

**The Official Handbook For
MWSU Recognized Student
Organizations 2021-2022**



Dean of Students

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DIRECTORY

Academic Affairs

Popplewell 214

816-271-4364

Accessibility Resource Center

Blum 212

816-271-4330

Accounting Services

Popplewell 220

816-271-5800

Admissions

Eder 101

816-271-4266

Alumni Services

Spratt 207

816-271-5650

Athletics

Looney 229

816-271-4481

Bookstore

Hearnes Center

816-271-4456

Business Office

Eder 104

816-271-4324

Campus Dining

Blum 102

816-271-4426

Campus Printing

Wilson 112

816-271-4236

Career Development Center

Blum 210

816-271-4205

Center for Academic Support

Hearnes 213

816-271-4524

Center for Diversity & Inclusion

Blum 207

816-271-4152

Center for Student Involvement

Blum 207

816-271-4151

Conferences and Special Programming

Spratt 105

816-271-4115

Counseling Center

Eder 203

816-271-4327

Financial Aid

Eder 103

816-271-4361

Fitness Center and Recreational Services

Baker Family Center

816-271-5946

Foundation

Spratt 111

816-271-5647

Fraternity/Sorority Life

Blum 207

816-271-4159

Griffon News

Eder 221
816-271-4412

Griffs Give Back

Blum 212
816-271-4409

Esry Student Health Center

Blum 203
816-271-4495

Housing and Residential Life

Commons Building
816-383-7100

Information Technology

Services Hearnes 110
816-271-4354

Instructional Media Center

Hearnes 150
816-271-5880

Global Engagement

Eder 101
816-271-5998

Key Distribution Center

Popplewell 105
816-271-4297

Library

Hearnes Center
816-271-4360

**Nontraditional & Commuter
Student Center**

Blum 234
816-271-4280

Partners in Prevention

[http://www.missouriwestern.edu/
pip](http://www.missouriwestern.edu/pip) 816-271-4438

Physical Plant

West Campus
816-271-4417

Police Department

Blum 201
816-271-4438

Marketing and Communications

Spratt 105
816-271-5651

Registrar's Office

Eder 102
816-271-4211

Scheduling

Spratt 105
816-271-4210

Dean of Students Office

Blum 228
816-271-4432

Student Government Association

Blum 217
816-271-4409

Student Services

Eder 209
816-271-5590

Title IX

Blum 231
816-271-4557

Veteran's Services

Eder 202
816-271-4280

Western Activities Council

Blum 207
816-271-4159

How to Use this Handbook

All policies regarding student organizations and their activities are found in this handbook. This guide will serve as a valuable resource and tool. The policies found herein, have grown out of the Missouri Western State University(MWSU) vision, mission, and values. You can find them in the *Student Code of Conduct*, and other relevant places, like the Constitution of the Student Government Association.

MWSU encourages the development of student organizations and participation in student activities. To this end, all student leaders are encouraged to develop their own skills and understanding of MWSU. This will help in the development of all students who seek to provide a service to the MWSU community. In order to achieve these goals, students must feel safe, engaged, challenged, and appreciated.

Please note that this handbook has evolved from previous editions but this edition has been adapted from the 2007-2008 *Student Organization Handbook* published by Marquette University.

Terminology in this handbook:

1. **Event, Activity or Program** means any activity sponsored, co-sponsored, or organized by a Recognized Student Organization.
2. A **Recognized Student Organization (RSO)** is a student club or group that has completed the process for official recognition at MWSU.
3. **Registration** refers to the annual Student Organization Registration process of renewal paperwork to be completed and submitted to Blum 207.
4. **Active Status** is given to each RSO that has completed the all proper steps of becoming or renewing their status.
5. **Inactive Status** is a status given to all organizations that have not participated in the formal process for official recognition at MWSU, have not participated in the annual registration, and/or have a non-attendance record at the President's Leadership Council. An organization with inactive status shall be considered as an **Inactive Student Organization (ISO)**.
6. **SGA** refers to the Student Government Association.
7. **CSI** refers to the Center for Student Involvement.
8. **CDI** refers to Center for Diversity & Inclusion.
9. **WAC** refers to Western Activities Council.
10. **FOC** refers to Financial Oversight Committee.
11. **PLC** refers to President's Leadership Council.
12. **SOAR** refers to Student and Organization Awards and Recognition

Checklist for Student Organizations

August

- Check your organization mailbox in the CSI and check your email.
- Hold a meeting of officers and advisors to discuss and evaluate goals.
- Register for Western Warm-up.
- Participate in Western Warm-up on the first day of classes.

September

- Plan an interesting and effective first meeting.
- Agree on a regular meeting time and reserve a meeting space.
- Consult with your advisor to determine the best meeting times.
- Submit applications for appropriations from FOC (by 2nd week of the semester).
- Register your organization.
- Set up goals for the semester/year.
- Submit event approval form to reserve rooms for upcoming events/meetings.
- Begin planning events for the fall semester.
- Participate in Family Weekend.

October

- Organize a group community service project for your organization.
- Develop an organizational budget.
- Continue to keep your advisor informed.
- Be on the lookout for prospective new members at events.
- Participate in Homecoming.

November & December

- Elect new officers and plan officer transition (if scheduled).
- Continue regular contact with advisor.
- Begin planning for spring semester.
- Plan end of semester activity.
- Last day of the semester.

January & February

- Check your mailbox in the CSI.
- Present FOC Appropriations proposal by 2nd week of semester.
- Recruit new members.
- Set new goals or evaluate old goals.
- Meet with advisor.
- Submit event approval form to reserve rooms for upcoming events/meetings.
- Begin planning events for Spring semester.

March

- Review and update constitution/bylaws.
- Continue work on spring semester goals/activities.
- Continue to consult with advisor on goals.
- Submit nominations for Student Organization Awards.

April & May

- Attend Student Organization Awards Reception.
- Hold elections and plan officer transition (if scheduled).
- Review year's successes, accomplishments, and failures.
- Submit event approval form to reserve rooms for upcoming events/meetings.
- Recognize valuable organization members.
- Establish summer contacts and address list.
- Participate in RSO Leadership Institute.

Summer

- Have a summer meeting.
- Stay in contact with organization members.
- Brainstorm ideas for fall activities.
- Make marketing/recruitment plans for fall.
- Prepare budgets to present for FOC Appropriations Funding.

Section 1:

The University

Missouri Western State University

Vision Statement:

Missouri Western will be the premier open access regional university, known for transforming the lives of our students and the communities we serve.

Mission Statement:

Missouri Western State University is a student-centered learning community preparing individuals for lives of excellence through applied learning.

Diversity Commitment:

As a student-centered learning community Missouri Western is dedicated to inclusion and the promotion of diversity as essential to our mission as a public university. This commitment contributes to transforming lives and demonstrates our values of freedom, respect and courage.

MWSU Values:

Service

We share the common purpose of serving students, one another, and the people of the region.

Quality

We are committed to the quality of our programs, our students, and our partnership with the people of the region.

Enthusiasm

We are enthusiastic about learning and confident that we can make a difference in the lives of students through their learning.

Freedom

We promote the free exchange of ideas that makes education liberating and democracy unique.

Respect

We act as individuals and as a campus community with respect for diversity and for the best in human potential.

Courage

We seek the challenge and adventure of shaping the future with an increasingly global perspective.

Missouri Western State University

Important MWSU Songs:

Alma Mater

Gently flows the wide Missouri, searching
for the sea.
Take me to my alma mater, where it waits
for me.
Though I leave and ever wander, this I know
is true:
When I dream of old Missouri, I'll
remember you.
Loyal hearts to her returning, faithful, proud
and true.
Missouri Western live forever, we sing
praise to you.

Fight Song

Fight on Griffons and you'll win the game,
Victory Missouri Western State!

Fight on Griffons and you'll go on to fame,
Victory Missouri Western State!

Speed like an eagle, strong as a lion,
No other team could be half as great!

So fight on Griffons and you'll win the
game,
Victory Missouri Western State!

Go Black, Go Gold,
Out front all the way,
Go Black, Go Gold,
Win for good ol' Western today!

MWSU Major Events:

Griffon Greeters (August)

Each year, as new students move into the
Residence Halls, the Residence Council and
a number of other students come together.
These students diligently volunteer's time to
help students move in to their new rooms.

Western Warm-Up (August) Western
Warm-Up is an annual festival held during
Welcome Week. It includes lunch, and
booths sponsored by local businesses,
student organizations, and departments,
giving an opportunity for new students to
find out about what St. Joseph has to offer.
The festival is sponsored by the CSI.

Convocation on Critical Issues (September)

MWSU inaugurated the Convocation in
1993 as part of an overall commitment to
offer enriching experiences to students while
bringing the university community together.
The convocation is sponsored by the
Western Foundation and is held in honor of
R. Dan Boulware, a former member of the
Board of Regents.
Convocation speakers have included Bill
Bradley, David Gergen, Jeane Kirkpatrick,
Joseph Nye, Daniel Schorr, Colin Powell,
Patricia Schroeder, and Sam Donaldson.

Family Weekend (September/October)

Western welcomes all family members to come experience Missouri Western for a day. Activities traditionally include a football game, planetarium shows, activity booths, and etc. Family Weekend is hosted by the CSI.

Homecoming (October)

Homecoming is a week of festivities for all students, faculty, staff, administrators, and alumni. The celebration includes the coronation ceremony of Homecoming Royalty, a football game, a parade for all student organizations and local groups, board painting contests, and other fun events.

MLK Celebration (January)

The MLK Celebration is hosted in honor of the legacy and values of Dr. Martin Luther King Jr. The events are hosted by the Center for Diversity & Inclusion and focus on the areas and ideas supported by Dr. King in his lifetime.

SGA Week / Heart Your Union (February)

SGA Week is a week to promote SGA and the upcoming Spring elections. Heart Your Union is an event for students to learn about different services offered on campus as well as organizations they can join.

Fraternity/Sorority Week (March/April)

Planned and organized by Missouri Western's Fraternity Sorority Life community,

Fraternity/Sorority Week is a whole week of fun activities. They have included such events as the FSL Olympics, All-FSL BBQs, variety shows, talent shows, banquets, and community service events.

Section 2:

**The Division of Student Affairs &
Enrollment Management**

Division of Student Affairs and Enrollment Management

The Dean of Students supports the University's mission of student-centered learning through advocacy, services, and programs. The goal of this department is to provide personal development, encourage wellness, protect student rights, and promote ethical behavior.

The Division of Student Affairs & Enrollment Management advances the University's mission, vision, and six core values: service, quality, enthusiasm, freedom, respect, and courage. Our commitment to students at each stage of the student life cycle begins with the college search process and continues through the successful completion of the degree program.

Leadership

Dr. Melissa Mace - Vice President Student Affairs & Enrollment Management

Dr. Brett Bruner - Assistant Vice President & Dean of Students

Our Departments

- ❖ Admissions
- ❖ Advising Center
- ❖ Career Development Center
- ❖ Center for Academic Support
- ❖ Center for Diversity & Inclusion
- ❖ Center for Student Involvement
- ❖ Counseling Center
- ❖ Dean of Students
- ❖ Global Engagement
- ❖ Housing: Residential Life
- ❖ Registrar
- ❖ Student Government Association

Center for Diversity and Inclusion

The Center for Multicultural Education is here to provide opportunities for personal and professional growth in the areas of multicultural exploration, sensitivity, empathy and competency for students, faculty and staff of Missouri Western State University. They work to provide leadership and support in the area of diversity and building cross-cultural connections within the campus and St. Joseph community through workshops, programs, training and dialogue.

Student Government Association

The Student Government Association is committed to being an advocate for the student body, enhancing campus life and promoting the image of the University. SGA provides funding for students and RSOs for travel to conferences and competitions as well as co-sponsorship for events. SGA also provides funding for the planning of Homecoming week.

Center for Student Involvement

The CSI is located in Blum Union 207. The CSI is a resource center for all student organizations and student leaders on campus. Offering many supplies and benefits – from copying to faxing and publicity, as well as offering a meeting space – the CSI serves as a general use area, to help your organization see success. The CSI oversees several different areas of student life, including the Western Activities Council (WAC), fraternity/sorority life, all registered student organizations, student leadership development, and campus programming. The CSI is a great place for you to start getting involved and for you to find out about all that Missouri Western has to offer!

The Resource Center

Here are some of the services available from the Center for Student Involvement's Resource Center:

- Fax Machine
- Button Maker
- Craft Areas: including butcher block paper, glue, markers, etc.
- Organization Mailboxes
- Laminator
- Industrial stapler, hole-puncher, etc.
- Meeting Areas (first come, first serve basis)
- Graphic Designer

Student Leadership Development

The Center for Student Involvement is responsible for hosting and coordinating multiple leadership programs, designed to develop the skills of all the students at Western. Keep an eye out for these great programs:

Barbara Sprong Leadership Challenge (offered in the spring semester):

The purpose of the Barbara Sprong Leadership Challenge is a free class that provides Missouri Western students with an opportunity to acquire and enhance leadership skills so that they may assume leadership roles while in university and after graduation. The program is named in memory of Barbara Sprong, a former member and president of the MWSU Board of Regents.

Experiential Learning:

The Center for Student Involvement began offering Experiential Learning (or e-learning) opportunities to students the academic year. Experiential is defined as "involving or based on experience and observation." These opportunities allow Western students to learn outside of the traditional classroom and gain valuable lessons that will outlast their time at Missouri Western. Opportunities include the Alternative Spring Break, Homecoming, and other community service based events.

Campus Programs

The CSI coordinates a number of large campus events each year. These events engage the University community, and provide a entertaining atmosphere, for students, RSOs, faculty, staff, alumni, family, and the St. Joseph community to have some fun. Some of the events to look for are Western Warm-Up, Homecoming, Big Pink Volleyball, National Collegiate Alcohol Awareness Week and Family Weekend.

Section 3:

Starting a New Student Organization

Types of Organizations at Western

Academic and Departmental Student Organizations are recognized student groups sponsored by the University's academic and non-academic departments.

Diversity & Inclusion Organizations include all recognized student groups that focus on some element of this diverse world's many cultures. These organizations provide support for students, while also promoting a better understanding of a given cultural group.

Faith-Based Organizations are recognized student groups with an emphasis on religion, spiritual or faith identifying.

Fraternity/Sorority Life Organizations include all recognized student groups that are affiliated with national Greek-letter organizations. Social fraternities and sororities are affiliated with some Student Governmental Organizations and provide members with opportunities to experience brotherhood and sisterhood. There are three governing councils for fraternity/sorority life organizations: Inter-Fraternity Council (IFC), Panhellenic Association (PA), and National Pan-Hellenic Council (NPHC).

Honor Societies include all recognized student groups that exist to recognize the outstanding scholastic achievements of member students.

Leadership Organizations are organizations with a mission or foundation specifically rooted in leadership.

Performing Arts Groups include all recognized student groups that are involved in musical performance, acting, etc.

Political and Advocacy Groups include all recognized student groups designed to promote awareness or advocacy of a given political or social agenda.

Service Organizations include all recognized student groups that wish to engage in or promote community service or philanthropic activities.

Social Interest Groups include all recognized student groups that bring a group of students together to focus on a specific special interest. These groups promote social activities related to their particular themes.

Governmental Student Organizations include all recognized student groups that govern over groups of students or student organizations, such as the Residence Hall Association. Unlike the governance groups, Governmental Student Organizations play no role in University wide governance.

MWSU New/Reactivation Registered Student Organization (RSO) in 4 Steps

Step 1: Attend a "New RSO Workshop"

- There will be three in-person New RSO Workshops per semester or an alternative session may be scheduled with the Director of Student Development. If you are interested in starting a Registered Student Organization at MWSU you are required to attend one of these sessions or complete an alternative session. During these session you will do the following:

- Presentation on RSO 101.
- Determine with the Director of Student Development which classification your RSO will fall under; social interest, academic, leadership, etc.
- Obtain and review the Application to Become a Recognized Student Organization.
- Obtain and review the Sample Constitution which will become your RSO Constitution.
- Select an advisor from the MWSU full-time faculty, staff, or administration.
- Complete a logo design request or create a logo.
- Complete a New RSO Informational Slideshow.

Step 2: Submit the New RSO Packet to the Director of Student Development

- Submit Application to Become a Recognized Student Organization.
- Submit Finalized Constitution.
- Confirm Advisor for RSO with Director of Student Development.

Step 3: Approval or Denial of the New RSO

- Once all of the required materials have been submitted to the Center for Student Involvement proposals will then be reviewed by the Director of Student Development and the Student Government Association.
- SGA will have the request for the organization to become recognized and it will be presented to the SGA Senate. To be approved by SGA, the process is done in two (2) separate meetings. There will be a first reading for the requesting organization have their New RSO Presentation presented to senate to educate SGA Senate about the potential organization, followed by a second reading at the next SGA meeting for any final discussion and a vote.

- All materials will be reviewed one final time by the Student Government Association as well as the Director of Student Development. An official review will be conducted to ensure that there is not an existing organization in which there is too much overlap. During this time, there will also be an assessment of risk associated with the potential organization. Finally, during this time, there will be an in-depth review of the constitution to confirm it meets the standers of MWSU. Final Approval or Denial will be determined at this time by the Student Government Association and Director of Student Development.

Step 4: Welcome and RSO Requirements

- All RSO materials (Application to Become a Recognized Student Organization, Approved Constitution, RSO Advisor Agreement Form) will be stored electronically in the Center for Student Involvement.
- Any changes or updates to the organization's Constitution, leadership, or advisor will be reported immediately to the Director of Student Development.
- It will be required that all RSO's complete renewal paperwork annuals in the Spring semester.
- An advisor Agreement Form will be filled out whenever a new President or Advisor is selected. The new Advisor form must be completed every Spring semester to confirm that your advisor will be able to continue to be in that role.

Section 4:

Recognized Student Organizations
(RSOs): The Basics

RSO Responsibilities and Expectations

The officers and members of all RSOs are responsible for conducting their activities in accordance with all MWSU policies, as well as the rules and regulations laid out in the SGA Constitution and By-Laws and the Student Code of Conduct. Furthermore, each RSO is responsible for adhering to the regulations outlined in its own constitution.

1. The officers and members of an RSO are responsible for observing all federal, state, and local laws governing the various activities of the group.
2. The officers and members of an RSO are responsible for understanding the policies and procedures associated with a given activity.
3. The officers and members of an RSO are responsible for registering their organization and maintaining their good standing as an RSO at MWSU.
4. The officers and members of an RSO are responsible for informing the CSI of any changes in officers.
5. The officers and members of an RSO are responsible for informing the CSI of any change in advisor.
6. The officers and members of an RSO are responsible for submitting an updated constitution to the CSI at the time of registration.
7. RSOs are responsible for having at least one advisor that is a full-time MWSU Faculty, Staff, or Administration.
8. The officers and advisor(s) or each RSO are responsible for attending the annual Student Organization Orientation and Registration workshops that take place each fall, which will usually be a part of PLC.
9. RSO's will be responsible for providing external insurance for certain larger scale programs. This will be at the discretion of the Director of Student Development to require insurance.

Only an RSO may use university facilities or services, and only an RSO is permitted to identify with the university (in name or credit). This regulation is not intended to prevent a group of students from organizing or associating, but rather, is necessary in order to protect the property and name of MWSU.

In some instances, the CSI may deem it necessary to review an organization's recognized status, operations, and procedures. In this case, the CSI reserves the right to remove an organization's recognized status. MWSU reserves the right to take any action deemed appropriate with respect to the activities undertaken by any student organization. Additional information regarding disciplinary procedures may be obtained in the Student Code of Conduct.

For failure to adhere to the rules and regulations outlined in the SGA constitution, the SGA reserves the right to remove an organization's recognized status.

Organization Mailboxes

Interested RSOs are provided with a mailbox, located in the CSI. These mailboxes are the primary means by which the University is to communicate with RSOs, by which RSOs can

communicate with one another, and by which other groups may communicate with the RSOs. All RSOs are required to check and empty their mailboxes, at least twice a week.

RSO Benefits and Privileges

When a group of students get together and form an RSO, they are given access to facilities and they gain many other privileges. Having an active RSO usually means an organization will have several benefits without charge (unless specified otherwise). Of course, all RSOs have to adhere to the responsibilities and expectations previously outlined. Failure to do so may result in a loss of benefits and privileges. The following are just some of the benefits and privileges extended to active RSOs:

- Reserve campus facilities and outdoor spaces by going on the CSI page .
- Ability to have publicity posted on bulletin boards and other approved areas.
- Use all of the resources available in the CSI (such as the graphic design artist and organization mailboxes).
- Reserve tables for events through the CSI, hold fundraisers, and host events in campus facilities.
- Participate in the Homecoming competition, and other events such as Big Pink Volleyball, Family Weekend activities, and recruitment events.
- Be eligible for certain awards offered by the SGA.
- Receive help, advice, and assistance from the Center of Student Involvement, and SGA.
- Participate in organizational workshops and other training activities.
- Access to the names of incoming freshmen who have indicated an interest in a particular RSO.
- Apply and receive funding from SGA's Financial Oversight Committee; <https://www.missouriwestern.edu/student-life/student-government-association/>
- Utilize Griffs Give Back to coordinate volunteer opportunities for the RSO.

Eligibility for RSO Membership

All currently enrolled students are eligible for membership in any active RSO, assuming they meet certain standards:

1. All students seeking to participate in an active RSO must have a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
2. All students may participate in an active RSO based on the individual standards, academic or otherwise, established by the RSO.
3. All students may participate in an RSO regardless of on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history). Social Greek-Letter fraternities and sororities will be exempt from gender restriction. Any RSO selecting membership upon the basis of the aforementioned characteristics shall be considered to be in violation of University Policy.
4. Any member of the MWSU faculty, staff, administration, or alumni may participate in active RSOs as associate members or advisors, but may not serve as voting members or hold office.
5. All officers and elected officials of all active RSOs must be in good standing at the time of their election or appointment and must remain in good standing throughout their terms of office.

Confirmation of Eligibility

Each active RSO is responsible for having the eligibility of its members checked as needed.

The Student Development Director can send a overview of all members with semester and cumulative GPA's of the entire RSO. Individual students grades will not be disclosed by the Center for Student Involvement. In order to have a GPA Overview Report disclosed all members of the organization must sign the Grade Verification Form found in the Center for Student Involvement.

Officer Requirements

While an RSO may opt to elect or appoint more than four officers, each student group should have a minimum of four elected officers including a president, vice president, secretary, and treasurer. Note that it is not necessary to use these exact titles, as an organization may choose to have a “chairperson” instead of a “president,” or a “director of finance” instead of a “treasurer”.

All elected officers of all RSOs must be in good standing (not on academic or disciplinary probation) with MWSU at the time of their election or appointment and throughout the duration of their terms of office. Any RSO with questions regarding eligibility shall follow the “Confirmation of Eligibility Policy” outlined on the previous page.

Each RSO has the authority to determine the academic standards of which its officers are to comply. This means that an RSO may require its president to maintain any grade point average between a 2.0 and 4.0. While an RSO has the authority to establish its own standards, the standards may not be lower than those required by MWSU.

All officers should be familiar with their duties as outlined by their organization’s constitution.

All officers should obtain a copy of *The Official Handbook for MWSU Recognized Organizations* (this document) from the Center for Student Involvement, located in Blum 207, and they should be familiar with the policies associated with their organization.

All officers should meet with one another and the advisor of their organization on a regular basis.

The President’s Leadership Council

The Student Government Association shall require representatives from all RSOs to attend monthly President’s Leadership Council meetings. Meetings will be facilitated by the SGA Director of Student Involvement, with assistance by the SGA President, and any other SGA Executive Board member at the request of the President.

- A. PLC will strive to encourage communication and cooperation between all of the student organizations regardless of affiliation, category, or department.
 1. Representatives from clubs and organizations will be kept up to date on SGA activities and have the opportunity to voice concerns regarding their organizations, SGA, and Missouri Western State University, so as to facilitate discussion with each other and Student Government Association.
 2. Representatives from RSOs will be trained in policies, procedures, technology and FOC funding applications.
- B. Meetings shall be held on the first Wednesday of every month at a time designated by the SGA Director of Student Involvement and SGA President, beginning in September of each academic year.
 1. Publicity and notification will be used to ensure all organizations are aware of the requirement and the dates for the meetings. This may include, but is not limited to, posters, emails, and campus announcements.

2. This requirement will be clearly stated in the Student Organization Handbook and on applications for new recognized student organizations.
 3. Excused absences with legitimate explanations or other special circumstances must be communicated to the SGA Director of Student Involvement at least one (1) week prior to the meeting date.
 - a. Excused organizations must schedule a one-on-one meeting, whether in person or on the phone, with the SGA Director of Student Involvement or SGA President to discuss the meeting's agenda.
- C. The SGA Director of Student Involvement will maintain attendance at each meeting and report any absences to the Executive Board to determine the proper course of action.
1. Failure to send a representative to one (1) President's Leadership Council meeting will result in a warning from the SGA Director of Student Involvement.
 2. Failure to send a representative to two (2) President's Leadership Council meetings will result in a temporary suspension from being a Recognized Student Organization until reviewed by the Executive Board.
 3. Failure to send a representative to three (3) President's Leadership Council meetings will result in the loss of status as a RSO by SGA and the Center for Student Involvement.
 - a. Suspended and eliminated RSOs will no longer have access to the resources of the Center for Student Involvement and will lose the ability to apply for FOC funding.
 - b. Eliminated organizations must wait the remainder of the semester in which they were eliminated, plus the following semester's term before re-applying for Recognized Student Organization status.

Risk Management

Information about the University's policies and procedures pertaining to Risk Management can be located in the Student Code of Conduct, located at <http://griff.vn/handbook>

Missouri Western State University Hazing and Initiation Policy

Missouri Western State University requires all members of recognized student organizations, including fraternities and sororities, to comply with state law, University and system policies, and international/national fraternal policies regarding the prohibition of hazing.

Missouri State Hazing Law

578.360. Definitions

As used in sections 578.360 to 578.365, unless the context clearly requires otherwise, the following terms mean:

- (1) "Educational institution", a public or private college or university;
- (2) "Hazing", a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:
 - (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
 - (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or
 - (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

§ 578.363. Colleges and universities to have written policy prohibiting hazing

Each educational institution in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

§ 578.365. Hazing--consent not a defense--penalties

1. A person commits the crime of hazing if he knowingly participates in or causes hazing, as it is defined in section 578.360.
2. Hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class C felony.
3. Nothing in sections 578.360 to 578.365 shall be interpreted as creating a new private cause of action against any educational institution.

4. Consent is not a defense to hazing. Section 565.080, RSMO, does not apply to hazing cases or to homicide cases arising out of hazing activity.

Missouri Western State University Hazing Policy

Engaging in hazing, which is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, constitutes a violation.

To report an allegation of hazing, please contact the Assistant Vice President/Dean of Students in the Dean of Students Office in Blum 228, or reach the office by phone at (816) 271-5991.

Organization Orientation & Registration

RSOs are **REQUIRED** to participate in the registration process. Any RSO failing to participate in one of the registration events offered will lose its university recognition.

Registration is an easy process.

Once an organization is recognized, it shall maintain its status of recognition until the following academic year, when the process of registration is repeated.

An organization that loses recognition also will lose many of the rights and privileges associated with being a fully recognized and registered student group.

Student and Organization Awards and Recognition

The Division of Student Affairs & Enrollment Management provides several opportunities for registered to recognize peers, members, advisors, and their organization. Annually, the Division hosts the Student and Organization Awards and Recognition Reception to highlight the outstanding achievements of student leaders, organizations, and university entities who make meaningful contributions to the Missouri Western State University student experience. The reception is held annually in April, with nominations opening near the date of the event.

Awards Criteria

Students, organizations and other outstanding leaders may be nominated for awards that recognize outstanding individual achievements, programmatic achievements, and organizational achievements.

Nomination materials may include:

- A brief summary stating why the nominee deserves to be recognized
- Supplemental materials that help to make your case, possibly including pictures, posters, newspaper articles, press releases, letters of support, agendas, meeting minutes, or websites.

All nominees must be in good standing with the university and are subject to the rules and guidelines associated to each award.

For more information, please visit: <https://www.missouriwestern.edu/studentaffairs/soar-ceremony/>

Section 7:

Holding Meetings
& Sponsoring Events

Holding Meetings and Sponsoring Events

All RSOs are encouraged to host meetings and sponsor events. These can be useful for accomplishing business, recruiting new members, or simply having fun. RSOs are encouraged to facilitate a wide range of programs that are socially, recreationally, educationally and culturally diverse.

While these programs are generally provided for the members of the campus community, others may be invited to participate in university activities. On the occasion when admission fees are charged for a campus event, the funds raised should be used to defray the costs of an event, and/or to support the sponsoring organization's activities and philanthropic projects. These funds must be collected in accordance with MWSU's fundraising policies.

Remember that there are several important steps involved with hosting a program, and there are a number of policies you should remember. Use the guide found in this section of the handbook to ensure that your programs are successful and in compliance with all MWSU policies and procedures.

Steps to Successful Program Planning

Brainstorming

Have the members of your organization and brainstorm a list of programs that you would like to provide to the campus community. Make sure to ask other students outside of the group what they would like to see and experience.

Choose an Idea

Make sure you have consensus and a broad range of members committed to the idea.

Develop Program Goals

Consider your target audience and objectives, and outline the things you would like your event to achieve.

Consider Co-Sponsorships

Consider having another RSO, SGA, or MWSU department co-sponsor your event, to ensure more turn out and spread costs, while also adding people to your workforce.

Delegate Responsibilities

Involve the members of the RSO in the various tasks needed to ensure that the event is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what they are doing and use people's talents and interests to benefit the event.

Establish a Budget

Determining your budget will help you decide if you need to seek additional funding for an event or if your organization can cover all expenses.

Submit Event Registration Forms

Make sure that you submit all the appropriate informational forms to the CSI so that your organization can host an event without incurring any infractions.

Reserve Facilities on the CSI webpage

Determine where you would like to host your event, then fill out the event approval form on the online room reservation program to schedule a facility for the necessary amount of time. You also need to determine what kind of supplies you will need for your events (including room set-up, A/V equipment, etc.).

Contact the MWSU Police Department

Some larger events may require security. Contact the MWSU Police Department to secure arrangements if necessary.

Contract Performers

If you have an outside performer – speaker, comedian, band, DJ, or other entertainment – that your organization will be paying, it is recommended to have a signed contract and tech rider. After your event is approved, the CSI can help you with information about issuing contracts provided by a performer. Send tech rider to Audio Tech for approval.

Waivers, Releases, or Permits

When sponsoring off-campus events involving physical activities, you need to use a waiver to help reduce liability to your organization. Contact the CSI for information and assistance.

Plan a Marketing Strategy

Be creative and plan your publicity to attract the audience you outlined in your program goals. Remember that all forms of publicity need to be approved by the CSI.

Order Catering and Confirm your Arrangements

Contact a representative of Campus Catering to ensure that you have catering ordered for your event. If you need to, confirm your arrangements in advance of the event. Visit

<https://missouriwestern.catertrax.com/> for information on ordering and pricing.

Purchase Decorations and Supplies

Make your event special by adding a few extra touches.

Staff your Event

Make sure you have members of your organization and/or other volunteers staff your event so that it can be successful.

Have a Great Event!

After the work you have put into this project, be sure to enjoy the program.

Pay the Bills

If you received co-sponsorship, be sure to inform the other organization(s) or department(s) of the information associated with costs, and be sure you make all payments in a timely manner.

Thank the People Who Helped Whether they are members of your group, another group, or volunteers, be sure to thank everyone who helped personally and/or in writing. This might even encourage them to help out again in the future.

Evaluate the Program

Ask participants what they thought of the event. Find out from your planning group what went well, what could have gone better, and use this information to improve the next event.

Leave a Record for Next Time

Save information in a program planner or binder. Pass it on to the next generation of members in your organization. Program planning is made easier when a person can build on the successes of those that came before him or her.

Facility Usage

Please keep in mind that MWSU reserves the right to determine what events are appropriate for the university's facilities. Furthermore, alcoholic beverages are not to be served. Any food service required for an event **MUST** be provided by Campus Dining unless other providers have been specifically approved by Western's foodservice provider.

Scheduling Services, 271-4115
conferences@missouriwestern.edu.

All RSOs are encouraged to use the conference rooms and other meetings spaces across campus for their meetings and activities.

RSOs may not reserve any space without completing the Room Reservation process, on the Room Reservation link provided on the RSO webpage here: <https://www.missouriwestern.edu/student-life/csi/> or here <https://orgs.missouriwestern.edu/reserve/>

All events must be approved by the CSI.

- Facilities will not be reserved until a completed reservation form is received by Scheduling Services
- Facility reservations must be submitted at least 10 business days in advance of the event. Events sponsored by a campus department or an RSO must have representation by the sponsoring group and advisor at the event.
- There will be a \$100 deposit required for all events requiring the MWSU Police Department.
- Events sponsored by RSOs require the attendance of the sponsoring organization's Faculty/Staff Advisor.
- University policy strictly prohibits the use of alcohol and tobacco products on campus.
- Additional charges for set-up may apply for events that require excessive setup or occur outside of weekday business hours, weekends or on university recognized holidays.
- Additional charges will be assessed if there are damages to facilities or equipment.
- For events involving physical participation, MWSU requires combined, single-limit, general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000 be provided with MWSU named as an additional insured. A certificate of insurance must be provided 14 working days prior to the event and must cover the entire term of the facility reservation.
- MWSU reserves the right to cancel or reschedule reservations due to academic need or an act of God.

Campus Dining, 271-4435

MWSU has a contract with Aramark. Therefore, RSOs that would like to have food or drinks served at a meeting or event **MUST** have all food services provided by Campus Dining, Western's official food service provider. Visit <https://missouriwestern.catertrax.com/> for more information on pricing and menu options.

Presentation Equipment (Classroom Services), 271-4395

All equipment will be set-up during the set-up time indicated on the Room Reservation and Facilities Equipment/Request Form here: <https://intranet.missouriwestern.edu/imc/>. Requested equipment is not confirmed until you receive a confirmation e-mail from Classroom Services or Public Service Theatre. Services are provided pending the availability of technical and staff resources. Charges may apply. Scheduling equipment and/or technicians for special events requires a ten business day notice.

Potter Fine Arts Theatre and Classrooms, 271-4238

Reservation of the Fine Arts Theatre and equipment rental can be reserved by contacting Michael Scroggs at mscroggs@missouriwestern.edu. Music stands, pianos, keyboards, and other musical instruments must be secured through the MWSU Music Department at 271-4427.

Fulkerson Center, 271-4115

The Fulkerson Center is a specialized facility that requires considerations that are different than any other facility at MWSU. It was funded entirely by contributions from external constituents as a facility to be focused primarily on external audiences.

Policies for the Fulkerson Center have been developed with its primary focus, its special designs, and special costs of use in mind. Therefore, the fees charged for its use and for cost recovery or special services and/or equipment required for the event are not the same as may be the case elsewhere on campus.

- The use of the Fulkerson Center will focus on external audiences and the university's partnership with the community.
- The décor is such that some uses will be considered inappropriate because of the potential for damage or undue wear on the facility.

Due to the special nature of the Fulkerson Center, there are special scheduling priorities for use of the facility.

- The highest priority for use of the Fulkerson Center will be given to the Western Institute, Institutional Advancement and Admissions for activities that involve external audiences.
- The second level of priority will be applied to those activities conducted by Western departments, programs, and organizations that are directed primarily towards external audiences.
- The third level of priority will be applied to community organizations that wish to rent the facility for appropriate events.
- Use of the Fulkerson Center will not generally be made available for campus activities not directed primarily to external audiences. Such use of the Fulkerson Center by campus departments or organizations may be scheduled only after confirmation by the Scheduling Services Office that no other appropriate facility is available.
- All appropriate Fulkerson Center use fees will be assessed per the approved fee schedule.

Campus departments, programs, and RSOs will be charged a room rental fee equal to 25 percent of the fixed room rental fee. The 25 percent fixed room rental charge will be placed in an escrow fund to provide for refurbishing or replacing amenities in the Fulkerson Center.

- In order to rent the entire Fulkerson Center, an RSO will be charged \$300.
- In order to rent half of the Fulkerson Center, an RSO will be charged \$150.
- In order to rent one-fourth of the Fulkerson Center, an RSO will be charged \$75.

For more information regarding the Fulkerson Center, contact the Conferences and Special Program Office.

Recreation Services and Facilities, 271-4247

Recreation and athletic equipment can be reserved. Equipment is available on a first come, first serve basis and must be reserved at least 10 business days prior to an event.

The Recreational Services Office coordinates the intramural programs and the free loaning of sports and camping equipment to students for after school hours and weekend use. Hours for the facilities are available in Looney Complex 147.

Some equipment will require a deposit and/or fee. This determination is at the discretion of the Director of Recreation Services and Facilities.

Physical Plant, 271-4417

The Physical Plant staff is largely responsible for set-up and other tasks that may be associated with planning a successful event. For more information regarding the policies of the Physical Plant, review the Events Manual located at <https://www.missouriwestern.edu/phyplant/forms/> at the bottom of the page.

How to Register an Event

To register an event, go online to the CSI web page at:
<https://orgs.missouriwestern.edu/reserve/>

Days and Hours of Student Activities

All student organizations may host their events, meetings, and programs throughout the day, and on weekends. An organization's activities may not interfere with the academic proceedings of MWSU. Any event scheduling conflicts will be resolved with the assistance of Scheduling Services or the CSI. If you have questions about scheduling activities, please contact the CSI.

Special Supplies

Fundraising and Information Table Requests

RSOs requesting tables for fundraisers or displaying information in the common areas of campus buildings must register the event with the CSI. RSOs must provide their names, contact information, type of activity, date(s), location(s), time(s), and how many tables and chairs are needed before tables can be reserved.

Solicitation and Petitions

SOLICITATION POLICY State Law prohibits the use of state facilities for private purposes. Therefore, state facilities may not be used for marketing activities by outside vendors. Outside vendors may be allowed to market their products to employees or students if a University club, organization, or office sponsors them. Authorization must be obtained through the Department of Human Resources for products addressed to employees, and to the Dean of Students, Blum 228 for products addressed to students.

Sponsorship of Political and Religious Activities

Political Events

RSOs are allowed and encouraged to sponsor events featuring political parties, elected officials, government officers, political campaigns, and/or political candidates. This will not be construed as an endorsement, by the University, for any particular person, group, or idea, as anyone is welcome. Any candidate, party, or official who is distributing literature, must include in their literature, a statement that the presented views are not necessarily the views of Missouri Western State University.

RSOs are expected to follow all procedures involved in scheduling their event. No political activity will be allowed to interfere with the standard operations or mission of MWSU.

Political candidates visiting MWSU must register their event with the University, no less than 48 hours in advance.

Free Expression Policy

This policy applies to all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs and circulating petitions.

1. Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning to the institution subject to the requirements of this policy.
2. The outdoor areas of campus shall be deemed traditional public forums. However, the University may maintain and enforce reasonable time, place and manner restrictions.

3. Activities may not take place inside any University classroom building (including the Library or Dining areas), or the residence halls.
4. They may not block access to any University building or hamper normal traffic flow.
5. As a courtesy, groups are asked to inform the Dean of Students Office in Blum Union 228 (816-271-4432) if they are planning to be on campus, though this is not a requirement.

Film Screening(s)

(Adapted from PBS, California Newsreel, and the FBI)

RSOs are advised that federal copyright law restricts the use of videocassettes and DVDs to private showings. Public performance without prior written consent of the holder of the copyright is prohibited under federal law.

Federal law provides severe criminal and civil penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted motion pictures in any medium.

All films require a catalog summary that includes the company name through which the film is being obtained. Therefore, RSOs may not show any film without purchase of a license agreement.

In certain circumstances, some regulations permit that videos with limited public performance rights may be shown in a classroom, screened by a public group that is not charged for the viewing, or transmitted on a closed-circuit system within a building or on a single campus. All RSOs are responsible for understanding the regulations regarding the type of film they wish to screen.

Speakers, Concerts, Comedians, and Other Public Performances

In order to host an event, featuring guest speakers, concerts, comedians, or other public performances, an RSO get approval from the Director of Student Development. The RSO hosting such an event is responsible for working with the guests, speakers, or performers and ensuring all proper payment and scheduling.

Other Performances

Many performances may require an RSO to enter into a contractual agreement with the performers, musicians, speakers, or other guests. When negotiating contracts, these groups should be aware of the following:

1. All business terms (for example, monetary) should be spelled out clearly.

2. All parties should have their responsibilities spelled out clearly.
3. Be certain that your RSO is able to do everything for which it is responsible.
4. Be certain that there are no terms included, which you do not understand (Ask Questions).
5. Be certain that the obligations of each party is fair (for example, each party is required to carry insurance, not just one).
6. Make sure that ALL important terms are contained in the written contract (not in a verbal agreement). If the other party fails to include all verbal terms in a written contract, walk away.

Contracts can be confusing. As with everything, the CSI is available to help your organization. If you have questions about contracts, you should also contact your advisor.

Event Admission Policies

Any RSO that is hosting an event, in part or in whole, with funding provided by SGA or the University (including all departments and offices), may not charge any cost for admission to the event. An RSO may sell tickets to an event that is self-funded before and at the time of an event. Ticket sales may be used in fundraising efforts, philanthropic efforts, or in an attempt to offset the cost of a given event.

Student ID Cards

The Student ID Cards offer reduced or free event admission into athletic and SGA events along with theatre productions. University ID cards are valid only when students are currently enrolled in classes. University ID cards may not be used by any other student for any reason whatsoever.

Hosting Events with Food

MWSU has an exclusive contract with Aramark, so catering at any event must be provided by Campus Dining, Western's official food service provider. Outside food may be donated or provided by another caterer with the consent of Campus Dining. Note that food and drink may not be served in certain rooms. In some cases, only water is allowed in rooms on campus.

Alcohol is not permitted at any event hosted by an RSO.

When hosting bake-sales, cookouts, special dinners, and other events with food, it is important that the health and safety of all participants is insured. While handling food, follow these guidelines:

- Always wash hands before handling food.
- Wear gloves whenever serving cooked or ready-to-eat foods.
- Gloves should be changed as needed.
- Do NOT reuse gloves if torn or contaminated, or if they have been taken off.
- Make sure that all equipment has been thoroughly cleaned and sanitized.
- Keep raw foods separate from cooked and ready-to-eat-foods, as this helps to avoid the transfer of bacteria and cross-contamination.

- Cold foods must be kept in ice-filled coolers or refrigerators, at a temperature at or below 41 Fahrenheit.
- Hot foods must be kept above 140 degrees Fahrenheit.
- All processed meats (for example: ground beef, or hot dogs) must be cooked to a temperature of 165 degrees Fahrenheit to kill bacteria. No rare hamburgers may be served.
- Food should be served immediately following preparation.

Planning Community Service Events

Griffs Give Back will link with community agencies to coordinate service and volunteer opportunities including work in food kitchens, after school programs, youth mentor programs, etc. The creation of these important relationships will provide opportunities for the RSOs to get more involved in the St. Joseph community. You can contact Center for Service at centerforservice@missouriwestern.edu.

Co-Sponsorship

All RSOs are encouraged to work together when sponsoring certain events. Having added help can ease the workload on an individual group. There are multiple means by which an RSO can attain co-sponsorship for an event. Start by simply reaching out to another organization. Ask similar groups if they would be willing to assist. An RSO can even reach out to certain departments. Groups may have their events co-sponsored by the Student Government Association, but any interested RSO must complete a co-sponsorship form with SGA.

Sound Equipment

Sound equipment such as speakers can be checked out from the CSI with at least a week's notice. The form can be found online here: <https://intranet.missouriwestern.edu/csi/>

Late Night Events/Dance Policy

Guidelines and Responsibilities

The purpose of the Late Night Event (LNE)/Dance Policy is to provide a structure for student organizations hosting social events at Missouri Western State University (MWSU). A Late Night Event (LNE)/Dance may be defined as any student event scheduled past 11:00 p.m. on campus. Late Night Events must end by 1:00 a.m. and Dances by 2:00 a.m. Student Organizations requesting a LNE/Dance are required to be a Recognized Student Organization. All LNE/Dances must be registered in the Center for Student Involvement (CSI) 30 days prior to the event.

All Recognized Student Organizations (RSOs) pre-scheduled dance parties, including events, must have a signed contract with the CSI two (2) weeks prior to the event. The RSO is responsible for the conduct of their members and guests during the event. A copy of all the advertisement for the dance party must be turned in within two weeks of the scheduled dance to the CSI. It must be stated that all participants must be 18 or older with valid identification or have a valid MWSU ID.

The RSO hosting the event will be responsible for any damages that occur.
All students and RSOs shall adhere to Missouri Western's Code of Conduct.
The following policy is a minimum set of guidelines to be met by the hosting organization.

Attendance

Dance parties are open to current Missouri Western State University students with valid MWSU ID unless the event is categorized as a special event, i.e. Homecoming. Missouri Western students are only allowed to sign in two guests. Dances are open for non-students to attend, provided they are 18 years of age and have valid photo identification (military, driver's license). Once room capacity has been met, individuals will not be allowed in unless someone leaves. This will be the responsibility of the RSO advisor. Appropriate measures will be made to ensure Missouri Western is in compliance with any city ordinance.

Registration

To register a dance party, signatures must be obtained from the RSO campus advisor, president, and two additional members indicating that there will be adequate coverage to manage the building for the event. Adequate coverage is vital and the University Police will be stationary at the dance party. It is the responsibility of the RSO to perform the following tasks:

1. Student organization must check IDs prior to allowing MWSU students/alumni/guests to enter the dance party. Students must show their MWSU ID.
2. Student organization must instruct MWSU alumni/guests to PRINT their name, driver's license number, and any former name used while attending MWSU on the sign-in sheet. The RSO must submit the sign-in sheet to the Director of Student Development no later than the following Monday.
3. Student organization is responsible for the monitoring of the party on MWSU's campus. There must be two (2) members working the front entrance at all times. There must be one (1) monitoring the party at all times.
4. Student organization must make sure that students are not allowed to take canes, sticks, or other potential weapons into the dance party. Violators will be escorted out of the dance party by the student organization hosting the dance party along with the officer on duty.
5. Student organization must prohibit students appearing intoxicated or otherwise under the influence of alcohol or drugs from entering the dance party. Student organizations must prohibit students from taking any beverage containers opened or closed inside the dance party.
6. Student organization must stop allowing students to enter the dance party if the building appears to be at full capacity.

Security

All late programming is required to have the presence of campus police.

1. Hosting organization should take an active responsibility for their events. Be visible, proactive, and accessible.
2. Hosting organization shall have an advisor or designee (as approved by the Director of Student Development) present throughout the entire event. Advisor/designee must be visible and accessible throughout the entire event.

3. The RSO will need to appoint a minimum of one MWSU student to help work each check-in table with no campus officers present, one MWSU student to collect money, and one MWSU student to apply wristbands on the hands of patrons. Also, the organization will assist with the overall “hosting” of the event as well as clear the room when the dance is over at 2 a.m.
4. Wristbands will be provided to the RSO and must be used. All patrons must wear one.
5. The decision to cancel an event on sight will be made by the Director of Student Development, University Police, or RSO advisor.
7. Because of security reasons, purses or other forms of carrying bags will not be permitted. Food, drinks, or other types of bags and containers are prohibited.
8. Primary responsibility for confronting patrons creating disturbances will be the responsibilities of the RSO primarily. If the disturbance continues, the Assistant Dean of Student Development, then University Police, should be notified.
9. Admittance to the event is limited to the capacity of the room/building or 1:30 a.m. No guests will be permitted to enter the dance if the capacity is full or after 1:30 a.m.

Ticket sales by Host Group

Late Night Events/Dances primary focus should be to provide a social outlet and environment for Missouri Western students, not the public. LNEs are not intended to be used as a major fundraiser. If funding was received from Student Government Association (does not include security deposit), events must be free to Western students and their two guests. Third party promoters are not permissible for Late Night Events.

Philanthropic Events

Any club/organization having a philanthropy event will be subject to approval from the Assistant Dean of Student Development and the Vice President of Student Affairs or his/her designee, if it is defined as a Late Night Event.

Cancellation

The sponsoring organization must cancel all room reservations no less than one week prior to proposed engagement. If a dance is canceled the night of the event due to the absence of an advisor or DJ not showing, a charge no less than \$100 will result. This money will be used toward paying any needed campus resources that might have been reserved.

(Policy on Non-Admittance to University-Sponsored Activities [MWSU Student Handbook] – Students who attempt to attend university-sponsored activities while under the influence of alcohol will not be granted admission. “Under the influence” can be described as those who are visibly intoxicated. Examples include, but are not limited to, stumbling, using loud or vulgar language, slurred speech, or other disruptive behavior. The determination of “under the influence” will be in the judgment of advisor in attendance.)

Section 8:

Marketing and Publicity

Marketing and Publicity

The Use of Bulletin Boards, Other Advertising and the Distribution of Literature

Items with the approval of the CSI will be stamped. Any item not properly stamped may not be posted on campus.

Bulletin Boards

All announcements/posters must be approved by the Center for Student Involvement. All announcements/posters are allowed to be posted for 2 weeks prior to the event. All announcements/posters that an RSO wants to be posted should be delivered to the CSI prior to noon on Monday. At that time, CSI staff will distribute announcements/posters across campus.

In order to maximize bulletin board use, announcements/posters larger than 8.5" x 11" will not be used. All must be placed on bulletin boards only. They may not be placed on walls, windows, or doors.

The University provides for the distribution of literature by RSOs and academic departments. The following guidelines apply:

1. Only members of the RSO or academic department may distribute literature.
2. Only literature deemed appropriate by the RSO and the university may be distributed.
3. The literature shall clearly identify the RSO or department responsible for the literature.
4. The material must state that the views presented in the literature are not necessarily those of the university.

After authorization, one copy of the material(s) will be retained for the file. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution. Any organization in violation of the above guidelines may have their publicity removed, or in extreme cases, be subject to the judicial process.

Banners

The placement of banners and posters on the exterior of campus buildings shall be reserved for the promotion of general university events. The approval by the Director of Student Development shall be required to post banners and posters on the exterior of campus buildings. West Campus should be contacted for the actual placement of such materials after approval is received.

Posting in the Residence Halls

All materials posted must be approved and stamped by the CSI. Once materials have been approved and stamped, contact the Department of Housing: Residence Life in each area to request permission and to arrange posting of approved posters/flyers. Materials promoting or displaying any alcohol or alcohol manufactures, illegal drugs or offensive language will not be posted. Materials posted without permission will be taken down. Materials posted will remain up for no more than two weeks. Postings are not allowed on outside doors. Approved materials will be initialed by a professional staff member of the Department of Housing: Residence Life.

Residential Life Mailbox Stuffing

Registered student organizations are prohibited from stuffing mailboxes with any type of commercial advertising, including coupons. Products or services by commercial agencies must be delivered through the United States Mail Service unless otherwise authorized by the Assistant Director of Housing & Residential Life. Mailboxes will be stuffed if the event is open to all residence hall students and is sponsored by a University department or a student organization; does not display profanity or alcohol or illicit substances; is size appropriate; and has been approved by the CSI.

Sidewalk Chalking

Chalking is allowed on all sidewalks as long as it does not have any derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. All chalking must be at least 10 feet away from all building entrances (to prevent tracking chalk into the buildings). Sidewalk chalking is limited to on campus events and RSOs. This must be approved by the CSI staff. Chalk is available to borrow from the Center for Student Involvement.

Griffon Post

Griffon Weekly is a weekly newsletter used to promote events, campus deadlines, and campus news. It is a weekly e-mail that is sent out to all students on Mondays. If you would like to submit an announcement for Griffon Post fill out an online Publicity Request Form found at <https://www.missouriwestern.edu/prmarketing/publicity-request-form/>, by noon on Thursday. The information will be announced in the post and any other public relations media requested on the form.

Griffon Weekly

Griffon Weekly is a weekly newsletter used to promote events, campus deadlines, and campus news. It is a weekly e-mail that is sent out to students, faculty, and staff on Wednesdays. If you would like to submit an announcement for Griffon Weekly, fill out an online Publicity Request Form found at <https://www.missouriwestern.edu/prmarketing/publicity-request-form/>, by noon on Tuesday. The information will be announced in the newsletter and any other public relations media requested on the form.

Campus Offices and Departments

Marketing and Communication, 271-5649

Marketing and Communication serves as the liaison between the university and the media and provides publicity for campus staff, faculty and students through local, area, and regional newspapers, television and radio. Marketing and Communication should be informed of awards received, accomplishments, events, presentations, etc., so that the University and individuals will receive the recognition deserved.

Trademark Licensing Policy

Missouri Western's Trademark Licensing Program allows for the promotion of its image while monitoring the use of the university's trademarked logos, taglines and word marks.

Anyone who wishes to purchase merchandise such as t-shirts, hats, or promotional items that display the Western logo, tagline or wordmark, must comply with the Trademark Licensing Program. That means they must purchase products only from licensed vendors. All artwork must be approved before production of the item begins. The company that is manufacturing the product must obtain the license.

If institutional funds are used to purchase the product, the vendor is not required to pay royalty fees, but the vendor must still be licensed and have the artwork approved.

It is not difficult for a manufacturer to become licensed. The manufacturer should contact the Trademark Licensing Office to begin the application process.

Artwork should adhere to the standards found in the Graphic Standards Manual. For more information, visit:

<https://www.missouriwestern.edu/prmarketing/wp-content/uploads/sites/279/2013/11/Graphic-Standards5.13-1.pdf>.

Campus Media

The Griffon News, 271-4460

The Griffon News is a weekly 3,500 circulation newspaper published on Thursdays. It is distributed to stands in all buildings on Missouri Western State University's campus and several other St. Joseph locations.

Advertising Rates are subject to change:

Open Rate: \$7.00 per column inch (*billed monthly*)

Early Bird Special: Start advertising early and get our Early Bird Special! This deal requires the advertiser to contract for at least six column inches in six issues. \$5.00 per column inch. *Must be paid in advance.*

Inserts: You make the copies and send them to us. We will take care of the rest. These ads will reach the campus and quickly deliver your message for only \$300 for 3,000 copies.

Big Ads: What better way to advertise than through some real attention getters? There large display ads really draw in the reader's eye.

Quarter Page: \$185

Banner Ads: Displays your ads across the bottom of our pages. It's neat, fun, and a fresh way of advertising.

1/4 Page: \$185

1/8 Page: \$105

Half Page: \$350

Full Page: \$700

Section 10:

Finances and Fundraising

Finances and Fundraising

Fundraising Activities & Solicitation

Recognized Student Organizations may engage in fundraising activities held on campus, with the approval of the Director of Student Development. Additionally RSO must fill out and submit for approval using this link:

<https://www.missouriwestern.edu/foundation/wp-content/uploads/sites/239/2016/07/FundraisingSolicitationApprovalForm.pdf>.

Fundraising activities must meet the following conditions:

- That such activities do not conflict with the educational purpose of the university;
- That such activity does not conflict with any activity already approved.

The university does not assume any financial or legal responsibility for RSOs.

Steps to Effective Fundraising

1. Prepare a prioritized list of all programs or activities that require funding. Pursue only those activities that seem to engender the collective commitment of the entire organization.
2. Decide how many fundraising options are needed to pursue a goal. One fundraising option or source can be enough for a single event. However, for funding an entire organization's budget, a series of events, or a large project, it might be best to pursue multiple options.
3. Be sure to take time to discuss with all group members, the goals, objectives, and the best options for securing funding since effective fundraising requires a collective effort. Also, people take ownership over what they help to create.
4. Begin planning for a fundraising event weeks in advance to allow for ample planning and publicity. Like any well-planned event, an RSO should establish a calendar early on, working back from the date of the event. Important deadlines for room or table reservations, invitations and publicity should be mapped out in advance.
5. Delegate! Involve the members of your organization in the various tasks needed to ensure that the program is successful. Depending on the size of the event, an RSO may need committees or some committed individuals. Make sure new volunteers understand what they are signing up for, and use people's talents and interests to the benefit of the project.
6. Create a detailed budget for the activities that would likely attract funding. Be sure that you have sufficient funds to cover the costs, such as facility charges, advertising, props,

etc. A detailed budget is critical to define a fundraising goal and to ensure proper oversight of the funds collected.

7. Reserve the location needed and schedule the event at least 10 business days in advance.
8. Plan a marketing strategy. Be creative! Identify an audience, and then tailor publicity efforts to target that audience.
9. Plan and execute the event, utilizing publicity to enhance the message and image of the group on campus.
10. Thank the people who helped, whether they are members of the organization, people on campus, or members of outside groups that provided assistance.
11. Evaluate the program by asking all participants what they thought of the event. Have the group that planned the event identify the things that could have been done differently, and what could have gone better.
12. Leave a record for the next person. Save information in a program planner or binder to pass it on to the next generation of leaders for the organization. Program planning is made easier when one can build upon the successes of previous programs.

On-Campus Accounts

RSOs wishing to set up an on-campus account for their organization's finances must contact Accounting Services, located in Popplewell Hall 220. A copy of the organization's recognized constitution is required to verify status as an RSO.

Tax-Exempt Status

MWSU claims tax-exempt status on RSOs that are using on-campus accounts. If an organization wishes to obtain a tax-exempt letter, the faculty advisor must contact Accounting Services. Organizations using off-campus accounts with a financial institution must apply for tax-exempt status with the State of Missouri (if the group wants to be considered for tax-exempt status).

The SGA Financial Oversight Committee (FOC)

(Adapted from the SGA By-Laws)

All RSOs are eligible to receive funding, for certain events, through the SGA's Financial Oversight Committee (FOC).

The guidelines below are taken from the SGA By-Laws and serve as regulations for receiving funding from the FOC. Should you have questions, please contact SGA's Director of Finance, the office is located Blum Union 217. Note that these regulations are subject to change. Any RSO that wishes to have the most up-to-date information can visit the SGA webpage.

The Financial Oversight Committee

The FOC was created in order to review proposals then allocate and appropriate funds to individual student(s) and/or RSOs seeking funds for a conference and/or competition. The objective of the FOC is to make funds available to a diverse representation of individual students and/or RSOs in order to aid them in the betterment of their organization and to the benefit of the campus community.

FOC shall disburse funding in three main categories, which are Travel, Co-Sponsorship of Events, and Appropriations (see SGA policies for details).

The FOC consists a chairperson (the SGA Director of Finance), a Vice Chair and a minimum of three members, appointed by the Director of Finance and approved by the SGA President. The FOC Vice Chair shall perform the duties of the chairperson in the absence of the chairperson.

The Director of Finance shall vote only in the case of a tie.

The FOC's primary objectives are to aid individual(s) and/or RSOs, through funding, to:

1. Sponsor social and/or cultural events.
2. Sponsor political events.
3. Sponsor educational events.
4. Sponsor or attend conferences.
5. Sponsor or attend competition.
6. Purchase organization relate supplies.

Funding Procedures

- 1) Any individual(s) and/or RSOs that wish to request funds must first fill out a funding application, which can be obtained via the SGA website.
 - a) Only individual(s) and/or RSOs in good standing with the SGA and the university (academic and conduct) shall be eligible to receive funding.
- 2) All RSOs that wish to request funds must complete at least 5 hours of community service that is approved through Griffs Give Back.
- 3) Applications must be received by the Director of Finance, two weeks (10 classroom days) prior to the event for which funding is being requested or by the second Friday of the semester (for Appropriations). Individual student(s) and/or RSOs applying for funds should keep in mind that if paperwork is not in order or submitted past the deadline, funding may be denied. FOC is not responsible for individual student(s) and/or RSOs applying on time to receive funding. Funding is not guaranteed.
 - a) Requesting funds for summer events shall be submitted prior to the last FOC meeting of the year, unless otherwise specified.
- 4) RSOs are eligible to receive \$5,000 total of SGA funding per fiscal year, and individual(s) are eligible to receive \$500 from FOC for travel.

Committee Hearing Procedures

1. After receiving the application, the FOC shall hold a hearing to gather information, which will determine the dispersal of funds being requested.
2. The individual(s) and/or RSOs requesting funds will be required to make arrangements to send a representative to the FOC hearing. Funding will be denied if representative is absent without prior notification to the Director of Finance before scheduled meeting.
3. The hearing shall adhere to a structured agenda, proposed by the Director of Finance and the SGA advisor or his/her designee, to be approved by a majority vote of the FOC.
4. The FOC reserves the right to deny any funding requests by a simple majority approval by the Committee.

Follow Up Procedures

1. All of the following receipts must be submitted to the FOC: completed registration forms, invoices and a typed follow-up report to account for the money allocated, two weeks (10 classroom days) after the event. Failure to comply will result in the termination of current and future funding until the situation is rectified. If an individual(s) and/or RSOs fails to comply in repeated situations, all future funding from SGA may be denied for the following year.
2. The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or officially recognized student organization(s) be held liable and all future funding from SGA be denied.
3. Any money spent that is not accounted for will be retained by the Student Senate. Individual(s) and/or RSOs will be held liable and may not be eligible to receive funding from any SGA branch until the issue is rectified.

SGA Seal Policy Regarding SGA Funding

1. Any items funded via the SGA Budget, including, but not limited to, funding via SDLP funding and Western Activities Council events and promotions, shall have affixed to them, or in some fashion displayed upon them either the current official SGA Seal or the text phrase "Funding provided by your Student Government".
2. If the funding from SGA is for an event, all promotional materials for that event must contain either the official SGA Seal or the aforementioned text phrase.
3. If an item is deemed to be unable to have either the SGA Seal or the text phrase in view on it, the legislation (e.g. Senate Bill or Resolution, FOC Funding, or Co-Sponsorship) proposing that item shall state that inability.

4. If something funded from the SGA Budget is found to be without either the SGA Seal or the text phrase, and the legislation did not state an inability to display the either the official SGA Seal or the text phrase, that item must be replaced at the cost of the recipient that was funded, not the SGA.”

Appeal Procedures

1. Any individual(s) and/or RSOs may submit an appeal to the SGA President within one week (5 classroom days) from which funding was denied.
 - a. Within one week (5 classroom days) after the appeal was filed, funds denied will automatically be discussed during new business the following Senate meeting.
 - b. Student Senate must have a 2/3 approval of Committee to overturn any FOC decision. This decision shall be final.

Any additional information, applications, and policies can be found on the SGA webpage at:
<https://www.missouriwestern.edu/sga/rso-and-student-funding/>

Section 12:

Internet and Web Policies

Internet and Web Policies

The Recognized Student Organization Database

Each RSO is required to keep their list of active members fully up to date and is also required to keep all officer contact information fully up to date.

Web Policies

Official MWSU Logos

Logos can be obtained by contacting the Director of Campus Printing Services (www.missouriwestern.edu/cps) at 816-271-4236.

Copyright Issues

Anyone who creates a web page is expected to adhere to all applicable state and federal regulations and MWSU policies and guidelines associated with security, risk measures, and copyright compliance. Written permission is required and must be obtained in advance before publishing copyrighted material (text, graphics, etc.) on MWSU web servers. Notification of copyright should be shown on applicable web pages with an appended statement “© Missouri Western State University” to that web page; however, the copyright is in effect regardless of whether a copyright notice is appended.

Faculty/staff/organization members are responsible to follow all applicable copyright laws when incorporating any materials, other than their own, into their websites. Such items may include, but are not limited to images, charts, documents, articles, video clips, audio files. Assistance in obtaining copyright permissions is available via the Instructional Media Center (IMC) located in LRC 150.

Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited.

The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.

Other Legal Issues

The Western Policy Guide governs use of Missouri Western State University names (i.e.

Missouri Western State University, MWSU, Missouri Western), trademarks, official logos or other intellectual property and creative works.

Inappropriate material and files (text, phrases, images, charts, diagrams, documents, articles, audio/video files) include, but not limited to libel, plagiarism, slanderous, defamatory, illegal activities, copyright infringement, misinformation, harassing materials, pornography, obscenity, threats of violence, and child pornography and other unethical conduct shall not be hosted, nor displayed on any MWSU web servers. This also includes harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc. Since the MWSU web servers display official MWSU informational/instructional web pages, all content must be professional in nature.

By posting materials and using MWSU computing facilities, the Department/Course Web Contributor represents that he or she has created the materials or that he or she has the right to post or use the materials. The storage, posting, or transmission of materials must not violate the rights of any third person in the materials, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy of any person.

Personal viewpoints and opinions should not be presented on MWSU websites in such a way as to make them appear to represent the university's viewpoint or opinion. When there is possible cause for confusion, authors should use a disclaimer such as, "These are my opinions only; they do not necessarily represent the views of Missouri Western State University or of any of its departments or organizations."

Any MWSU faculty, staff, and student may create an unofficial web page or unofficial file on an MWSU computer as long as it complies with MWSU Computer Usage Policies and Procedures (www.missouriwestern.edu/compctr/policies.html). All such page content must be for the purposes as defined by the instruction, research, or service missions of the university. Individuals, units, or groups creating unofficial web pages and files are responsible for and may be held accountable for the content. MWSU assumes no responsibility for the content of any unofficial web page or file. MWSU reserves the right to restrict the bandwidth and other MWSU computing and network resources for the purpose of creating, maintaining and viewing official web pages and files. A link to unofficial pages does not constitute liability on behalf of MWSU.

Generally MWSU does not host websites for non-MWSU groups or organizations unless the site can legitimately carry the logo of both MWSU and the external group and approval is obtained from the MWSU Computer Center, IMC, and Institutional Advancement directors.

Unauthorized presentation of any web page or file as an official MWSU web page or file or any unauthorized or illegal use of MWSU computers and networks is prohibited. Any produced web page, whether official or unofficial, must comply with the Missouri Research and Education Network (MOREnet) acceptable use policy. MOREnet's Acceptable Use Policy may be found at <http://www.more.net/about/polices/aup.html>.

MOREnet is affiliated with the University of Missouri and is Missouri's not-for-profit electronic information network. It serves higher education, elementary and secondary education, public libraries, state agencies, and other organizations and government agencies in Missouri. MOREnet is comprised of several projects and programs serving these various groups.

Defining Commercial Activities

Commercial activity means that you may not sell connections, advertise commercial products using a MOREnet connection or MOREnet provided/managed server, sell products or services directly through using a MOREnet connection or MOREnet provided/managed server, or provide electronic mail accounts for the furtherance of commercial activities as noted at <http://www.more.net/about/policies/aup.html>.

Web Publishing Infringement

If an infringement exists against the Official Internet Web Policies & Guidelines, the Webmaster or Instructional Design Services Manager will notify the Department/Course Web Contributor about the infringement. The Department/Course Web Contributor will be asked to rectify the issue within 7 working days from the time of notification. In the event of an extreme policy violation, the website will be immediately removed from the MWSU web server until the site is made compliant with the Official MWSU Internet Web Policies & Guidelines.