



2019-2020  
**Student  
Organization  
Manual**





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## **Welcome, Student Organizations!**

On the behalf of Missouri Valley College and the Office of Student Affairs, student involvement is vital for the overall college experience. Getting involved through athletics, performing arts, student organizations, and Greek life gives each student the opportunity to enrich their leadership skills, social lives, and personal growth. With the variety of many different student organizations, students have the power to impact fellow classmates around them. Being a part of an organization and/ or club gives students an opportunity to be involved in experiencing Viking Pride.

Student Affairs Office at Missouri Valley College encourages students to be proud of their interests and start a new club or organization. This manual was created by Student Affairs to help student leaders and advisors with running an organization. All student members are advised to read and understand the information published in this manual.

Student Organization Questions, Comments or Concerns? Director of Student Activities and the Malcolm Center 660-831-4009 [activities@moval.edu](mailto:activities@moval.edu) Student Affairs Office- Malcolm Center



## Section I

### **About Student Organizations at Valley!**

Student organizations at Missouri Valley College are for students by students. Being involved in a student organization equips students with leadership skills and the ability to try new things. From planning and executing a concert to volunteering time at the animal shelter, students have the chance to get involved in some unique experiences. Currently there are 20+ organizations with room for more.

**Benefits of Being a Registered Student Organization** Of course, every student wants to know, “What’s in it for me?” Below you will find the perks of being in a student organization and why your group should register:

- The use of on-campus facilities and table reservations
- Post approved events in designated areas
- Sponsoring speakers, activities, and/ or events
- Request funding for your organizations
- Permission to fundraise
- Hold a leadership position
- Being involved in something greater than yourself
- Access to printing and personal email accounts

**Expectations of Student Organizations** All student organizations have their own responsibilities and duties that need to be fulfilled. These duties, confirmed through the Student Affairs Office, need to be completed throughout the year to stay as an active recognized organization. The following is a must:

- Renew the student organization every year
- Maintain accurate student organization profile and web info
- Fulfill the campus engagement and involvement criteria
- Attend the Involvement Fairs in Fall and Spring



**Yearly/Semester Renewals** Each August organization lose members and gain members. The easiest way for the Student Affairs Office to keep up with all the changes is to have the president of the organization fill out a Renewal Form. This will help keep our records up to date of which organizations we have to offer on campus. The form has to be completed and turned in by the last Friday of September. If a form is not completed, the organization will not have active status for that academic year. The form can be located on [www.moval.edu/student-life](http://www.moval.edu/student-life) under Clubs and Organizations under Important Documents. When completing this form, you will need the following:

- Advisor Information
- Any changes to the Bylaws or Constitution
- Updated roster list, including new officers

Each semester, organizations and clubs are required to submit updated roster. The list must include contact information for all executive members. The link can be found on the website as well.

**Campus Engagement and Involvement** Although organizations have their own agendas, it is important to embrace campus engagement and involvement. The best way to promote your organization to campus and the community is through programming. The following criterion is a must in order to maintain recognition of your organization:

- Must attend Involvement Fair in the Fall and Spring
- A representative must attend the annual Student Leader Convocation Banquet in the Fall along with the Convocation Ceremony
- Must host and/ or co-host one event on campus per semester (not including fundraisers)
- Must complete at least one three (3) hours of community service project for the academic year. Documentation must be submitted by the first of May

If organizations need help thinking of ideas for events, use your advisor! The Director of Student Activities can also provide assistance.

**Organization Orientation** Each fall, after the student organizations have been renewed, there will be a student organization orientation for all student executive board members and advisors of the organizations. The Director of Student Activities will explain the changes to



rules and regulations regarding student organizations as well as any expectations for the year to come. All student leaders and advisors are required to attend. Any members of the organizations are more than welcome to attend as well. This meeting is held to help the advisors and students clearly understand their role and their responsibility within their organizations. This will also allow for new organizations and advisors of new organizations to get caught up on the rules of being an organization. Organizations not in attendance may not be considered active for that academic year.



## Section II

### Getting Started

Starting a new organization on campus is simple. But first, take a look at the list of student organizations that the college has to offer and determine if the new group would be beneficial on campus. The list of Student Organizations can be found on the website or by visiting this link [Student Organizations](#). The Director of Student Activities and the executive board members of Student Government Association would be a great resource in hearing your new ideas and can facilitate the registration process. New organizations may be created at any time.

**Organization Recognition Process** To become an organization at Missouri Valley College, the New Student Organization Application needs to be completed. To complete this application, you will need to complete the following steps:

1. The organization needs to have five members, two of which will need to be officers of the organization.
  - a. The roster will need to be included in the application.
2. A president needs to be appointed to represent the organization.
3. A set of bylaws and a constitution will need to be drafted to detail what the group stands for.
4. The organization will need to find an advisor that is a full time faculty or staff member of Missouri Valley College.
5. The type of organization needs to be determined. Example: Sports Recreation, Cultural, Honorary, Greek, etc.

**Members and Officers** There needs to be at least five (5) members that are currently enrolled at MVC. Two (2) of the five (5) members will need to be officers, including the president. A member roster will need to be submitted along with the application.





**Type of Organization** There are all different types of organizations. In order to help clarify what your group is about, it will need to be classified into a category. The different types of categories to choose from are academic and professional, creative or performing arts, cultural and international, Greek, honorary, religious or spiritual, service, special interest, social or political awareness, and sports recreation.

**Bylaws and Constitution** An important part of are their rules and what they represent. Every group is different. In order to make sure that it is truthful and honest, the president and the other main students helping develop the group must develop the bylaws and a constitution. If it is a nationally recognized club, some of the national offices will already have the bylaws in place. The information that should be included in the constitution and bylaws are below. A sample bylaw and constitution is provided in the appendix.

- I. Name of Organization II. Objective III. Membership
- IV. Officers
- V. Voting VI. Statement of Non-Discrimination VII. Financial Obligation VIII. Statement of Non-hazing
- IX. Statement of Compliance with Campus Regulation

**Advising** Each club or organization is required to have an advisor. This person must be a full time employee of Missouri Valley College. The advisor will act as a mentor, helping with the development and growth of the group. If you need help finding an advisor, contact the Director of Student Activities.

**Name Policy** When creating a name for your organization, remember that you want something that will stand out to potential members. It should be concise and representative of the organization. Please do not include MVC, Missouri Valley College's or any other derivative in your student organization name. You will not be allowed to use the college's name when off campus. Names of organizations must not violate copyright or licensing laws, must not be slanderous in nature, and must not contain profanity, derogatory words or themes, innuendo or lewd language.

**Membership Requirements** Student organizations are open to all enrolled students. They may not discriminate on the basis of gender, race, religion, color, national or ethnic origin, sexual orientation, or disability.



**Student Affairs Completion** Once all of these steps are completed, the application can be filled out and turned into the Director of Student Activities for approval via google form. A meeting with the Director of Student Activities and executive board members of SGA will need to be made for a presentation. Voting for the new Student Organization will take place after the presentation and Association to finalize the creation of the club.



## Section III

### Organization Conduct

As a MVC student organization, you are representing Missouri Valley College. Therefore, all MVC student organizations are expected to follow all Missouri Valley College policies and regulations. As stated in the Missouri Valley College Student Handbook:

“It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records, and all contacts with faculty and staff. Academic dishonesty will not be tolerated. It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the rights of other students, staff, and instructors to a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.”

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to college policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution.

**Respect for College Officials** Students must not interfere with the teaching, research, administration, disciplinary proceedings, or other college activities. Students must comply with the lawful instructions of college officials, including residence hall personnel, and must not interfere with any individual in the performance of his or her assigned responsibilities. Students are expected to cooperate fully with all investigations involving violations of Missouri Valley College policies, rules, or regulations. Students must comply with all disciplinary decisions and sanctions within the judicial process. In addition to the expectations set forth in this handbook, students must comply with all written instructions received via email, posted bulletin, published on the web site, U.S. mail or verbal instruction of a college official including the Residence Life staff members.



**Respect for Facilities** Destruction of property or any attempt to destroy or damage property belonging to the College, to a member of the College community, or to a guest of the College or a community member on the campus is prohibited. This includes all property owned, managed, or controlled by Missouri Valley College on campus or off.

**Respect for Others** The following actions committed on or off the campus against any member of the Missouri Valley College community are prohibited:

- **Abuse:** An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. Racial, ethnic, or sexual comments that demean or defame are also prohibited. Emails are considered written exchange. This type of behavior will also not be tolerated towards representatives from opposing schools or athletic officials.
- **Ethnic intimidation:** A crime in the state of Missouri. Persons or groups who harass members of certain ethnic or religious groups may be prosecuted. Violators may incur both campus and criminal charges.
- **Assault:** Conduct that threatens or endangers the physical or emotional safety of another person. This includes but is not limited to fighting.
- **Harassment or Hazing:** An act that intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. Under Missouri State Law, persons engaging in such acts may be prosecuted.
- **Sexual Harassment:** Any attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands.
- **Sexual Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non- forcible sex offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape may fall into either category. This may include sexual intercourse with a person who is under the influence of alcohol or drugs.



- **Obscene Conduct:** Any indecent exposure or action of an obscene, lewd, or indecent nature. This may include public urination.
- **Disorderly Conduct:** Any conduct, including but not limited to drunkenness, which disturbs the peace of the campus. Excessive noise or public nuisance disruptive to the College and surrounding neighborhoods is prohibited

**Alcohol Policy** Possession, distribution, or use of alcoholic beverages or related items in any College owned or controlled or adjacent facility at any College function or while representing the College is prohibited. Alcohol related items may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed in the residence halls or elsewhere on campus. Students who attend gatherings in College housing at which alcohol is present will suffer the consequences of possession of alcohol. Distribution of alcohol to minors is prohibited. When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions as a unit. **Sanctions on a group or organization may include a fine up to \$500 for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.**

**Drug Policy** Unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or paraphernalia for use of the same as defined by existing state and local statutes is prohibited. All drug offenses are subject to criminal action. Persons engaging in the sale of narcotics or drug-related felony will be dismissed. Students who violate state or federal drug laws may lose the opportunity to receive federal financial aid. Students convicted for drug offenses must inform the Dean of Students with information concerning the conviction within 72 hours of their conviction.



**Non-Discrimination Policy** Missouri Valley College is an Equal Opportunity Employer. Further, the College complies with the Civil Rights Act of 1964, as amended, The Americans with Disabilities Act of 1990, and other legislation that prohibits discrimination in employment and access to educational programs. Missouri Valley College is committed to a policy of non-discrimination and is dedicated to providing a positive, discrimination-free educational work environment. Any kind of intimidation, harassment, or discrimination, i.e., racial, color, age, sex, creed, ethnic origin, or handicap, is unacceptable conduct and will not be condoned. For the purpose of this policy,

discrimination, harassment, or intimidation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny any individual or group those rights, freedoms, or opportunities available to all members of the College community. The College is interested in meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Missouri Valley College's policy of non-discrimination should be directed to the Chief Academic Officer or the President.

**Hazing** Hazing, whether by a group, organization, or team of Missouri Valley College of any degree as defined by Missouri law, will not be permitted. If any members of a group, organization, or team at Missouri Valley College are present for, or act as participants in hazing activity, they will be subject to disciplinary actions and/or dismissal from the College and the individuals may be held criminally responsible for the act under state law. In the event that a hazing act is reported implicating a recognized campus organization, the national office of that particular recognized organization will be notified and requested to do an investigation. The particular organization may also be placed on temporary suspension until the investigation is completed. Missouri Valley College will define hazing according to Missouri law, to wit: **Missouri Revised Statutes Chapter 578 Miscellaneous Offenses Section 578.365 August 28, 1997 Definitions** As used in sections 578.360 to 578.365, unless the context clearly requires otherwise, the following terms have these meanings: - **"Educational institution"** - a public or private college or university; -**"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.



## Section IV

### Event Planning

The office of Student Affairs must approve **ALL** events, activities and fundraisers. All requested events must be in conjunction with the mission of MVC Student Activities. Events that may be controversial or in any way offensive to the MVC or community may not be approved. All submissions need to be turned in at least 10 business days prior to requested event date. Organization meetings do not need to be approved unless an event or activity is scheduled during the meeting.

**Event Approval Process** In order to host an event as an MVC student organization, the president needs to complete an Event Application. The application will need all event information, along with the advisor's contact information and be submitted upon completion. Presidents can find the event application online under "Student Organizations" from the moval website or with the Director of Student Activities. Approval process should take no longer than 72 hours. If there are any questions or concerns, schedule a meeting with the Director of Student Activities to discuss them. Once the event is approved by the Director of Student Activities the organization may start preparing for the event. If the event is not approved, make an appointment to meet with the Director of Student Activities to discuss why the event was not approved.

**Posting Flyers/Advertisements** Announcements of meetings and events by campus-approved organizations may be posted in designated areas after receiving approval signature. The organization must bring the original copy for stamping or send via email before making duplicates. Individuals and organizations are permitted to post notices only if approved.

**Contracts** Before signing any type of contract for any entertainers, speakers, or events, you should understand that you and the organization are responsible for the contract and its contents. Missouri Valley College cannot be listed as the responsible party for any contracts.





## **Fundraising**

Any organizational fundraising must be approved by the Development Office. The president must fill out the Fundraising Event Application form found online on the Intranet process. Fundraising events must be submitted 10 business days before the prospective event. Please allow for 72 hours for approval. The organization must be able to present financial records of all events held that raised money to the Student Affairs Office upon request. Any type of solicitation to faculty, staff or college alumni without approval is prohibited.

**Using MVC Facilities** Before using any college facility, and after the event application is approved, the Student president will need to coordinate with the appropriate facility coordinator. To reserve a MVC facility, the MVC Room Reservation system will need to be completed more than 24 hours before event or by contacting the Student Affairs Office between 8:00AM-4:30PM. Only recognized student organizations can use MVC's facilities. This applies if a student organization wants to use any rooms for a meeting or if they want to use a table in front of the café for any fundraising, sign ups, etc. Only two (2) Student organizations can request a table outside of the café at a time and no longer than three (3) consecutive days.

## Section V

**For Advisors** What is an advisor? A student organization advisor is a faculty or staff member who provides support and mentoring to officers and members of a student organization. The advisor is not only the representative of the group, but also acts as a liaison for the Student Affairs Office and the organization. The advisor is one who gives ideas, insight, and encourages the organization to grow and develop. The advisor should be available and accessible for their organizations.

**Know the policies and procedures** Advisors should be familiar with the policies and procedures that apply to their organization which include Event Application, Organization Renewal, Organization Orientation and the Student Code of Conduct. If you think your students might be going against policy, you might ask them, “Are you following the rules and regulations?” and “Do you need to change your plans due to the policy?” Advisors may be required to step in and be more direct in instructing the students regarding their choices.

**Know your organization** Advisors usually serve as official points of contact for the college and community regarding their organization. You should be in the know about what your organization is doing and planning so that you can answer questions from Student Activities. Tell your students you expect to be informed about their events and work with them to establish how you will achieve that. Ways to do that is to attend meetings, meet with officers individually, and read meeting minutes to keep everyone on the same page.

**Promote Learning Experiences** Being a leader in a student organization is an important part of a student educational experience. Student organizations offer opportunities to learn about event planning communication, team work, professionalism, policies and procedures, and much more. An advisor should assist with the transitioning stage of officers. Also, connecting outside of the classroom is associated with better grades, a stronger connection to the college and improved retention and graduation rates.



## Appendix

**BY-LAWS** A required part of the Student Organization Constitution I. Cabinet A. President 1. Coordinates all activities of the organization. 2. Liaison to University community. 3. Official representative of organization. 4. Calls regular and special meetings. 5. Presides at meetings. 6. Prepares agenda for meetings. B. Vice President 1. Assumes duties of president, when necessary. 2. Assists president in coordination activities. C. Secretary 1. Maintains accurate and current information of the organization and membership. 2. Assists president and vice-president to coordinate activities. 3. Keeps accurate minutes of each meeting and forwards copies to officers. 4. Keeps attendance records for meetings. D. Treasurer 1. Maintains accurate and current account of all organizational funds. 2. Responsible for dispensing of funds in accordance with goals and programs established by organization. II. Meetings Meetings will be open to all members. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

**Sample Student Organization Constitution and Bylaws** This is a sample constitution provided by Student Activities to assist your student organization in creating a constitution that meets the standards for official Missouri Valley College registration. Additional information and detail may be added/adjusted as needed. Please use this sample and insert organization-specific information in the blanks. **ARTICLE I – Name** The name of this organization shall

be: \_\_\_\_\_ The organization is a student organization at Missouri Valley College. **ARTICLE II – Objectives** The objectives of the organization shall be: a. To promote interest in \_\_\_\_\_ b. To provide fellowship among students. c. To represent student needs and wants in regard to \_\_\_\_\_ d. To provide a forum for the presentation of innovative ideas to the benefit of the college community.

**ARTICLE III – Membership** Must be included exactly as found here; additional membership information optional Any student at Missouri Valley College is eligible to be an active member and may hold office. **ARTICLE IV – Officers** 1. Election of Officers. a. The officers of this organization are president, vice president, secretary, and treasurer. b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory. c. Election of officers will take place during the 3<sup>rd</sup> week of the fall semester. d. Officers will assume office for the period of



one year. 2. Recall of Officers a. Officers are subject to recall for malfeasance in office. b. Recall procedures will be initiated at the request of five active members. c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties. d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

**ARTICLE V – Voting** 1. This constitution and by-laws may be amended by a 2/3 vote of those voting, a quorum being present. 2. Voting on amendments must be conducted after a minimum notice of 2 weeks. **ARTICLE VI – Statement of Non-discrimination** Must be included and

stated exactly as found here This student organization is open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status.

This includes, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office. (Upon providing proof of exemption according to Federal Law, Greek Social organizations may omit sex) **ARTICLE VII – Financial Obligations** A majority of voting members of this organization may determine reasonable dues and fees assessed to

each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the

organization not covered by funds on deposit. **ARTICLE VIII – Statement of Non-Hazing** Must be included exactly as found here This organization will not engage in hazing,

participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. **ARTICLE IX – Statement of Compliance with**

**Campus Regulations** Must be included exactly as found here This organization shall comply with all college and campus policies and regulations and local, state, and federal laws.

### **Event Planning Checklist**

**Date** • Decide on a date that works for all members in the organization. Make sure to submit an Event Application form 10 business days before the event.

- Choose a date that does not conflict with other campus activities or events. Check with the reservations specialist or campus calendar.



## **Location**

- Choose a location that will accommodate the expected attendance of guest.
- Determine any special needs for equipment or supplies (i.e. computer, microphone, projector rental, tables, chairs, etc)

## **Time**

- Choose a time that would provide the best option for guest to attend
  - Determine when other members should arrive to setup

## **Budget**

- Provide all expenses and incoming fees (food, supplies, down payments, etc.)
- Try to stay on budget without going over

## **Advertising**

- Create flyers, emails, and use social media outlets that are free
- Print an original flyer and have it approved by Student Affairs Office before making duplicates
- Be creative

## **Risk Management**

- Ensure that all policies and procedures are being followed according to the Student Conduct rules



## **Helpful Numbers**

### **Malcolm Center for Student Life Student Affairs Office 660-831-4086**

Director of Student Activities - 660-831-4009

Director of Housing and Res. Life -660-831-4652

Vice President of Student Affairs- 660-831-4087

### **Student Health Services**

Campus Counselor- 660-831-4139

Nurse- 660-831-4012

**Public Safety Office** Director of Public Safety- 660-831-4228 or  
660-815-0111