Juniata College

Registered Student Organization

Handbook 2018-2019

Oversight by:

The Office of Student Engagement and Campus Activities (SECA)



**Table Of Contents**

General Information……………………………………………………...…………………………….2

Frequently Asked Questions………………………………………..……………………………3-4

Officer Position and Responsibilities………………………………………...………………….4

Club Registration Process………………………………………………...……………………....4-5

Budgeting………………………………………………………………………...……………………. 5-7

Event Planning………………………………………………………………………………………7-10

Club Sports………………………………………………………………….……………………………10

Club Equipment………………...………………………………………………………………………11

The RSO Handbook is written and issued by the Office of Student Engagement and Campus Activities and is designed to provide students with information about the policies, procedures, and services pertaining to Registered Student Organizations (RSOs). All RSOs expected to be familiar with the information presented in this handbook. SECA reserves the right to make changes in regulations, policies, procedures, and other matters as necessary. RSOs will receive information on any such changes. RSOs agree to comply with the rules and regulations and to accommodate to any changes necessary.

**SECA Mission Statement**

The Office of Student Engagement & Campus Activities (SECA) at Juniata College is dedicated to creating a supportive and inclusive environment on campus that complements the academic experience, connects and engages all students, cultivates a rich, fulfilling social experience, and provides opportunities for on-going personal and professional development.

**SECA Location:** 2nd Floor Ellis Hall across from Eagles Landing

**Office Hours:** General Inquiries directed to Information Desk (Ellis Hall)

8:30am – 8pm, Monday – Friday

**Important Persons Contact Information**

|  |  |  |
| --- | --- | --- |
| Person/Position | Email | Phone # |
| **SECA Office** | seca@juniata.edu | 814-641-3330 |
| **Erin Paschal**  Director of Student Engagement  and Campus Activities | paschae@juniata.edu | 814-641-3331 |
| **Rebecca Walsh**  SECA Juniata Associate | walshre15@juniata.edu | n/a |
| **Naomi Frey**  SECA Juniata Associate | Freynl16@juniata.edu | n/a |
| **Erika Slocum**  Accounts Payable Supervisor  P-card Distributor | slocume@juniata.edu | 814-641-3193 |
| **Bursar’s Counter** | bursarsoffice@juniata.edu | 814-641-3188 |

**Standards of Conduct**

RSOs, club leadership, and members are expected to adhere to all College policies, including policies related to diversity, student accommodation, sexual assault and harassment, and hazing. Clubs found in violation of these policies can be subject to adjudication and disciplinary action through the Dean of Students Office and/or the Office of Student Engagement and Campus Activities.

Please refer to student handbook found on the Dean of Students webpage for complete information on Juniata College’s general policies and standards of conduct.

**Branding Guidelines for Clubs & Organizations**

All clubs and organizations are encouraged to use the marks of the College. Refer to the Branding Guidelines for Clubs & Organizations booklet for information on how to correctly use the college’s marks. This reference can be found in the SECA offices or online under the Marketing Resources tabs of the Arch.

**SECTION 1: Frequently Asked Questions about RSOs**

**What is an RSO?**

An RSO is comprised of an Executive Board (must include a president and a treasurer), the general membership, and a faculty/staff advisor. RSOs enable a group of students to gather around a common interest.

RSOs have the following benefits:

* Apply for funding through Student Government
* Reserve and use college facilities and vehicles for club activities
* Apply for an email account and Google site
* Conduct approved fundraisers
* Advertise club events on campus
* Use SECA resources and supplies

**Who can be in an RSO?**

Only currently enrolled Juniata College students may be a member of an RSO.

**Who can start an RSO?**

Any current Juniata College student can start an RSO. (More details in Section 3)

**What is a CIS Group?**

A CIS group is a Common Interest Sector.

Clubs are placed into CIS groups based on interest area: advocacy, arts, club sports, communication, cultural, entertainment an gaming, outdoors, science, service, spiritual student government, and vocational.

**What are the Allocations Board and RSO Approval Board?**

They are two committees that serve as the governing bodies of the RSOs.

*RSO Approval Board* is led by the Student Government Vice President. The RSO approval board reviews, discusses, and votes on applications to form new RSOs.

*Allocations Board* is led by the Student Government Treasurer. The Allocations Board reviews, discusses, and votes on financial petitions and allocations from RSOs.

Both organizations are comprised of six current RSO officers who complete an application and interview process.

**What is Lobsterfest?**

Lobsterfest is our annual involvement fair and a campus tradition. It is held during one of the first weekends of the Fall Semester. RSOs (and those attempting to become RSOs) can sign up for a table to recruit new members.

**What Office Supplies can RSOs use?**

SECA has office and art supplies for your RSO to use. You will only be allotted one roll of blue tape for posting at a time. Should you fail to return it, your RSO will not be able to use office supplied blue tape for the remainder of the academic year. The office has a fax machine RSOs are allowed to use for club purposes.

**Section 2: Officer Positions and Responsibilities**

All RSOs are required to have a president, treasurer, and a faculty/staff advisor. While each position has duties that are traditionally designated to certain members, it ultimately falls on all the club leadership to ensure all policies, procedures, and requirements are being followed/met.

Officer roles should be selected via an election process during the Spring Semester. Should positions fail to be filled during this open election process, you may then move to an appointment system.

*President’s Role*

* Oversee the general operation of the club, such as membership recruitment, general event planning and oversight, and determining club initiatives.
* Ensure all RSO paperwork be completed and turned in by established deadlines.

*Treasurer’s Role*

* Maintain all financial and budgetary information
* Keep track of the club’s finances
* Understand account operations such as cash advances, cash advance clearing, additional funds requests, and p-card usage

*Advisor’s Role*

* Serve as a sounding board for ideas
* Help club leadership process certain aspects of event planning, including risk, liability, and contingencies
* Provide institutional knowledge, policies, and procedures

Note: An advisor must be a currently employed Juniata College faculty/staff member

**SECTION 3: Club Registration Process**

**Requirements to be an RSO**

* Complete the annual registration/re-registration form
* Have a president and treasurer identified
* Have at least 10 active members
* Have an advisor who is a current Juniata College faculty or staff member
* Officers must attend all required RSO trainings and meetings

**Registering to Become an RSO**

*Registration Process*

1. Determine your interest area (i.e. cupcake decorating, napping, running)
2. Verify there is not already an RSO filling a similar niche by visiting the RSO section of the SECA website (http://www.juniata.edu/campus-life/activities/clubs.php)
3. Determine a president, treasurer, and faculty advisor
4. Complete the online registration form found on the SECA website

*Approval Process*

1. The Director of SECA reviews your application for risk and liability concerns
2. The Student Government RSO Approval Board reviews your application and has final approval/disapproval
3. The RSO is placed into a CIS group
4. Student Government notifies you of their decision
5. SECA staff schedules a training on all club policies and procedures

**Re-Registering an RSO**

All RSOs must re-register every year by completing the online re-registration form to maintain active status.

If an RSO fails to meet the stated deadline, the RSO will be designated inactive and all club funds will be transferred into the Student Government Contingency Fund. RSOs that fail to re-register must submit the new RSO application form in the Fall of the following academic year.

**SECTION 4: Budgeting**

**RSO Budgets**

All student organizations have an account through Juniata College (format: 21-AAAAA-XXXX). RSOs are not allowed to have any outside financial accounts.

RSOs are expected to keep accurate, ethical records of financial matters. Please note, RSOs will be randomly audited throughout the year. Keep your records up to date!

*Object Codes*

When depositing funds, the last four digits of your account number will be 4829

(i.e. 21-AAAAA-4829)

When withdrawing funds, the last four digits of your account number will be 6199

(i.e. 21-AAAAA-6199)

**Requesting Funding**

*Spring Request Process*

Allocations for the upcoming year are held every Spring Semester. Allocations Board will hold an informational meeting in early spring to describe the process and timeline for RSOs.

Following the submission of all allocations requests, the Allocations Board meets, deliberates, and makes recommendations to the general Senate body for final approval of allocated funds for each RSO.

*Petition for Additional Funds*

Should a club need to request funds outside of the designated timeframe during the Spring Semester, an RSO can fill out a petition for additional funding (Additional Funds Form) available on the SECA website. Allocations Board, in conjunction with Student Government, then determines if the request will be approved.

**Purchases**

You may use the following options when making purchases on behalf of your club.

Forms mentioned in this section can be found at:

http://www.juniata.edu/offices/student-engagement-and-campus-activities/forms.php

Please note, all purchases are tax exempt. Wal-Mart has a special tax exempt card you can check out from Erika Slocum in the Harvey Brumbaugh House.

* *Purchasing Cards (P-Card):* You can use this as a debit card for club use.

To have a P-Card, a club must:

* Have at least $800 in its account at the start of the academic year
* Complete required paperwork with Erika Slocum in Account Services Harvey Brumbaugh House.

After making a purchase with the p-card a club must:

* Mark the receipt with the club account number, president and treasurer’s signature, and date.
* Bring your receipts in the red folder to the SECA office by noon on the 28th of each month. SECA will then verify your receipts and statement align.

Failing to turn in one receipt will result in a warning. Failing to turn in a second receipt will require the club to return their p-card for the remainder of the academic year.

* *Payment Advance:* An advance is money pulled from your club’s account prior to the purchase. To receive a payment advance, complete the accounts payable voucher form and submit to the Bursar’s Office in I. Harvey Brumbaugh House between 10am and 3pm, M-F.

Once purchases have been made, bring the receipts, unspent money, and a completed Advance Clear Form to I. Harvey Brumbaugh House to be re-deposited. You must submit these items **within one week** of purchases being made.

When paying an outside vendor, a set amount, you will use a check advance. You will need to complete the Accounts Payable Form and have a W-9 form and contract for the vendor.

You must submit your advance request by Tuesday at noon to Erika Slocum by noon for the payment to be processed by Friday morning.

* *Check Advance*: When paying an outside vendor, a set amount, you will use a check advance and complete the following:
* Complete the Accounts Payable Form
* Have a W-9 form and contract for the vendor
* Return all paperwork to **Erika Slocum by noon on Tuesday**. Checks will be cut on Thursday and directly mailed to the vendor unless otherwise indicated.
* *Purchase Orders (P.O.):* If a company does not take a p-card or check, you may use a purchase order. You may complete the purchase order request form found on the SECA website and turn into Bursar’s Counter in Accounting Services.
* *Personal Reimbursements:* When reimbursing personal purchases for club purchases, complete the Accounts Payable Voucher and submit to I. Harvey Brumbaugh House.

**Deposits**

To deposit funds into your club account, complete the Deposit Form and take to I. Harvey Brumbaugh House.

**Section 5: Event Planning**

**General Events**

When planning an event, you may either work directly with the various campus departments to arrange the logistics or submit the electronic Event Registration Form found on the SECA website to have the SECA staff coordinate this process for you. This form will ask various questions about the type of event, the location needed, catering needs, fundraising, alcohol availability, etc. SECA staff will follow up with you to confirming event details and any follow up steps.

If you would like food at your event, you must request from Parkhurst. If you wish to use an outside vendor, you must be given permission from Parkhurst prior to the event.

Guests at all RSO functions are subject to all college and RSO policies and procedures. Students are responsible for the behavior of their guests.

**BYOB Events**

BYOB events are the only option for serving alcohol at your event.

BYOBs have the following requirements:

* A club officer must meet with the Director of SECA prior to the event to discuss the BYOB policy and requirements
* You are not allowed to purchase alcohol with club funds
* Request for a BYOB event must be submitted no later than 2 weeks prior to the scheduled event date
* The purchase, consumption, and/or transportation of alcohol by those under 21 years of age is prohibited
* Kegs, beer balls, and other similar products intended for rapid consumption are prohibited
* Food and non-alcoholic drinks must be provided throughout the entirety of the event
* An Event Manager is required. Event managers are:
* TIPS trained
* Paid a minimum of $7.25/hour for working the event
* Oversee the checking of proper identification and wrist-banding students of legal drinking age
* Check in and distribute all alcoholic beverages

Exceptions for the serving of alcohol can be made on a case-by-case basis (for example: religious purposes during events) by the Director of SECA.

Refer to the BYOB Guidelines and Event Registration for RSOs found on the SECA Forms webpage for complete details.

**Advertising on Campus: Juniata College Posting Policy**

Clubs are expected to adhere to the complete Club Posting Policy outlined on the Student Engagement and Campus Activities Website. A brief overview is provided below:

* Place only one posting from your organization in these areas
* Include the sponsoring organization’s name and the event date or the date of the posting if the flyer is not event affiliated
* Post only using painter’s tape or push pins if on a bulletin board
* Postings cannot be places on windows or other glass surfaces
* Remove your posting within 48 hours of the conclusion of your event. If your posting is not affiliated with an event, please remove it after two weeks.

**Off Campus Travel**

### Requirements

* College employees and students must complete [vehicle safety training](https://secureweb.juniata.edu/training_sessions/) and review Juniata's [vehicle management policy](http://www.juniata.edu/services/facilities/vehicle_policy.pdf) before leading a student group off-campus.
* Students voluntarily participating in activities requiring travel more than 10 miles from campus must complete a [Participation Agreement](http://www.juniata.edu/services/accounting/ParticipationAgreement.doc). Participation agreements are not required for travel related to academic course requirements (e.g., field trips).

### Driving Safety Rules

* Trip leaders are encouraged to ensure that there is at least one cellular phone available in each vehicle for use in the event of an emergency.
* When drivers are tired or when encountering potentially dangerous road conditions, trip leaders should exercise extreme caution and good judgment in terminating a trip and finding lodging en route. Budgetary, time or academic concerns should not be factored into these decisions.
* Speed limits must be strictly observed. Any traffic tickets are the responsibility of the driver, not the College.
* Seat belts must be worn at all times.
* All College policies apply to students and employees during College-sanctioned travel.

### Vehicle Use and Insurance

* Trip leaders are encouraged to reserve College vehicles from Facilities Services at least five days prior to travel date.
* If College vehicles are not available, rental vehicles should be obtained under Juniata’s name to provide College insurance coverage.
* The College’s insurance policy does not cover the use of privately-owned vehicles for College-sanctioned travel

**Damage to Campus Property**

Should a club damage campus-owned property during an event, practice, or meeting, the club may be responsible for the cost of repairs.

|  |  |
| --- | --- |
| **If your event involves…** | |
| Showing a movie | * You must purchase a license to do so. The Director of SECA will work with you to arrange for the license. |
| Reserving a college owned vehicle | * You must have a driver who is pre-approved through Facilities Services. * You must call Facilities at x3316. The college reserves the right to restrict usage of college vehicles. * An approved driver may also reserve a rental car at the local enterprise **(814-643-5788)** under Juniata College. |
| Fundraisers | * You can solicit funds door-to-door in residence halls or lobbies with the permission of Residential Life. * You must sell tickets, merchandise, T-shirts, etc., in Ellis Hall lobby tables. * You may hold raffles and 50/50 drawings. However, you are not able to have betting pools (such as poker tournaments or sports tournament pools). * You must deposit all fundraised monies into account prior to donating or spending. |
| High Risk Activities | * These activities may be reviewed and considered high-risk and not permitted.   (Bungee jumping and sky-diving are considered high-risk activities and are not allowed.) |
| Working with Minors (Children under 18 yrs.) | * You must receive a criminal background check and a child abuse clearance. Please note, these clearances can take up to 2 months to process. |

**Section 6: Club Sports**

**Practice Reservations**

Club sports with work directly with SECA staff for reservation of field and athletic spaces for practices and games. Club sports must follow all Athletic field space policies while using the field spaces.

**Safety Procedures**

Club sports are required to remain compliant with all corresponding league specific safety requirements. The college reserves the right to require additional safety procedures, protocols, and personnel for practices and matches.

Juniata College assumes no financial responsibility related to any injuries that occur during practices or competitions. Athletic staff and resources are not available for club sports.

**Section 7: Club Equipment**

**Inspection and Maintenance**

Club owned equipment which is deemed necessary for safety of participants must be inspected annually at the beginning of the Fall Semester. Clubs must arrange with the Director of Student Engagement and Campus Activities directly following the Fall In-Service. Equipment cannot be used for the year until after the inspection has been completed.

**Storage**

The Office of Student Engagement and Campus Activities can offer limited on-campus storage for clubs. Prior to purchasing large items, check with SECA to ensure storage for such items can be provided.

Clubs must organize their items prior to leaving campus at the end of the Spring Semester. Unclaimed and unverified items will be purged over the summer.