

Student  
Organization  
Handbook

2013-  
2014

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# Welcome

Dear Student Leaders:

Student Organizations are an integral part of campus life and student engagement at Marietta College. The student organization experience provides an outlet to explore and engage your passion, connect with peers and build relationships, as well as grow into a strong leader and change agent. During your time at Marietta, I encourage you to commit to your student organization; take pride in your ability to make a significant impact and truly serve your campus and surrounding community by sharing your gifts, talents and dreams.

The Office of Campus Involvement provides opportunities and consistent support to help you start, enhance, or sustain your student organization. It is our hope that you take full advantage of the opportunities we provide and leave your student organization better than you found it... or start a new organization and leave a legacy! Ultimately the success of your student organization is you and your fellow members' responsibility. In partnership, the Campus Involvement team is ready and willing to help guide you, advise you, and support you every step of the way.

We encourage you to be an active participant in the student organization community by acquiring knowledge of this handbook and being a role model for our community.

Sincerely,  
Ellen Wehrman  
Associate Dean of Students, Campus Involvement

## The Office of Campus Involvement

### *Mission Statement*

The Office of the Dean of Students believes that learning occurs beyond the classroom. Students who seek a full college experience will find robust opportunities across campus for involvement in service, activities, and co-curricular education. We seek to provide positive living communities and student learning and development experiences that support Marietta College's academic goals and encourage the 7 Core Values.

### *Professional Staff*

Ellen Wehrman, Associate Dean of Students  
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### *Areas of Responsibility*

1. Student Activities: Pioneer Activities Council, student organizations, Student Senate appropriations, etc.
2. Fraternity and Sorority Life: chapters, governing councils, etc.
3. Facility Reservations: Andrews Hall, The Gathering Place, Gilman Hall, and all outdoor spaces
4. Student Learning and Development Transcript

## **Section 1: Student Learning and Development Transcript**

With every co-curricular activity, you develop and strengthen specific skills that will benefit you long after you graduate. Since these pursuits don't take place in the classroom or lab, they don't appear on your official academic transcript.

The Student Learning & Development Transcript is a free service for you to document all of the co-curricular activities, organizations and service projects that you've been involved with. The earlier you start, the easier it will be for you to keep an accurate account of all of the skill-building activities you've developed during your four years at Marietta. It is a Web-based program that can help you prepare a résumé, supplement graduate school and scholarship applications, and provide a better picture of how you spend your time at Marietta.

### **Getting Started**

#### **Step 1.**

Access your Student Learning & Development Transcript from the MyMarietta portal by clicking on the "Collaboration" icon, choosing the "Student Academics" option and then "Student Learning & Development Transcript" link.

#### **Step 2.**

From there, you can "edit" your personal information, such as your name, email address and telephone number.

#### **Step 3.**

Make sure you save all of your data by clicking the "Save & Return" icon at the bottom of the page before leaving each screen.

### **Customize Your Transcript**

Now that you've started, it's time to add all the various activities you've participated in since arriving at Marietta.

The College has listed and described numerous activities and organizations that are popular on campus. Included in the listings are the names of the advisors for these groups. Depending on your preference, these advisors can be contacted to verify your involvement, thus making the activity "official" for your transcript.

From the Student Learning & Development Transcript (SLDT) home page, select the "Activities Guide" link to determine if your activity is already listed. If so, highlight the item and click "Add Activity." You will be prompted to complete the title and organizational fields, as well as add a few sentences describing your level of involvement, your responsibilities and any other noteworthy aspects of the event. Additionally, there are drop-down menus that enable you to show when your involvement began and ended, or if your participation is ongoing.

If your activity is not listed on the "Activities Guide," return to the SLDT home page and select the "Input Activity" link. Select the category under which your activity falls and click "Add." Complete the title and organizational fields, as well as provide a description about the activity, your level of involvement, the responsibilities you have and any other noteworthy aspects of the event. The information you provide in the "Description" box should be no more than a few sentences.

### **Editing Your Transcript**

To edit your transcript or make changes to any of the records you've entered, select the "Input Activity" link on the SLDT home page and click the "Edit" option next to the record you want to change. You may also delete a record completely from your transcript from this page.

### **Make it Official**

You have the option of having the Office of Student Life send an official transcript to potential graduate schools or employers. An official transcript can only be sent by the Office of Student Life and contains only the verified co-curricular activities you've listed.

Every time you add an activity, visit the section listed as "Validation Status" and click on the "No Validation" icon. This will prompt you to list the name of your advisor and his or her contact information. From this point, you may send the advisor a request to validate your participation in an activity or club.

### **Obtaining a copy of your Transcript**

You may print a hard copy or save a PDF of your "unofficial" transcript by visiting the SLDT home page and selecting the blue tab at the top of the page entitled "Unofficial Student Learning & Development Transcript." This will display a list of all the records that will appear on the printout. The following page allows you to select the type of letterhead you want on the document and the personal information you requested to be shown. Once you selected how you want the unofficial document to appear, you may save it to your computer as a PDF, copy and paste it to a Word document, or print from the menu bar.

You also have the option of having the Office of Student Life send an official transcript by returning to the home page and selecting the blue tab at the top entitled "Request Official Student Learning & Development Transcript." You will need to add the address of the recipient. An email will be sent to the College administrator indicating this request

## **Section 2: Organization Recognition and Registration**

Student organization registration can be accessed at our website. Access the "Register Your Club or Organization" section. Follow the instructions on the page to complete the registration process, which should only take 5-10 minutes. We prefer that the most senior officer or officer-elect, such as the President, of each student organization register their group on an annual basis. However, we recognize that some honorary groups are coordinated by a faculty/staff member and will gladly accept those submissions, too.

Academic, honorary, social, recreational, religious, and common interest groups provide a great co-curricular experience for our students! Registered organizations have the benefit of marketing/soliciting on campus, reserving on-campus facilities, seeking Student Senate funding (when eligible), etc. Therefore, it is important for us to maintain accurate records of the organizations, officers, faculty/staff advisors, and operating information for each group.

### **Required Information**

The registration process will ask for the information below. It would be wise to have this information readily available before signing-in to complete the process.

1. Organization name, category, description/purpose, etc.
2. Advisor name(s) and contact information
3. Officer name(s) and contact information
4. Member name(s) and contact information (for at least one member)
5. Governing documents, such as constitutions and bylaws, which we recommend you upload.

## Types of Organizations

*Academic clubs:* Natural extensions of classroom learning, academic clubs range from campus-based groups to local chapters of national organizations and allow its members to pursue their intellectual curiosity in a variety of disciplines.

*Athletics & Recreation:* Dance teams, athletic clubs, and game associations provide members with opportunities to stay active while taking a break from the college routine.

*Campus Life:* From student governance to multicultural and international organizations, campus life organizations provide an opportunity to stay involved with Marietta College and its student body.

*Cultural Groups:* With an emphasis on fine arts, cultural groups host and participate in campus concerts and other experiential activities.

*Political Involvement:* Local chapters of political parties and social justice organizations provide members with an opportunity to examine and engage in local, regional, and national issues.

*Religious Groups:* A variety of groups provide campus opportunities for expressing faith and fellowship.

*Service Groups:* Volunteer opportunities provide members to make a difference in their community.

## Student Organization Recognition

At what point do you move from a group of individuals with a common interest into a student organization with a purpose, set of goals, and College backing? This section of the Student Organization Handbook will walk you through the recognition and registration processes from start to finish, outlining the steps in the process and demonstrating the benefits of going through recognition and registration. All forms for recognition and registration can be found at the end of the publication.

### *Recognition Criteria*

In order to gain recognition, groups must meet the following criteria:

1. The mission of the student organization must reflect the values and the mission of Marietta College.
2. The services and activities offered by the organization must be directly related to the organization's mission and must comply with the policies and procedures of Marietta College.
3. The mission, services and activities of the organization should be inherently different from any other already existing student organization.
4. Each student organization must have an advisor who is a full-time member of the Marietta College faculty, staff, or administration.
5. Each student organization must have a leadership board/structure and have at least 5 active members.

### *How to get recognized*

In order to begin a new student organization and become recognized by Marietta College the following steps should be taken:

1. Pick up a Student Organization Handbook Packet from the Office of Campus Involvement in Andrews Hall.
2. Hold organizational meetings with interested students prior to becoming recognized. The OCI will assist in reserving a space.
3. Select a Marietta College advisor. Advisors must be a full-time member of the Marietta College faculty, staff, or administration.
4. Create a constitution and mission statement for your organization.
5. Meet with the staff for a new student organization consultation. The consultation will include an overview of student organization policies, constitutions and mission statements.
6. Submit recognition application (See Forms & Resources) of the proposed organization's constitution, mission statement, and a list of possible services and activities to the Office of Campus Involvement.
7. The application will be reviewed within 30 days of the application date. The Office of Campus Involvement may approve, request additional information, or deny the application.

8. Once fully recognized and registered, the student organization will be afforded all the privileges of a recognized student organization.

### **Recognition Status Definitions**

*Petitioning:* A group seeking recognized status.

*Recognized:* A student organization officially recognized by the Office of Campus Involvement.

*Registered:* A recognized student organization that has submitted current registration materials in.

*Inactive:* A recognized student organization that has not submitted current registration materials.

*Probationary:* A recognized student organization may be placed on probation for a specific period with limited privileges for one of the following:

- Lack of faculty/staff advisor
- Lack of membership
- Non-payment of college bills
- Violation(s) of the Student Code of Conduct

*Suspended:* A recognized student organization may be suspended for disciplinary or financial reasons.

Suspended student organizations lose all privileges granted registered student organizations. An organization may be suspended for one or more of the following reasons:

- Non-payment of college bills for more than 90 days
- An organization is in violation of the Marietta College Student Code of Conduct, Student Organization Handbook and/or Student Handbook
- An organization is in violation of state or federal law

*Revocation:* A recognized student organization may have its recognized status revoked for one or more of the following reasons:

- Non-payment of college bills for more than 120 days
- An organization consistently and seriously violates the Marietta College Code of Conduct, Student Organization Handbook and/or Student Handbook
- An organization is not registered for four consecutive semesters
- Violation of state or federal laws

## **Section 3: Organization Documentation**

### *Membership Roster*

A typed, alphabetized list of members must be submitted to the Office of Campus Involvement at the beginning and conclusion of every semester, or at the request of the OCI. This list should contain, at a minimum, the name, position/title, and contact information for each active member of the organization.

### *Press and Publications*

Whenever possible, a copy of all press releases, periodical articles, online entries, etc. should be submitted to the Office of Campus Involvement for inclusion in the organization's file.

### *Constitution and Bylaws*

Samples of these documents are available in Sections 12 of this handbook.

## Section 4: Hazing

The Office of Campus Involvement encourages students to partake in being a member of an organization and getting involved. However, there are standards of behavior that members of an organization must follow. Hazing is not permitted under the Student Code of Conduct and the laws of the state.

### Ohio Hazing Law (As published in the Ohio Revised Code)

#### Section 2903.31

- (A) As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- (B) (1) No person shall recklessly participate in the hazing of another.  
(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

#### Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

### Marietta College Hazing Policy

No organization, student, advisor, faculty/staff member, or alumnus shall conduct or knowingly permit hazing activities. Hazing activities are defined as any action taken or situation created, whether on or off organization premises, for the purpose of or which is likely to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol and/or drugs; paddling in any form; creation of excessive fatigue, including sleep deprivation; physical and psychological shocks; the deprivation of food and/or water; quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the organization's house; kidnapping of any sort, whether by initiated members or pledges; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.

## **Section 5: Event Notification Form**

Recognized student organizations are required to submit an Event Notification Form to the Office of Campus Involvement in order to receive approval for activities, events, solicitation, advertising, etc. This approval should be received in writing prior to any marketing or advertising occurring.

### *Submission*

The Event Notification Form is due to the Office of Campus Involvement at least two (2) weeks prior to any event, activity, or program that you wish to host. We strongly encourage that you submit the form even earlier, to ensure that potential barriers can be addressed in a timely fashion.

The completed form, including the information and appropriate signatures, should be delivered (in person or via campus mail) to the Office of Campus Involvement in Andrews Hall room 111.

### *Required Information*

1. Event Information: host organization(s), type of event, title and description of the event, date and time, etc.
2. Responsibility Plan: provides the name, position/title, and phone number of each person responsible for managing entry/exit points, distribution of alcohol, etc.
3. Food and Beverages: organizations are asked to provide information regarding any food or beverages present at their event.
4. Management of Guests: provide information regarding who will be invited to attend the event, including if any special restrictions apply. For example, if only members of a specific organization or class of students. For all closed/restricted events, a typed, alphabetized guest list is due to the Office of Campus Involvement by 5pm the business day preceding your event/activity.
5. Terms of Agreement: When requesting approval for an event or activity, organizations are required to agree to the following terms.
  - A. To abide by the policies and procedures of Marietta College as contained in the Student Code of Conduct, Student Handbook, etc.
  - B. To abide by all local, state, and federal laws.
  - C. To ensure that the event/activity will follow the specifications as provided by the form.
  - D. To ensure that the event/activity will comply with the risk management policies of Marietta College and your organization's (inter)national headquarters.
  - E. To ensure that publicity related to this event/activity will not be published until approval is received.
  - F. To ensure that proper identification is supplied when asked of your guests in attendance.
  - G. To ensure that intoxicated/unruly guests be denied admission or immediately removed from the facility with all due diligence and care.
  - H. To ensure that the event/activity is ended in a safe and expedient fashion should the need arise.
  - I. To ensure that the noise level is constantly monitored, paying particular attention to the impact it has on neighboring residents/facilities, exposure to the general public, etc.
  - J. To comply with all instructions or orders provided by Marietta College faculty, staff, representatives, administrators, or law enforcement.
  - K. To comply with all instructions or orders provided by law enforcement or emergency personnel of the city, county, or state where your event/activity is held.

Required Signatures: Event Notification Forms requires signatures from the organization's responsible officer, risk manager (when applicable), president, and advisor.

## **Section 6: Events and Activities**

### **Social Events**

#### *Proposal and Approval*

Permission to host social events will only be granted to registered student organizations. As discussed in Section 5, an Event Notification Form must be submitted to the Office of Campus Involvement fourteen days prior to the scheduled function and event details finalized at least five days prior to the scheduled function.

Events with alcohol will only be approved for events on Friday and Saturday nights. However, non-alcoholic events can be any day of the week. Social events with alcohol will only be permitted if the student organization's advisor or representative will be present at the event.

#### *Attendance*

A finalized guest list must be submitted to the Office of Campus Involvement at least forty-eight hours prior to the event. The guest list must include the names and dates of birth of all individuals attending the social event.

#### *Third Party Vendor Guidelines*

A Third Party Vendor must be utilized to serve alcohol at a social event. The Vendor must:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification cards upon entry;
  - Not serving minors;
  - Not serving individuals who appear to be intoxicated;
  - Maintaining absolute control of ALL alcoholic containers present;
  - Collecting all remaining alcohol at the end of function
  - Removing all alcohol from the premises

Please note that Marietta College's dining partner, Parkhurst Dining, is eligible to serve as a Third Party Vendor if the appropriate permits are obtained from the appropriate local and state agencies.

#### *Procedures for Social Event with Alcohol*

##### *At The Entry/Door*

1. Only one entrance can be used for attendees to enter and leave the social function.
2. All attendees must present a state identification card or passport with photograph to be checked against the guest list when entering the function. Only individuals on the submitted guest list will be permitted to enter.
3. Attendees will not be allowed to leave the social function with any alcohol in their possession.
4. Minors that appear to have previously consumed alcohol will not be allowed to enter the event.
5. Attendees who appear intoxicated will not be allowed to enter the event.

### *During the Event*

Attendees will not be allowed to drink outside the designated drinking area during the social event. The designated drinking areas must be listed on the social function permit.

1. An adequate supply of non-alcoholic beverages must be maintained throughout an alcohol approved social event. Water does not qualify as a non-alcoholic beverage. The percentage of non-alcoholic beverages should be at least equal to the number of guests. Water fountains and coin-operated vending machines DO NOT qualify as acceptable non-alcoholic beverages.
2. An adequate supply of non-salty snacks and other high-protein food items (i.e. breads, meats, cheeses, brownies, vegetables, pizzas, subs, etc. are considered appropriate foods) must be maintained throughout the social function.
3. No drinking games will be permitted.
4. The use of bulk quantities of alcohol are prohibited (i.e. kegs, beer balls, and other common containers).
5. During the last thirty minutes of the function, no alcohol shall be dispensed.

### *Sober Patrol*

1. The Sober Patrol will consist of at least five members of the organization. The student organization's president and the Office of Campus Involvement are responsible for determining and assigning additional members to the Sober Patrol, if necessary.
2. All members of the student organization's Sober Patrol must be members in good standing of the organization.
3. The organization's president in consultation with the organization's advisor shall have the authority during the social function to add additional members to the Sober Patrol, if deemed necessary.
4. The Sober Patrol must fill the following positions:
  - A. At least two **Door Monitors**: These workers must be at the entrance of the social function at all times. Their duties include seeing that the policies in the **At the Door** section are followed and ensure that no alcohol enters or leaves the event.
  - B. At least three **Event Monitors**: The monitors are charged with regulating the social function and maintaining policies. Duties include maintaining the food, maintaining the supply of non-alcoholic beverages, monitoring attendees for intoxication, arranging taxi transportation for any attendee needing transportation, etc.
  - C. All Sober Patrol members should meet one hour prior to the social function to review alcohol procedures and assign specific duties for the evening. The Sober Patrol is not responsible for setting up for the social function.
  - D. All Sober Patrol members are not permitted to consume any alcoholic beverage and/or use a controlled substance twenty-four hours prior to and during the social function.

### *Student Organization Social Event Violations*

Violations of the social function policies and procedures and/or college alcohol and controlled substances policies by a student organization may result in one or more of the following sanctions:

1. Monetary fine up to \$1,000.00.
2. Work penalty up to 10 hours per member.
3. Required alcohol and controlled substance education program for entire membership.
4. Reparations for damages.
5. Social probation for up to one academic year.
6. Loss of recognition.
7. Other sanctions as deemed necessary by the Office of Campus Involvement or the Dean of Students.

## Section 7: Vehicle Policy

The policies below apply to all vehicles owned, leased or rented by Marietta College. Unless specifically authorized by the Vice President for Administration and Finance, these vehicles shall not be operated for personal use or be used by organizations unaffiliated with the college.

When personal vehicles are used, the driver(s) assumes responsibility for any accidents, damages, or injuries that occur. The Office of Campus Involvement recommends that rental vehicles be used whenever possible. A Marietta College vehicle is any licensed motor vehicle that is leased, owned, or rented by the college for the official business of the college, its faculty/staff, registered student organizations, etc.

### *Requirements to Drive a Marietta College Vehicle*

1. The College authorizes and prefers that a member of the faculty, administration or staff drive college vehicles. If student drivers are needed, the student drivers must obtain written authorization from the faculty or staff member sponsoring the trip. All authorized drivers of college vehicles shall:
  - A. Receive official authorization from Marietta College Physical Plant. This authorization may include a written test, background check, or other security measures to ensure fitness to operate a vehicle.
  - B. Be at least 21 years old. Exception: you must be at least 25 years old to rent any van or Sport Utility Vehicle.
  - C. Must have a valid state driver's license.
  - D. Have a favorable motor vehicle background check. Students may have no more than one motor vehicle moving violation.
    - i. Faculty or staff who have more than one moving violation in three years may request that the Marietta College Police Department (MCPD) review their driving record. With concurrence of the College insurance company, MCPD may authorize faculty or staff with up to two violations in three years to drive a college vehicle.
  - E. If driving a vehicle on a one ton or larger chassis or a passenger van with 12 or more seats, you are required to complete an on-line test that will make you more aware of the handling characteristics and defensive driving techniques for these larger vehicles. Not less than ten business days before you drive, contact Physical Plant with the email addresses of the drivers. The on-line test instructions will be emailed within two business days. The test takes about 15 minutes. Once successfully completed, print a certificate for your records. Physical Plant will receive notification within two business days that you are approved to drive.
  - F. Certificates do not expire; drivers only have to pass the test one time. Drivers shall also certify their experience driving the larger vehicle.
  - G. The results of a recent analysis by National Highway Transportation Safety Administration (NHTSA) revealed that 15-passenger vans have a rollover risk that is similar to other light trucks and vans when carrying a few passengers. However, the risk of rollover increases dramatically as the number of occupant's increases from fewer than five occupants to over ten passengers. For safety reasons, Marietta College's policy is that 15 passenger vans shall not be used to transport more than 10 passengers plus a driver.
  - H. For roundtrips greater than 350 miles a relief driver shall be approved and the van shall be a rental rather than a leased vehicle.
2. Departments and organizations shall only allow authorized drivers to operate vehicles with no exceptions.
3. Driver's Responsibilities While Operating the Vehicle:
  - A. Obey all laws and traffic regulations.

- B. Require that all gear be secured under the seats, in the trunk or the rear cargo area so that it will not be a missile hazard in the case of an accident.
- C. No alcohol transported or consumed in the vehicle.
- D. No smoking in college owned or leased vehicles.
- E. If in an accident, follow the accident reporting instructions found in the vehicle glove box.
- F. Refuel and return vehicles to the designated spaces in the Physical Plant parking lot or where otherwise directed.
- G. Clean the vehicles of all debris and lock all doors.
- H. Mark all receipts with the vehicle number or license number, department name, and driver's printed name.
- I. Return keys and credit cards to the Physical Plant or after hours place them in the drop box.
- J. If driving more than eight hours without rest or 350 miles in a day, a relief driver shall be authorized.

#### *Daily Rate*

- Pickup Truck \$70.00/day
- 10 Passenger Van \$70 .00/day

Note that the above rate is subject to adjustment when maintenance, repair, lease fees, or utilization changes. Excess mileage fees of \$0.15/mile may be charged for trips over 350 miles. All rates are subject to change.

#### *Vehicle Reservations*

For the cardholder's protection and savings, faculty and staff with Marietta College Commercial Cards shall make their own reservations directly with a rental car company. Cardholders may also use their commercial card for gasoline purchases. These charges will appear on the employee's Bank One Commercial Card Statement .

To make a rental vehicle reservation with your Commercial Card, call Enterprise at telephone 376-9990 or MKB at 373-0773 and request the Marietta College corporate rate. If you are not using a Commercial Card, you may make your reservation through the Physical Plant extension 4790.

Rental cars should be reserved two working days in advance and vans reserved two weeks in advance. Insurance.

#### *Insurance and Liability*

Except as noted below, when a Marietta College Commercial Card is used to rent a vehicle, the Commercial Card company may provide the insurance coverage for the deductible and covered damages up to \$50,000.

Vehicles excluded from Commercial Card coverage for deductibles include all trucks, vans designed to accommodate 10 passengers or more, trailers, and rentals that extend for 32 consecutive days or more. For excluded vehicles, the driver may elect to purchase the rental agency's waiver of deductible at additional cost.

Marietta College carries liability and physical damage insurance coverage for authorized drivers of all college vehicles as defined above.

1. The current deductible on Marietta College vehicles is \$1,000.00.
2. If a claim results from the use of a personally owned vehicle for college business, the college policy protects Marietta College; the vehicle owner would look to their own insurance carrier for liability and physical damage coverage.
3. For a fee, rental car companies offer optional damage waivers. Departments and organizations may elect the additional coverage. Damage waiver policies and costs may be reviewed in the Physical Plant offices.

### *Accident or Incident*

In the event of an accident or incident:

1. Physical Plant provides emergency management instructions with each vehicle. Please become familiar with this document prior to departing campus.
2. Immediately ensure the safety of all drivers, passengers, and bystanders.
3. Contact local law enforcement authorities by dialing 911.
4. Cooperate fully with all instructions or inquiries issued by law enforcement or emergency response personnel.
5. Contact a member of the staff within the Marietta College Police Department at (740) 376-3333 or (740) 376-4611. Officers will make contact with the appropriate faculty or staff members.

## **Section 8: Bonfire Guidelines**

Registered student organizations may request the ability to host a bonfire (small cooking fire) on the Marietta College Campus. Bonfires are only approved for the Hermann Bowl. The bonfire request form can be found at the Marietta College webpage.

### *Approval*

To receive approval to host a bonfire, the following information must be submitting a minimum of four weeks before the desired bonfire date:

1. Bonfire Request Form to the Office of Campus Involvement
2. A check, cash, or electronic transfer in the amount of \$50.00 to cover the cost of the wood for the bonfire and the recharging of the fire extinguisher. Failure to provide payment will result in denial of the bonfire request.

An email or letter will be provided to the student organization either approving or denying the request. Only bonfires associated with College or student organization activity will be approved.

### *Burn Restrictions*

1. Bonfires on Marietta College's Campus are limited to 3 feet in diameter with flames no higher than 3 feet.
2. Wood will be purchased by Marietta College staff and placed in proximity to the Hermann Bowl.
3. No accelerants (lighter fluid, chemicals, etc.) are permitted.
4. The bonfire must be sufficiently extinguished and should leave no burning/red embers.
  - A. A fire extinguisher will be provided from the Marietta College Police Department upon request, which should be submitted at least one week prior to the event.
  - B. A water hose and facility access key will be provided as an additional source to aid in putting out the fire.
  - C. Do not leave the bonfire unattended if it has not been completely extinguished.
5. The host organization(s) will be required to clean up the bonfire debris. A metal trash can and two metal shovels will be provided.
  - A. Once fire is extinguished and embers cooled, use shovels to move soaked ash and other debris into the provided trash can.
  - B. Do not put debris into campus receptacles or recycling bins.
  - C. Failure to return the Hermann Bowl to its original state after the bonfire will result in an additional \$50.00 cleaning charge billed to the organization(s).
6. Bonfires typically burn no longer than three (3) hours.
7. Weather conditions may impact your ability to host your bonfire. The Office of Campus Involvement encourages the host organization(s) to make weather-related decisions as early as possible.

## **Section 9: Fundraising and Solicitation**

### *Fundraising Policy*

All fundraising, such as sponsoring an event with donations as a form of entry, selling goods or services, etc., must be approved by the Office of Campus Involvement before taking place. Upon the conclusion of the fundraiser, report to the Office of Campus Involvement the amount of money raised and if any problems were encountered. When fundraising, student organizations must keep in mind the missions of both the organization and the Campus, as well as the appropriateness of the message they are portraying. Date auctions or other contests/events where individuals are judged by looks and/or appearance are not acceptable forms of fundraising (see below).

### *Solicitation Policy*

Solicitation will be defined as seeking funding or monetary donations from external sources as a form of fundraising. Student organizations are permitted to do so, but must adhere to the restrictions outlined below.

1. Organizations must complete the Event Notification Form for the event and receive official approval prior to hosting an activity or event.

### *Food Safety*

The preparation, storage, and/or sale of food and beverages should be closely monitored. All recommended and customary precautions should be followed to ensure the safety of all individuals that consume the food or beverages. The organization or individuals providing the food and beverages assumes all responsibility for its safety.

### *Date/Person Auctions*

The purpose of this statement is to discuss briefly three aspects of person auctions that make them inappropriate in the opinion of the Office of Campus Involvement and the Office of Diversity & Inclusion. It is not our intent to propose that the organizations that have sponsored auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

Racial insensitivity: Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of an auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where diversity, civility, and inclusion are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

Gender insensitivity: An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person wanted. Date auctions can tend to create an environment where those expectations may be used to the disadvantage of one or the other participants. Further, auctions tend to rely on heterosexist norms; i.e. that all participants and audience members are comfortable bidding on/being bid on by the opposite sex, which may not be the case. The unfortunate opportunity may also arise for a bidder/participant to un/intentionally "out" another person.

Personal safety: A date auction often involves a "well known" person spending time with a stranger on a "date" that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

Date auctions are almost always held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals. With the many positive and imaginative alternatives that organizations have for raising funds, we feel date auctions are to be avoided and will no longer be allowed to happen on our campus.

#### *Copy Right Laws*

The federal Copyright Act of 1876, all subsequent amendments, and the *United States Code* (USC) govern how copyrighted materials may be utilized publically. These materials include films, television shows, documentaries, etc. Neither the rental, purchase, or lending of a videocassette or DVD carries with it the rights to exhibit such material publically outside the home, unless the site where the copyrighted material is used is property licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, etc. Compliance is required regardless of whether admission is charged or the institution is commercial, non-profit, or if a federal, state, local agency is involved. The creators, owners, studios, and their agents are the only parties authorized to license sites such as colleges and universities. Furthermore, copyrighted material borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showings in colleges, universities, or in any other site which is not properly licensed.

An organization must purchase the rights/license from an authorized company to obtain permission to show copyrighted material. Examples of such companies include Swank Motion Pictures and Criterion Pictures USA.

#### Education Exemption:

Under an educational exemption, copyrighted materials may be exhibited without a license only if the exhibition is:

1. A part of the class section and is of assistance to teaching the course.
2. Supervised by the instructor in a classroom.
3. Attended only by students enrolled in a registered class of an accredited, non-profit educational institution.
4. Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

When utilizing this educational exemption, organizations are required to request and receive official confirmation in writing. Be prepared to present said confirmation whenever requested by faculty/staff of the College.

## **Section 10: Program Planning**

Programming is the art of creating, planning, and implementing activities that help build and provide a sense of community. Programs should address the needs of our students, organizational and community needs, while providing leadership opportunities for those involved in the planning and implementation. Programs can offer a diversion from academic life while providing a cultural, educational and/or an entertaining experience.

### *Program Planning*

The following is a list of things an organization needs to consider when planning a program. It is not a comprehensive list, but will provide a general overview of topics that should be discussed or decided prior to hosting an event or program.

1. Leadership
  - A. Who will be the central person in charge?
  - B. What committees will you need to have involved in the planning?
  - C. Has an advisor been contacted about the event?
2. Resources
  - A. How much will the event cost?
  - B. How will it be funded and who is responsible for securing the funds?
  - C. What other organizations could help you with the event, either with food, prizes, or money?
  - D. What facilities are needed and have they been reserved?
  - E. Is security or parking enforcement needed?
  - F. If necessary, have you submitted the appropriate work orders for installations, inspections, Physical Plant attendees, etc.?
3. Scheduling
  - A. What is the best day and time to have the event?
  - B. Have you checked other sources for any conflicting events?
  - C. Have you submitted the Event Notification Form and received approval
4. Entertainer/Educator and Equipment
  - A. Never sign a contract and make no verbal commitments.
  - B. Have you received and submitted a contract from the individual(s) providing the entertainment or education?
  - C. What special needs do you have regarding sound equipment or staging and who will be responsible for making sure they are met?
  - D. Can the entertainer/educator be utilized elsewhere on campus during their time on campus, such as in a class discussion?
5. Food and Refreshments
  - A. Have you contracted with a vendor for food or refreshments?
  - B. Are there any special dietary needs regarding food, such as allergies, that need to be accommodated?
  - C. How will food be paid for?
  - D. Have you secured the needed paper items, such as napkins, plates, and cups?
6. Advertising
  - A. How do you plan to advertise your event?
  - B. What materials will you need for publicity?
  - C. Who will do the publicity?
7. Clean-up
  - A. What specific tasks need to be done?
  - B. When does the facility need to be cleaned up?
  - C. Do you have the necessary equipment or tools to clean it up?

- D. Who will be responsible for making sure the facility gets cleaned?
  - E. Have you arranged for the appropriate number of trash and recycling receptacles?
  - F. If necessary, have you submitted the appropriate work orders for staff assistance?
8. Follow-up/Evaluation
- A. How will you know if the event was a success?
  - B. Has all the money been accounted for and receipts turned in?
  - C. Have thank you notes been sent?
  - D. Are you providing informative, accurate records for the people in charge next year?

#### *Agreements, Confirmations, and Contracts*

During the planning and programming process, an organization will likely encounter the need to enter into contracts with performers, facilities, and possibly other business entities.

To protect individuals and/or Marietta College from liability, never sign a contract or make verbal commitments. Students are not authorized to sign contracts that place requirements or expectations on the College. Only professional full-time employees are authorized agents of the College. Contracts are requested and signed by a limited number of designated administrators. If a contract is required, student leaders must meet with the Office of Campus Involvement before entering into any verbal or written agreements. Contracts must be completed thirty (30) days prior to an activity/event.

## **Section 11: Advisor**

#### *Advisor(s)*

All student organizations must have a current member of the faculty, staff, or administration as its official advisor. An advisor serves as a link between the college and the organization and should assist the organization in achieving its goals and objectives. The organization may also consult the Office of Campus Involvement for guidance.

#### *Basic Expectations*

1. The advisor will ensure that the organization adheres to all College, city, state, and federal regulations.
2. The advisor and organization members should have defined expectations, preferably detailed within the constitution and bylaws.
3. The advisor should attend the organization's meetings at least once a month, or as frequently as necessary to serve as a benefit to the organization.
4. The advisor should be included in all discussions regarding academic success, risk/crisis management, and other organizational challenges.
5. The advisor should attend, or provide for another faculty member to attend, any social function where alcohol is present or served.

#### *Compensation*

Unless stipulated through the College's annual budget process, the College will not financially compensate advisors for their co- and extra-curricular involvement with student organizations. If expenses are incurred as a part of their involvement, such as travel or event registration fees, the student organization is responsible for funding or reimbursing individuals.

## Section 12: Constitution and Bylaw

### *Constitution*

An organization's constitution provides information regarding its purpose for existing, structure, governance, and means of doing business. The following outline and questions are designed to help write a constitution for an organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the bylaws.

### *Sample Constitution*

#### *PREAMBLE*

This section should be a statement of the organization's establishment. The preamble should contain the name of the organization, when it was founded, and a general reference to its overall purpose or reason for existence.

#### *ARTICLE I. Name*

Section 1. What is the exact title to be used in addressing this organization?

#### *ARTICLE II. Purpose*

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political aim? Why was the group founded?

Section 2. This section should be a statement of the group's willingness to abide by established college policies.

#### *ARTICLE III. Membership*

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for.

Section 3. A nondiscrimination clause, as provided in the Student Handbook, should be included, referencing race, color, creed, sex, and sexual orientation. This clause may be excluded if permitted under Title IX of the Education Amendments of 1972.

Section 4. An anti-hazing statement or agreement, as provided in the Student Handbook.

#### *ARTICLE IV. Officers*

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included in the bylaws.

#### *ARTICLE V. Operations*

Section 1. How are officers elected? What type of ballot? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? Clarify the role of the advisor.

#### *ARTICLE VI. Finances*

Section 1. How will the organization finance its activities?

#### *ARTICLE VII. Amendments*

Section 1. How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are the amendments to be voted upon?

### *Sample Bylaws*

Bylaws are intended to provide the rules regarding the day-to-day governance of the organization. These might change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

It is recommended that the structure mimic that of your constitution, using articles, sections, etc. as necessary. The areas mentioned below are not comprehensive, but provide topics that are generally discussed in bylaw documents.

1. Meetings: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.
2. Officers: List any additional duties or responsibilities assigned to the various officers, which have not already been covered in the constitution.
3. Committees: Name any standing committees and the method to be used for selecting chairperson and committee members. State the duties and responsibilities of these committees. Consider composition, appointment, function, power, duties, membership, financing, and publicity.
4. Financial: Provide for fees, dues, and other assessments (if any); also details regarding delinquencies.
5. Elections: State all election rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.
6. Amendments: Stipulate the method for amending the bylaws.

### **Section 13: Advertising and Public Relations**

It is the policy of Marietta College to allow as much space as possible to recognized organizations for the purpose of publicizing their events and activities. Please note that while the following guidelines are for the entire campus, adherence to individual building's policies is also required.

#### *Approval by the Office of Campus Involvement*

The Office of Campus Involvement must approve all forms of advertising or marketing prior to their appearance on campus or online. When seeking approval, a copy of the material (flyer, banner, text, etc.) must be submitted for inclusion in the organization's file.

#### *Advertising*

1. A recognized organization must sponsor the materials and be included on the advertisement.
2. Distribution will be limited to the areas set aside for advertising purposes. This includes bulletin boards, stair railings and banisters, etc.
3. At no time are materials to be taped, glued, tacked, or otherwise affixed to doors, walls, windows, or other building surfaces not specifically designated for such purposes. This also includes sidewalks, stairs and trash cans.
4. Posters and signs must be no larger than 11" x 17" in size.
5. Materials must be removed within forty-eight (48) hours following an event or activity. Advertisements remaining after this period will be disposed of at the organization's expense.
6. Although alcohol may be served at an event if approved, advertisements containing inappropriate references to alcohol will not be approved.
7. Office of Campus Involvement reserves the right to deny approval for any advertisements on the basis of good taste and adherence to advertising guidelines.
8. Exceptions may be made on a case-by-case basis with the approval of the Dean of Students.

#### *Print Shop*

To have materials such as posters, flyers, tickets, or table tents printed, or for photocopying in large quantities, please contact the Print Shop, which is located in the basement of Irvine.

#### *Banner Policy*

Organizations and individuals are permitted to create or purchase banners for display on campus. Banners are subject to approval, as outlined above.

1. The display of banners is on a first-come, first-serve basis.
2. Rope, ribbon, zip ties, or similar means should be used to attach banners to the railings of approved locations, including Gilman Student Center and the Legacy Library. Tape and other forms of adhesive are prohibited.
3. Organizations are responsible for the removal of their banner after the forty-eight hour grace period.
4. Banners should be of good quality, providing pertinent information and utilizing appropriate text, images, etc. Common materials include bed sheets, shower curtains, and vinyl.

#### *Chalking the Mall*

Organizations and individuals are permitted to chalk on campus.

1. Chalking on campus is limited to flat ground where rain can wash the chalk away. Buildings, stairs, or under awnings are prohibited.
2. Chalk must be non-toxic sidewalk chalk. Paint, dyes, or other inks are not acceptable and will result in fines and damage charges being assessed to the individual and/or group.
3. Any words, phrases, or images found to be of poor taste or in violation of the Student Code of Conduct will be removed immediately. Individuals and/or organizations found to be in violation of this policy will be submitted to the Office of the Dean of Students for pertinent conduct violations.

#### *Painting The Rock*

Organizations and individuals are permitted to paint The Rock, located on the lawn of the McDonough Center for Leadership and Business.

1. Painting The Rock is limited to the rock only. Painting the surrounding trees, grass, buildings, trash cans, etc. is prohibited. Damage or vandalism will subject the offending organization and/or individuals to fines and damage charges.
2. Twenty-Four Hour Courtesy Rule: Organizations and individuals will grant the preceding display a full twenty-four hours of visibility before covering with new material.
3. Any words, phrases, or images found to be of poor taste or in violation of the Student Code of Conduct will be removed immediately. Individuals and/or organizations found to be in violation of this policy will be submitted to the Office of the Dean of Students for pertinent conduct violations.

#### *Distribution and Charges*

Distribution of materials in violation of the above policies may result in removal of materials. Violations may cause an organization or individual to lose advertising privileges and/or be subject to the code of conduct process.

## **Section 14: Finance**

#### *Fundraising*

Individuals and organizations are permitted to solicit the campus community for the purpose of raising funds for their organization, an event/activity, a philanthropic organization, etc. As with other activities and events, approval must be granted following the submission of an Event Notification Form as previously described.

1. Only established, reputable organizations will be approved to receive funds through solicitation on campus.
2. The Office of Campus Involvement strongly encourages individuals and organizations to collaborate with the Office of Civic Engagement to ensure best practices are considered. This is especially important when partnering with local organizations in the surrounding city, county, and region.
3. Accurate records of the funds received must be submitted to the Office of Campus Involvement for inclusion in the organization's file.

4. Any behavior, words, phrases, or images found to be of poor taste or in violation of the Student Code of Conduct will be addressed immediately. Individuals and/or organizations found to be in violation of this policy will be submitted to the Office of the Dean of Students for pertinent conduct violations.

#### *Cash Box*

Individuals and organizations may request the use of a cash box for the handling and storage of cash, coins, and checks received.

1. Cash boxes are distributed on a first come, first served basis for a predetermined length of time.
2. Cash boxes should be supervised and secured at all times to avoid theft or loss. Funds lost due to theft or loss are the responsibility of the individual or organization managing the cash box.
3. Small bills and coins may be requested for the purpose of providing a beginning change fund. Please indicate what is needed when communicating with the Office of Campus Involvement. At least one full business day is needed to acquire the requested currency.
4. Cash boxes and any currency provided should be returned immediately following the conclusion of any event/activity. If the conclusion falls outside normal business hours, items should be returned at 8:30am the next business day.

#### *Internal Accounts*

Organizations are permitted to maintain an internal billing account. Any funds that are not received from Student Senate appropriations should be deposited here. These accounts will provide organizations the opportunity to deposit funds and make payments through the College's Business Office standard procedures. If you would like to establish an internal account, please notify the Office of Campus Involvement.

Advisors will receive quarterly account updates from the Marietta College Business Office.

#### *Student Senate Appropriations*

Marietta College's Student Senate seeks to provide capable, representative, and responsible leadership in student life and activities, and to provide a legitimate channel through which the views of the student body may be represented to the other areas of the Marietta College community. Student Senate coordinates the appropriation of student fee funds toward clubs and organizations.

1. Purpose: Marietta College provides Student Senate with an annual budget for different purposes, including appropriating money to clubs and organizations. The intention behind the appropriations process is to assist organizations with events, programs, conferences, and other activities that will benefit the student body. Since Marietta College maintains an emphasis on preparing students for the world of work, the Student Senate helps to give students in organizations the opportunities to gain practical experience to better prepare these students for life outside of college.
2. Eligibility Requirements
  - A. Must be a registered organization with the Office of Campus Involvement.
  - B. Must attend the Student Senate Appropriations Workshop and OCI training.
  - C. Must submit appropriations application before the announced deadline.
3. Appropriations Workshop
  - A. There will be a required workshop offered in the Fall and in the Spring.
  - B. Each organization must have a representative attend the workshop.
  - C. If a representative from the organization cannot attend the workshop, the President of the organization must contact the Senate Treasurer in advance and provide an explanation as to why they cannot attend. The Senate Treasurer will determine if this is a valid excuse then allow for a make-up workshop.
  - D. The workshop will cover the appropriations process in full and answer any questions that organizations may have about the process.

4. Application
  - A. Two (2) weeks prior to the submission deadline, each president of a registered student organization will receive a notification of the upcoming deadline and will have access to the application on the Student Senate webpage.
  - B. The application must be submitted by 5:00pm the Friday preceding the appropriations meeting.
5. Appropriations Committee Meeting
  - A. Prior to the week of the Student Senate's appropriations meeting, a meeting will be held with all organizations that have submitted an application.
  - B. Each organization seeking appropriations must ensure that at least one (1) representative is present.
  - C. Organization representatives will be called before the Student Senate Appropriations Committee to answer questions, provide clarification, etc.
  - D. Failure to be represented and/or provide adequate information will result in no funds being appropriated to an organization.
6. Notification of Results
  - A. A member of the appropriations committee will email the President, Treasurer and Advisor of the organization within 48 hours of the Senate meeting to inform them of the results.
  - B. If funds have been appropriated, the amount appropriated will be listed, as well as any limitations as to the usage of the funds established by Student Senate and information on how to access the funds.
  - C. If funds have not been appropriated, an explanation of why the request was denied will be provided.
  - D. If the request has been tabled due to questions raised during the meeting/a lack of information, a request for answers to questions/additional information will be sent.
7. Expiration - All funds appropriated by Student Senate must be spent prior to the closing of business on the last day of classes for the semester in which they were appropriated. Once past this deadline, all unused appropriated funds return to the control of Student Senate.
8. Reappropriation - All funds appropriated by Student Senate must be utilized for the purpose for which they received approval.
  - A. An organization may request to have unused funds appropriated elsewhere. Such a request must be made in writing (via email) to the Student Senate Treasurer.
  - B. All requests are evaluated on a case-by-case basis and decisions are made at the discretion of the Appropriations Committee.

*Funded Activities and Purchases*

Student Senate will fund the following:

1. Conference registration fees for no more than 15 individuals and/or no more than \$75/person. An up-to-date roster is required at the Appropriations Committee Meeting.
2. Hotel expenses for speakers and/or guests are limited to one (1) night.
3. Transportation expenses, such as fuel, airfare, bus fare, taxis.
4. Activities that benefit the entire student body.
5. Food and beverages for no more than two (2) events and \$50.00 per event.

The above mentioned items are funded only at the approval of the Appropriations Committee and Student Senate. There is no guarantee that Student Senate will award a club or organization funding for all of the

above mentioned items. Items not mentioned also may be funded at the discretion of the Appropriations Committee and Student Senate.

Student Senate will not fund:

1. T-Shirts or other clothing
2. Student housing or lodging expenses
3. Office furnishings
4. Contributions to organizations outside of the Marietta College Community
5. A petty cash account
6. Expenses related to an individual's attendance at Marietta College, such as tuition, room, board, etc.
7. Reimbursements without proper receipt(s)
8. Unauthorized purchases

Exceptions may be made only at the discretion of the Appropriations Committee and/or Student Senate.

### *Spending Procedures*

When utilizing an internal account or Student Senate appropriations, all financial functions should be coordinated through the Office of Campus Involvement.

1. Prior to making any purchase or requesting a contract, please consult with the staff in the Office of Campus Involvement.
2. The Office of Campus Involvement can provide access to a College-owned credit card for the purchase of approved items. Access to a credit card is offered on a first come, first served basis as managed by the office's staff.
  - A. Possession of a College-owned credit card is restricted to four-hour periods. When necessary, possession can be granted for an overnight purchase. When such an exception is granted, the credit card must be returned by 8:30am the following business day.
  - B. Any purchase made with a Marietta College credit card must follow all rules and procedures established by the Business Office. This includes, but is not limited to, all rules regarding Ohio state sales tax exemption, daily and weekly purchasing limits, etc.
  - C. Following any purchase, all original receipts must be submitted to the Office of Campus Involvement.
3. All contracts and invoices should be submitted to the Office of Campus Involvement for processing as soon as they are received. Please allow at least two (2) weeks for processing, from the time of receipt to payment being received.
4. All contracts must be completed four (4) weeks prior to the date of the event/activity.
5. Marietta College does not permit full payment for services not yet rendered by a vendor or entertainer/educator. However, deposits or partial payments are permitted when indicated in a contract or invoice.

## **Section 15: Conduct and Discipline**

Student organization members, officers, and advisors are expected to follow Marietta College policies and the laws of the State of Ohio and surrounding states. Violations of these policies and/or laws will be submitted to the student conduct system as administered by the Office of the Dean of Students. Please see the Student Handbook and most up-to-date Code of Conduct for more information.