, so make sure to inform the business or vender you are purchasing items from.
- BPAs in the amount of $500.00 or more must also be signed by the Director of Campus Activities and Engagement.
- **ALWAYS** make a copy of the BPA and the receipt for your records.

Credit card purchases

- If you would like to make a purchase with a credit card online or over the phone you may come to the Center for Engagement to do so.
- If you need to make a credit card purchase at a location, you can make arrangements with the Center for Engagement for someone to meet you at the location to make your purchase.

Department Purchase Orders (DPO)

- To make a purchase at Sam's Club or Costco you can check out the club card and make the purchase with a Department Purchase Order (DPO). The card and DPO are available at the Center for Engagement.

Hospitality Approval Forms

- Any time you spend more than $30 on food you must also fill out a Hospitality Approval Form. These forms are available online or in the Center for Engagement.

Depositing your money

- You must know your index number and the revenue account code you would like to deposit your money into.
- Your index number is 6 digits that starts with a 6.
- The revenue account is the "line item" you would like to deposit into.
- Deposits can be made at the cashier in the basement of McMullen or you can bring them to the Center for Engagement.
- Keep all documentation of when you deposit or spend your money.
- Keep a ledger either on paper or electronically.
- Verify your ledger on a regular basis.
- Request an account balance from the Center for Engagement to match your ledger.

Fundraising

- **Fundraising/Solicitation Project Student Organization Application** forms are available in the Center for Engagement. The purpose of these forms is to register your project or event with the University. All events including food sales need to be discussed with the staff at the Center for Engagement and with the MSU-Billings Dining Services, or General Manager when appropriate (Student Union 227, 406-657-2382).**THIS FORM MUST BE FILLED OUT PRIOR TO YOUR FUNDRAISER!**
- **Cash and Boxes/Bags** are available in the Business Office. If you need a cash base (change) for your event, one of your fund controllers may go to the Business Office and place a cash order for pick-up against your account. The request should be at least twenty-four hours in advance.
- **Any cash orders** at MSU-B are for making change and receiving collections only. Expenditures from these funds are prohibited. Cash bases should be returned to the Business Office cashier window in the basement of McMullen Hall after the completion of the event. Separate event revenue/income from the cash base before depositing these funds back into your account.

Creating A Budget

In Order to maintain an accurate picture of your organizations finances it is essential to create a budget and maintain it carefully. Plan cautiously and realistically for income and expenses.

Make your budget work for you; create categories and line items based on your organization and your expenses. If you don't feel you need specific line item that is fine as well, just make sure that you are monitoring all of your income and expenses so that you can maintain an accurate account and maximize your funds.

Electronic Budget Format:

There is a simple format that can be used to maintain a budget using Microsoft Excel. The Center for Engagement would be happy to assist you in creating a budget in this format based on your current financial ledger. Email or call the Center for Engagement and set up an appointment to create your budget.

Reconcile your Budget:

You can receive financial statements from the Center for Engagement, you can then use these statements to reconcile your budget, the same way you would a bank statement and your check book ledger.

Student Government Assistance

ASMSU-B can provide financial allocations through a contingency account to registered student organizations in good standing with the University. Special allocations may be made directly from the Contingency Fund to a special or budgeted account for projects or items not included in the regular AMSU-B budgeted fund.

The allocation of Contingency Funds is done by the ASMSU-B Student Senate under the advisement of its Financial Board, one of the standing committees of Student Senate.

Criteria for funding as well as the contingency request form can be found on the AMSU-B website or is available in their office: Student Union Building Room 213.

Travel

Registered Student Organizations are allowed to travel as part of an organization-related trip anywhere off-campus. Please submit the required forms no fewer than 14 days prior to the travel date. This is for DOMESTIC travel only.

Steps for Successful Travel

- Ensure your group has plenty of time to plan the trip and complete required paperwork. We recommend starting the planning process at least 4 weeks prior to departure.
- Talk with your student organization adviser about the trip.
- Visit with the Student Engagement Coordinator (SUB 221) to ensure all pre-trip planning is underway.
- Complete the required forms for travel, found online or in the Center for Engagement (SUB 221).
- Plan out transportation, food, and lodging. Determine if any of these costs will be covered by the student organization.
- After travel, submit all original receipts related to the travel to the Center for Engagement (SUB 221) for reimbursement

Travel Forms

Student Travel Authorization Form - This form is necessary to inform the University where you are traveling, who is traveling, and how you can be reached in case of an emergency. This should be filled out by the trip coordinator or organizer. Only one of these needs to be submitted per trip. Please submit this form at least 14 days prior to departure.

Assumption of Risk Form - It is recommended that participants in off-campus activities should sign a general assumption of risk form. Even though this agreement may not prevent the University from being found negligent, we will at least be cautioning the participants of potential danger so that they will maintain personal responsibility. For examples of hold harmless agreements, please contact the Center for Engagement.

Travel Verification Letters

The Center for Engagement can provide a letter verifying your registered student organization travel which can be supplied to faculty if organized travel conflicts with academic obligations. Please visit SUB 221 or email studentactivities@msubillings.edu to request this letter.

Personal vehicle use

Student drivers should be informed that if they choose to drive their own cars for a University sponsored activity, an accident would not be covered by State insurance. All policies and registering club travel still applies. We do not encourage using students as drivers for off-campus activities, but if there are no university employees available, the State insurance will cover students when driving a State car.

Spending club funds for travel

If your student group plans to spend money on this trip (i.e. meals, gas, fees), please visit the Center for Engagement so that these can arranged in advance if time allows. If a staff or faculty member is traveling with the student group, they may use a purchasing card for all purchases related to the trip, which can later be billed to the student group's account. All original receipts must be submitted at the end of the trip to the Center for Engagement. If purchases are made with a student's personal finances and the student would like to be reimbursed, submit all original receipts to the Center for Engagement. Reimbursements will be deducted from the club's account and may take a few weeks to process. If your student group would like to apply for additional funding for an upcoming trip, use the ASMSUB Contingency Funds Request Form found on the ASMSUB webpage.

FINANCIAL REPORTS

WHAT DO THESE REPORTS MEAN?

GENERAL LEDGER
This is the report that is included in your binder.

The general ledger report is the report of the balance in your account. The top line "Cash in Treasury" is the current cash balance in your account.

The "Account Property Held in Trust" was the balance in your account at the end of the last year. Basically, think of this as your savings account.

OPERATIONS LEDGER ACTIVITY
This is the report of the activity within this current month. This also gives you the total income and expenses for this current year. Keep in mind that a fiscal year runs from July 1 to June 30. Because of the low level of activity over the summer for most student organizations, we have not included the operations ledger but will print one along with the general ledger at the end of September.

WHAT IS YOUR BALANCE?
The total money that your organization currently has is the cash in treasury. Please be aware that just as with any banking account, this may not reflect expenditures that are outstanding. It is important to use these reports as a check and balance system with your own accounting method.

We have only run the operations ledger activity for the month of August (to date). If you need to obtain a copy of other months, please let us know and we will run additional month reports for you. If you need any assistance with this report or with your financial records, please let us know.

Financial Management Tips

Keep Accurate Records

- Keep all documentation of when you deposit or spend money

Keep a Running Ledger

- Keep a Ledger either on paper or electronically using a program such as excel, this will help you track where you are spending and making money and have an accurate balance. The Center for Engagement office would be happy to assist you in setting up a ledger.

Verify your Ledger

- Only a regular basis verify your ledger, request an account balance report from the Center for Engagement and match it to your ledger.

If you have any questions or would like help with any of your Student Organizations Financial Management come to the Center for Engagement, we would be happy to help!

Financial Management Reminders

How to spend your money

There are two ways to spend your money; Cash Purchase Orders (CPO) or
Banner Payment Authorization (BPA).

CPO:

Combination of a Check and Purchase Order: used to pay businesses (i.e. Target, Albertsons)

- CPO's can be checked out of the Center for Engagement, to receive a CPO you must fill out a CPO request form that includes the signature of a fund controller a minimum of one business day in advance of when you need the CPO
- CPO's have a $500.00 spending limit
- CPO's may not be written to a person
- You can only use one CPO per day at one business
- Original Receipts must accompany the CPO, the CPO must have two signatures on it to be processed, a student fund controller and the advisor must sign the CPO
- The CPO along with the receipt is due back to the Center for Engagement with the receipt within three days of checking it out.

BPA:

Used to pay an individuals or business (i.e. reimbursements, organization national registration)

- BPA can be acquired through the Center for Engagement or online
- BPA take two to four weeks to process
- Must have an invoice or original receipt, must have two signatures on it to be processed, a student fund controller and the advisor must sign the BPA
- Must have Director of Student Life sign if amount is $500 or more

Depositing your money

To Make a Deposit

You must know your index number and the revenue account code you would like to deposit your money into. Your index number is the six digit number that starts with a six, the revenue account is the "line item" you would like to deposit into, for example for money you raised from a fundraiser you would deposit that money in the fundraising account, 53846. These revenue account codes can be found online

Deposits can be made at the cashier in the basement of McMullen or you can bring them to the Center for Engagement

Supplies and Materials

62202 Athletic and Recreational
62205 Food
62210 Minor Tools, Instruments & Equipment
62212 Photo and Reproduction
62214 Printing
62224 Maps, Charts and Pamphlets
62231 Photographic
62233 Paper- Non State Provider
62241 Office Supplies
62255 Promotional Aids
62267 Paper Products
62293 Publication
62299 General Supplies

Communications

62304 Postage and Mailing
62305 UPS Charges
62309 Advertising
62399 General

Travel

62402 In State- Commercial Transportation
62405 In State- Other
62407 In State- Meals- Same Day Travel
62408 In State- Lodging
62409 In State- Car Rental
62410 In State- Meals Overnight
62412 Out of State- Commercial Travel
62415 Out of State- Other
62418 Out of State- Lodging
62419 Out of State- Car Rental
62430 Out of State- Meals Overnight
62499 General Travel

Other Expenses

62801 Dues and Membership
62802 Subscriptions
62809 Educational/Training Expenses
62811 Rewards
62817 Meeting/ Conferences
62824 Entertainment
62899 General Expenses

Goods Purchased for Resale

62901 Raw Goods
62902 Merchandise
62905 Book Store
62910 Office Supplies
62930 Food Items
62999 General Goods Purchased for Resale

Program & Event Planning

Program and event planning can help your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. It takes a great deal of planning prior to your event to ensure success.

Concept:

- Determine the goals of the program
  Example: to bring community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to socialize, etc.
- Brainstorm the type of event and possible themes that would match
  Example: speaker, film, dance, fundraiser, trip, food, recreational tournament, etc.
- Decide on a program within your budget.
- Discuss the options with your entire organization and advisor, Make a group decision.

Planning:

- Date
  - Find a convenient date for members of the group and for the entertainer/speaker if applicable.
  - Choose a date that does not conflict with other existing campus programs.
- Entertainment/Speaker
  - Determine the type of entertainer you plan to sponsor.
  - Research local, regional, and national possibilities and negotiate a fee. All contracts must be signed by the Administrative Vice Chancellor, please bring contracts to the Center for Engagement to facilitate this process.

Location:

- Project the attendance of your group and work with the Center for Engagement to choose the best facility
- Be sure to have a copy of all the event details including any contracts or tech riders so that the best location and all equipment will be available.

Time:

- Determine the best time for your target audience, for example if you are targeting commuter students a day time event may be best.

Budget:

- Project all expenses and income such as fees, advertising, food, security, etc.
- Stay within your designated budget.
- Brainstorm additional funding sources if necessary. Plan far in advance if you would like to fundraise or apply for AMSUB Contingency for the event.

Publicity:

- Design Publicity Strategies for your target audience.
- Be creative.
- Follow the theme of your event.
- Make it neat and accurate. Don't forget vital information such as name of program, date, time, location, etc.
- Make sure publicity is up in ample time to allow people to plan ahead.

Food:

- Determine food needs and contact Campus Dining Services to make arrangements.

Security:

- Determine security needs. If you are not sure if your event will need security contact the Student Union &Activities Office, they can help you determine your needs and make necessary arrangements.

Implementation:

- Develop a list of tasks that need to occur before, during and after the event. Assign each task to a designated person.
- Arrive early to the event to make sure everything is ready, prepare any notes or introduction to the program.
- Following the program do an evaluation to determine what went well and what could be improved.
    - Remember to:
        - Reconcile your budget
        - Send thank you notes

Catering Service

MSU Billings has an exclusive catering contract with Sodexho Dining Services. This means that if you plan an event on campus that would like to have food of any kind at, you need to purchase that food through Sodexho or get permission not to.

Catering Services is very flexible and is more than willing to work with you and your budget. They can help you in planning a creative menu and finding the best way for you to have a successful event within your financial means.

Catering Contact Information:

Sodexo	406-657-2382
Catering	406-657-2381

What is A "Public Performance"

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 "publicly performing" the movie? Probably not, but suppose you took the same video and showed it at a club or gathering you happen to manage. In this case you have infringed the copyright of the movie. Simply put, videos obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Why is Hollywood Concerned about Such Performances?

The concept of "public performance" is central to copyright and the issue of protection for "intellectual property." If a movie producer, author, etc does not retain ownership of his or her "work," there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.

Unauthorized public performances in the US are estimated to rob the movie industry of between 1.5 and 2 million dollars a year.

The Law Says...

The Federal Copyright Act (Title 17 of the US Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, 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, daycare 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 weather admission is free of charge, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Legal Sanctions

"Willful" infringement for commercial or financial gain 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. Even inadvertent infringement is subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities, contact the MPAA or studios directly.

To Obtain a Public Performance License…

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. 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. While fees vary, they are generally inexpensive for smaller performances. Most licenses are for a set of performances for specified films. The major firms that handle these licenses include:

Swank Motion Pictures Inc.
www.swank.com

Criterion Pictures
www.criterionpic.com

Motion Pictures Licensing Corporation
www.mplc.com

Event Planning Check List

Step 1: Facilities

- ☐ Select a date for your event
- ☐ Reserve the room(s)/ Facility for your event: don't forget lodging needs
- ☐ Sign reservation confirmation and return to the Center for Engagement
- ☐ Submit a copy of insurance information to the Center for Engagement

Step 2: Logistics

- ☐ Room Set Up: work with SUB Staff to determine room set up
- ☐ Audio Visual Needs: include requests for AV needs with your room set up
- ☐ Catering: determine your catering needs and budget and work with the SUB & Catering Staff to place your order. Remember to consider guests that may have special dietary needs.

Step 3: Guests/ Audience

- ☐ Inform your guests of your event
- ☐ Arrange travel to and from the University for you and your guest if necessary
- ☐ Inform the Center for Engagement if you have guests that will require special accommodations
- ☐ Prepare materials for your guests (if necessary):
    - ◻ Agenda/ Programs
    - ◻ Welcome Packets
    - ◻ Campus and Billings Maps (University Events would be happy to provide these)
    - ◻ Name Tags

Step 4: Leading Up to the Event

- ☐ Finalize your count for room set up and catering

- ☐ Finalize any decorations you will be ordering and setting up in your facilities, ensure Center for Engagement Staff is fully aware of any delivery and collection times planned by outside vendors

- ☐ Arrange travel to and from the University for guest if necessary

- ☐ Provide Center for engagement with a final copy of your agenda for use in making signs

Step 5: Evaluation, Billing & Payment

- ☐ Make sure that all payments have been made for your event

- ☐ Reconcile your budget

- ☐ Complete event evaluation forms

Publicity 101

Talk It Up!

You are your best resource!

- Talk with students; they will talk to their friends!
- Visit with Faculty, see if they will announce your event or allow you to come in and make an announcement.
- Attend other Student Organization & attend their meetings.

Location, Location, Location

- Choose Unique and even odd locations to place publicity.
- Don't put things in the same old place.
- Go where the students go.

Placement Ideas

- Door knob hangers in the Residence Halls.
- Write on balloons and tie them down in buildings, hallways or benches.
- Hang signs from ceiling or put them on the floor.
- Chalk the sidewalk.
- Shower Promo in the Halls/Locker Rooms.

Get Creative

- Draw attention to yourself.
- Use unconventional items.
- Appeal to the senses (sight, sound, smell, taste, and touch).

College Students LOVE FREE FOOD

- Offer Food During the Program
- Use Food for Publicity

In addition to the promotion you do, the Center for Engagement can help you promote your event. Email your requests to: studentactivities@msubillings.edu

Recruitment & Retention

Whether your organization is new or you have been active for years you will always need to find and keep new members. It is exciting to see new students interested in your organization and is exhilarating to have new members come in with a “spark” of excitement.

Recruiting new members can be a difficult process, consider a few things:

- Is your organization functioning well and running smoothly? No one wants to join a group that is disorganized.
- Attend events sponsored by the Center for Engagement and other campus departments to publicize your group.
- Target your audience.
- Get promotion at for all of your events early and have a consistent theme or logo so you create a “brand” recognition.
- Word of mouth is likely the best recruitment tool.
- Move the location or time of your meetings from time to time.
- Make sure students and the campus understand the purpose of your group.
- Speak to other student organizations about who you are and what you are doing.

Once you have new members it can also be challenging to keep them. Here are some additional thoughts to consider:

- Use ice breakers and team builders to get new and old members interacting with one another.
- Set goals and use incentives to keep members coming and being active.
- Stay in close contact with members that are unable to attend meetings.
- Being productive is the best way to keep your members.
- Try committees as a way to get and keep students involved.
- Host events to celebrate accomplishments.

Motivating Members

It is important to keep members of your organization motivated, and encourage them. Below are a few simple motivation ideas

Motivation Ideas

- Develop team building exercises that encourage cohesive thinking and problem solving.
- Have an open-door policy. Members should know you are receptive to their ideas and feedback.
- Create a “Wall of Fame” by taking photos of members for the wall; include bios, birthdays and other fun facts.
- Promote socializing between members.
- Write a mission statement as a team that clearly states your organizations goals.
- Hold brainstorming sessions to generate ideas and delegate responsibility.
- Put up a suggestion box.
- Follow through with your commitments.
- Celebrate Success!

Rewards & Recognition

Sincere recognition of member's efforts will make your organization something that students want to be a part of. When people are recognized for their work through words or other forms of praise they will feel appreciated and more invested in your organization. Below are some ideas on how you can recognize and reward the hard work of your group.

Reward and Recognition Ideas:

- Write a Thank You Note: hand write the note and be specific about what you are grateful for.
- Give out an award at your meetings for a member that went above and beyond, have their peers vote.
- Print pictures from events and give them to members as a memento
- Form a secret recognition team whose purpose is to bestow thanks upon group members
- Mail them a nice card, it is nice to get real mail
- Print an inspirational quote on nice paper
- Attach candy or a food item to a short note
- Surprise members with treats at your meetings
- Just think about the person or group you want to recognize and do something that would have meaning to them.

Conflict Resolution

Dealing with conflict is always difficult but is critical in the success of your organization. The most important thing to remember when dealing with conflict is that it has to be done, do not let the disagreement fester, like a cut, if you don't tend to it right away it can get infected and take longer to heal.

Be assertive, but not aggressive when speaking with members, be an effective communicator, use "I" statements, maintain eye contact and be conscious of the tone that you are using.

Tips for Resolution:

- Listen! Hear other's feelings and opinions and don't interrupt.
- Accept the right of the other person to suggest a satisfactory solution.
- Do not start a conversation with your mind made up, leave room to listen and explore ideas.
- Do not try to win or find a winner, find a compromise.
- Show respect.
- Condemn the action, not the person.
- Always be sincere with your words.
- Remain focused on the issue at hand.
- If necessary, calm down before talking.

Effective Meetings

Meetings are essential to many organizations. The opportunity to gather and work together in planning is critical. Substantial meetings make participants feel like they are benefiting from attending.

Consider the following when you strive for effective meetings:

Consider your Space

Make sure your meeting space is comfortable to all members of the group and conducive to the work you are trying to accomplish

Have an Agenda

Add some structure to meetings, this allows participants to gauge when their comments will be most appropriate.

State Information Clearly

Make sure that decisions, assignments and delegation is clear. Use sign up sheets for volunteers and duties rather than a show of hands.

Make it Concise

Your group members are probably some of the busiest people around! Communicate respect for their time by keeping meetings short and to the point whenever possible.

Use Multi- Media

If it is appropriate for your group it may assist in keeping the audience's attention and shows that you have thought the subject matter was important enough to deserve prior planning.

Have a Time for Q&A

Be sure to leave time for questions! Many participants will appreciate time to clarify thoughts and certain issues.

Encourage Input

In addition to questions, encourage participation and comments.

Listen to Everyone

Paraphrase what they have said to make sure you have understood them correctly. Make sure everyone has their opinion heard.

Take Accurate Minutes

Make sure to keep an accurate account of the meeting and forward it on to attendees, if possible within 48 hours.

Be Creative

Meeting can get dull so spice it up every once and a while.

Importance of Delegation

Trying to do it all will quickly leave you feeling as if you have a large burden on your shoulders. There are many priorities and tasks that demand attention, it can be easy to think that as a Student Organization officer that the completion of tasks rest solely on you.

Effective leaders quickly learn that delegating and involving others in the process of a project does two very important things:

1. Relieves some of the pressure of group leaders
2. Helps others feel included and more invested in the group and project

Delegation is a tool that allows leaders to assign purposeful task to emerging leaders. Consider the following things when delegating:

- Match known talent with tasks, especially the first time so group members can ease into their comfort zone
- Ask group members what they would like to do, learn and be involved in
- Don't just "dump" the unappealing projects on group members and save the good stuff for yourself
- Demonstrate that you would never ask a group member to do something you wouldn't be willing to do
- Check in with group members regularly to make sure they don't feel overworked and find out how they feel about their work

Time Management

As a student leader you have many responsibilities and it is essential that you accurately manage your time so that you can do a good job with out creating additional stress in your life. Below are a few tips on how to help:

Keep Track of Your Time:
Making a list of how you spend your time each day will help you to determine where you are spending the majority of your time. Analyze different items, are you using your time wisely or spending too much time on things that are not productive?

Get Organized:
Figure out an organizational system that works for you, a day planner, sticky notes, calendar, etc. Find a way that you can track what obligations and deadlines you have.

Try To Do Lists:
As responsibilities increase, try making a list of things you have to do. Post a to do list for a week or a day and then carry it with you or post it in a place you see frequently. Check off the items you accomplish.

Use Time Between Classes and Activities Productively:
The hour or two you have between classes can be incredibly productive. Use the time for small important tasks.

Be Flexible:
Don't try and set your schedule in stone, make sure to allow yourself "downtime" for rest and relaxation.

Creating a Constitution Or Bylaws

On the following pages is a sample you may follow when writing the constitution of your organization. This document is intended to serve as a model. An official student organization may structure and govern itself in any way deemed appropriate, so long as it does not violate any criteria stated in the Student Affairs Handbook with regard to organization chartering and registration. For additional assistance, please contact the Center for Engagement.

Definitions

A **constitution** is comprised of the fundamental laws and principles that prescribe the nature, functions and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates.

Bylaws are secondary laws, which rule or govern the internal affairs of an organization. Basically by-laws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

Areas to be Covered within a Constitution

PREAMBLE

An introductory statement is usually no longer than two or three sentences, stating the intent of the constitution.

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be (full name of organization), hereinafter be referred to as (shortened name of organization as will appear throughout the constitution [optional]).

Comments: One of the privileges granted with University recognition/chartering, is the option to use the name of the University in the title/name of the organization. The name of the organization will be used in a variety of University and Center for Engagement publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed.

ARTICLE II: PURPOSE OF ORGANIZATION

State the purpose of the organization.

Comments/Questions:

- What is the purpose for establishing the organization
- What is the intended impact of the organization on the University community?
- What services will be provided and for whom?

ARTICLE III: MEMBERSHIP OF THE ORGANIZATION

NOTE: Organizations must be open to all Montana State University-Billings students. An organization or its membership may not discriminate on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternal organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.

A. **Eligibility for Membership**
State membership qualifications, such as: "All students of Montana State University Billings shall be eligible for membership"

Comments/Questions:

- Who is eligible for membership? (MSU Billings students, faculty and staff members, perhaps community members).

B. **Criteria or Qualifications for Membership**
Comments/Questions:

- Are there any specific qualifications needed or criteria, which need to be met for membership (i.e. minimal GPA requirements, attendance requirements, dues that need to be paid)?

C. **Categories of Membership**
Comments/Questions:

- Are there various categories of membership such as active, associate, inactive, alumni, honorary, auxiliary, etc.?
- What are the privileges, duties, and/or responsibilities of each type of membership?

D. **Withdrawal or Removal of Members**
Comments/Questions:

- What is the process for withdrawal from the organization?
- What are the grounds for removal of a member (i.e. under what circumstances would/could this occur, votes required)?
- What is the process for a removal of a member of the organization?
- Who has a right to request removal or withdrawal of a member?
- Does an appeal process exist, and what are the policies and procedures to follow for such a process?

ARTICLE IV: ELECTIONS

A. <u>Times and Period when Elections Occur</u>
Comments/Questions:
- How often and what time of year are elections held for the organization?
- Are there any special elections?

B. <u>Nomination Procedure</u>
Comments/Questions:
- How are nominations made?
- Are there self-nominations?
- Is an application process required for nomination?
- Does a nominated committee exists which monitors the nomination process?

C. <u>Notification and Posting of Elections</u>
Comments/Questions:
- What is the process of notifying others or posting information regarding organization elections?
- Are letters, flyers, or posters used on campus?
- Are verbal announcements made at meetings?
- How long is the notification and posting period?

D. <u>Election Procedures</u>
Comments/Questions:
- What is the specific procedure followed for elections?
- Is there a secret ballot taken, or is it a show of hands or verbal vote?
- What number or percentage of members or quorum is necessary for elections to be complete?
- Who is eligible to vote?

ARTICLE V: OFFICERS

A. <u>Description of Officers</u>
Comments/Questions:
- How many officers are there in the organization?
- List the officers' titles
- Will there be any type of executive committee including officers?

B. <u>Duties and Responsibilities of Officers</u>
Comments/Questions:
- List the duties and responsibilities of each officer.

C. <u>Qualifications of becoming an Officer</u>
Comments/Questions:

- ❑ Who is eligible for office (i.e. only MSU-Billings students, GPA or credit limit requirements, specific skills, or necessary experience, class level requirements)?

Note: Officers at MSU-Billings are required to have a minimum cumulative 2.0 GPA on a 4.0 scale in order to hold office. Organizations may set higher requirements.

D. <u>Terms of Office</u>

Comments/Questions:

- ❑ Specify time frame (i.e. semester, academic year, etc.)
- ❑ When do officers assume their positions?

E. <u>Procedure for Filling Vacated Officers</u>

Comments/Questions:

- ❑ Are special elections held?
- ❑ Is ascending order used?
- ❑ Are appointments made, or are interviews coordinated?

F. <u>Procedure for Removal of Officers</u>

Comments/Questions:

- ❑ Who can initiate the removal of an officer?
- ❑ What is the specific procedure to be followed for removal?
- ❑ What type of vote is required for removal?

G. <u>Appeal Policy</u>

Comments/Questions:

- ❑ Is there such a policy in your organization?
- ❑ Is there a set time period to carry out an appeal?
- ❑ What are the steps involved with an appeal?

ARTICLE VI: COMMITTEES

A. <u>Standing Committees</u>

Comments/Questions:

- ❑ State the names, purposes, and responsibilities of the various standing committees.
- ❑ These might include: executive board, publicity committee, fund-raising committee, etc.
- ❑ How are members selected for each committee-by choice or by appointment?
- ❑ What are the heads of the committees called, and how are they chosen?

B. <u>Temporary/Special Committees</u>

Comments/Questions:
- How and when are such committees formed?
- What are the purposes and responsibilities of special committees?
- What is the duration of a temporary or special committee?

ARTICLE VII: MEETINGS

A. **Types of Meetings**
Comments/Questions:
- Are there different types of meetings (i.e. business, regular, special, executive)?
- Who is required to attend each type of meeting?

B. **Time and Occurrence of Meetings**
Comments/Questions:
- How often are meetings held (i.e. weekly, monthly, etc.)?
- Is there a set date for each meeting (i.e. a set day of the week that does not change)?

C. **Special Meetings**
Comments/Questions:
- State the provisions for special meetings-how or by whom they are called, how many members must be present.
- What are the circumstances under which special meetings may be called?

D. **Quorum**
A quorum usually consists of the next whole number above one half of the total active membership. However, the number should be determined according to the organization's needs.

Comments/Questions:
- State the purposed for the quorum (i.e. when it is used).
- State the percentage or number of members needed for a quorum.
- What happens if quorum does not exist in a meeting?

E. **Method of Conducting Meetings**
Comments/Questions:
- State the rules which shall govern the conduct of business for the organization; for example, "all regular and special meetings of (name of organization) shall be conducted by Robert's Rules of Order, Revised."

ARTICLE VIII: FINANCES/FISCAL RESPONSIBILITIES

A. <u>Dues/Membership fees</u>

Comments/Questions:

- Is there a set fee or dues amount?
- When are the fees dues?
- Who is the officer(s) or member responsible for collecting and monitoring fees?

B. <u>Budget Expenditures</u>

Comments/Questions:

- Who is the officer(s), members responsible for authorizing all expenditures and reimbursements?
- What is the procedure for disbursement of all remaining funds upon dissolution of the organization?

ARTICLE IX: ADVISOR(S)

A. <u>Selection of Advisors</u>

Comments/Questions:

- How is an advisor selected, by appointment, election, or selection?

B. <u>Qualifications</u>

Comments/Qualifications

- Are there any specific criteria for selecting an advisor for your particular organization?

**Organizations are required to have at least one advisor that is a member of MSU-Billings faculty or staff.

C. <u>Terms of Office</u>

Comments/Questions:

- How long of a term does/can the advisor serve?
- Are there limitations on the number of terms?

D. <u>Roles and Duties of an Advisor</u>

Comments/Questions:

- What are the responsibilities of the advisor?
- What are the group's expectations for involvement?

**The Center for Engagement can provide resources in this area.

.ARTICLE X: AMENDMENTS

A. <u>Proposing Amendments</u>

Comments/Questions:

- What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)?

- Who can propose amendments?

**Usually, amendments are submitted in writing and are read at one or two meetings before a vote is taken.

B. <u>Provisions</u>

Comments/Questions:

- When can an amendment be proposed?
- Is there any notice required in advance for amending the constitution and/or by-laws?
- How many members must be present for adoption of the amendment?
- Who can vote on the amendment?
- How many votes are required for passage?
- When do new amendments take effect?

ARTICLE XI: RATIFICATION

A. <u>Ratification</u>

Comments/Questions:

- How and when will the constitution and/or by-laws go into effect?
- Indicate the margin of a vote which must be in favor of a proposed change order to ratify an amendment. Ratification is usually accomplished through either two-thirds or three-fourths vote of the active membership.
- After amendments have been made, an organization's constitution should be submitted to the Center for Engagement so updates can be indicated on your file.