



**NORTH PARK
UNIVERSITY**
CHICAGO

Office of Student Activities
Center for Student Engagement

2022-2023 RSO Handbook



RSO

REGISTERED STUDENT ORGANIZATION

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General Disclaimer: Changes may be made to this handbook at the discretion of North Park University without notice at any time. Information regarding any changes will be made available as soon as practicable.

Section I: General Information

At North Park, Registered Student Organizations serve valuable, educational functions, offering students the opportunity to join in academic/professional, honor, political, service, social, cultural and/or spiritual groups and societies. RSO's allow students to assume various leadership roles that provide insight on how to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of North Park. RSOs offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

Definitions

Registered Student Organizations are entities initiated and directed by a group of current North Park traditional undergraduate students who share a common vision in promoting an extra-curricular or co-curricular mission. Student led organizations enrich the campus and North Park University community life by providing opportunities for professional and personal development.

To qualify as an RSO, a student organization must be:

1. Recognized by the Student Government Association (SGA)
2. Registered with the Office of Student Activities
3. Maintain a site on myNPU-Engage
4. Operate in accordance with these policies and procedures

To qualify as a student organization under the Diversity Office and Intercultural Life, the organization must be registered with the office and adhere to their requirements, policies, and procedures in addition to the policies in this handbook.

“Ad Hoc” Student Organizations are entities directed by a group of current North Park traditional undergraduate students and is under the supervision of an office or department. These organizations will also need to adhere to separate requirements, policies, and procedures as they are unique entities.

Categories

Student organizations are categorized into five types: Academic, Diversity Office Clubs (DOCs), Social, Club Sport, and Media and Periodical Publications.

Each category also has an SGA representative who operates as a liaison and advocate for different RSOs. Refer to the SGA Constitution on myNPU-Engage (posted under “Documents”) to find your RSO's representative.)

Responsibilities of SGA Representatives include:

- Maintains a calendar of RSO events for the corresponding category (i.e. academic, social).
- Liaison between the SGA Treasurer and RSOs in requests for legislation about additional funding.
- Liaison between the Treasurer and RSOs for the corresponding category (ie. academic, social) throughout the budget process.
- Assist students in forming new RSOs in the corresponding category.
- Assist clubs with in collaborating with other RSOs and departments.

- Assist RSOs with event planning, fundraising, membership recruitment, officer elections and transitions, and outreach to the North Park community when requested.
- Organize and conduct bi semester meetings with all the corresponding RSO officers. Keep records of attendance and minutes of each meeting.

Below is a definition of the different types as well as unique policies for each category.

Category	Description	SGA
Academic	<ul style="list-style-type: none"> • Promote development in an academic area or discipline. • Organizations affiliated with an academic department, major, or National Professional or Academic Society. <ul style="list-style-type: none"> ◦ Nationally affiliated academic RSOs are eligible to use SGA funds for graduation cords. • Organizations that recognize high academic achievement and generally require a demonstrated interest in a career or academic discipline. • Membership requirements may include a certain grade point average, leadership and involvement experience, credit hours, or academic discipline. 	SGA Academic Life Representative <ul style="list-style-type: none"> • Must be a member and/or officer of an academic RSO. • Exceptions include the Fine Arts Representative
Diversity Office Clubs (DOCs)	<ul style="list-style-type: none"> • Organizations with a focus on advocacy, celebrating diverse backgrounds, and providing education on various social identities (e.g., race, gender, ancestry, personal identity, sexual orientation, etc.) 	SGA Diversity Representative <ul style="list-style-type: none"> • Appointed by the Office of Diversity and Intercultural Life.
Social	<ul style="list-style-type: none"> • Organizations that provide social and media outlets for on campus projects and membership. requirements include a commitment to work for and/or an interest in a cause or project. • Organizations with a focus on any general area of interest, topic, or special issue including social and political causes. 	Commuter & Residence Life Representative <ul style="list-style-type: none"> • Elected from representative group.
Club Sport	<ul style="list-style-type: none"> • Organizations promoting participation in intramural or extramural sports and competitions. 	Student Athletic Representative <ul style="list-style-type: none"> • Appointed by the Student Athletic Advisory Committee (SAAC)
Media & Periodical Publications	<ul style="list-style-type: none"> • Organizations that are student - operated publications which publish on a regular basis either online or in print. 	SGA Vice President <ul style="list-style-type: none"> • Elected by the student body.

Starting a New Student Organization

Starting a student organization can be a rewarding experience. By registering your student organization with the Student Activities Office and Student Government Association, your organization may take advantage of campus resources to promote your organization, recruit members, hold meetings and support other activities.

RSOs each must be unique entities as demonstrated by their organization name, mission statements, in memberships, officers, and advisors. The Director of Student Activities has the authority to decide if a student organization is duplicate and/or excessively like another RSO. Note that if said organization already exists and is simply not active, they can meet with Student Activities to re-register it.

How do I start an RSO?

1. Find a faculty or staff advisor, at least 3 officers (President, Vice President, and Treasurer), and at least 10 interested members.
2. Complete the application for Creating a New RSO Application on myNPU-Engage.
3. The Student Activities Office will review the form within 7 days of submission. Approved applications will be invited to a Judicial Committee meeting. If the Student Organization is a cultural club, the Office of Diversity and Intercultural Life will also be involved in the review process.
4. A representative from the proposed Student Organization (SO) will present general information about their organization to SGA at a Judicial Committee Meeting. At this time, SGA members will ask the SO representative questions about their proposal. The SO representative will also collect sponsorship from SGA members. SOs need a minimum of two members of the Student Senate and/or House to sponsor their recognition.
5. SGA legislators assist with drafting the SO constitution, budget proposal, and recognition bill to be voted on by the SGA General Council.
6. The SGA legislators will be the class Senator who corresponds with the SO president's class and, if the SO is a cultural, athletic, academic, or religious club, the respective SGA Representatives.
7. Remember to retrieve a letter consent from at least one faculty/staff advisor stating their willingness to serve in such capacity and present a SO members roster.
8. The five documents: 1) SO constitution, 2) budget proposal, 3) advisor letter (with signature), 4) membership list, and 5) recognition bill will be sent electronically to the SGA Judicial Committee and the Director of Student Activities.
9. Make sure that the name you select for your organization is consistent throughout all of the documentation including but not limited to the constitution and myNPU-Engage page.
10. The SGA Judicial Committee and the Office of Student Activities will make a Judicial Revision of the final documents to ensure the SO fulfills all the institutional requisites to become a Recognized Student Organization (RSO). If approved, a vote will be scheduled to recognize the SO during a SGA General Session. The Judicial Committee will send the final versions of the documents 72 hours before the General Session approval vote to all SGA members.
11. SGA shall vote on approving the new SO. At least one delegate from the SO shall be present during the voting.

The vote shall be based on the following criteria:

- Does the SO meet the basic requirements for approval? (See point 1)
- Is the SO unique to the campus?
- Does the SO align with North Park's core distinctives? (Christian, City-Centered, and Intercultural)

If some members of SGA vote against the recognition of the SO, in a display of transparency and honesty those members shall explain their decision based on the criteria to be considered legitimate, providing the opportunity for SO members to receive feedback and learn from it.

If the SO is not approved, students have the right to appeal to the Judicial Committee, who will take the case to the administration in Student Engagement within 14 days after the voting has taken place. Affected students will provide proof and testimony for which the voting should be considered illegitimate. If the Student Activities Office concludes that the recognition process was based on illegitimate reasons from SGA members, the Club will be granted recognition.

11. Once the SO becomes a RSO, the RSO president and treasurer shall meet with the SGA Treasurer to discuss the budget proposal in accordance with the SGA Constitution and By-Laws.

Section II: Expectations and Requirements

The University is committed to the belief that students should have the privilege to organize and participate in groups whose purposes focus on the interests and goals of the individuals involved but also contribute to co-curricular life on campus. The RSO, through its officers, is responsible to familiarize members with the contents of the Registered Student Organization Handbook and University policies affecting their group to maintain active status and receive benefits of recognition on-campus.

Although RSO's activity on campus enhances campus life, beliefs or ideas represented by student organizations do not necessarily represent those of the University. *RSOs will be held accountable for the actions and behaviors of their members and guests at their functions.* Neither Student Activities nor the University assumes financial responsibility for any organization, nor extend insurance coverage to its members. Each RSO is responsible for conducting its affairs in a manner consistent with the policies and procedures of the University, the North Park University Student Handbook, and Student Organization policies.

Membership Requirements

Active membership in Registered Student Organization shall be limited to enrolled students from the North Park traditional undergraduate student body. Active members may participate at all levels in the organization's activities (beyond membership registration and payment of financial obligations). Membership shall be on a volunteer basis and shall not be the basis of academic credits nor shall any coercion be used to maintain membership. RSO members should consist of at least 50% traditional undergraduate involvement. Other North Park University Students (i.e. graduate students) may participate in the RSO activities as members. Club Sports members must have the Waiver and Release of Liability forms on file before they can compete or practice.

Membership plays key roles in executing the mission and goals of each organization. As members of a RSO, you must work with your leader board to learn the goals and plans for the organization. Contribute your ideas to the group to build a history and successful RSO.

Members should use myNPU-Engage to learn more about the organization and find ways to contribute. Membership in RSO's can build stronger communication, leadership skills, and experience while contributing to the vibrant student life at North Park.

Some students are members of multiple RSOs on campus. Be sure not to spread yourself too thin by joining too many groups. Although members have less responsibility than the leadership team, each RSO relies on their members to contribute and be involved with their organization.

Note: The Director of Student Activities has authority to interpret RSO policies and guidelines, including, but not limited to, exemptions and exceptions. In addition to honoring the rights of North Park Students as outlined in the Undergraduate Student Handbook, organizations, officers, and members must meet the requirements outlined in this handbook. If your RSO is concerned about meeting the requirements for registration, please contact the Director of Student Activities immediately to discuss possible solutions.

Conduct Expectations

All RSOs are expected to function in a mature and responsible manner in all club related activity and in accordance with this Handbook, the North Park University Undergraduate Student Handbook and the University's Public Health Informed Policies. RSOs or the individual members may face student conduct action for violations to the Community Standards, Public Health Informed Policies and University policies. An individual may receive a student conduct sanction that makes them ineligible to participate or hold a leadership role in an RSO. Disciplinary action against an RSO may result in the revocation of funding support from the Student Government Association and the Office of Student Activities or even the RSO's continued existence.

It is the responsibility of all RSO members to avoid any actions that could result in harm to North Park University's reputation. RSOs are expected to adhere to all applicable institutional regulations. The University reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on any of its campuses. Furthermore, RSO members are expected to act in accordance with all policies set forth by the following institutional documents:

- RSO's constitution
- North Park University [Student Handbook](#)
- The North Park University Registered Organization Student Handbook
- All applicable RSO legislation in the SGA Constitution/By-Laws.
- Public Health Informed policies

RSOs are expected to exercise good judgment in planning and promoting their events, producing publications and/or hosting activities. The University prohibits the following types of activities: eating contests, date auctions, fundraising and/or activities at (or with) a bar or tavern (i.e., any establishment generating more than half of annual gross sales from alcohol). The University also reserves the right to deny or restrict other events and activities, at the discretion of the Office of Student Activities.

RSOs accept responsibility for a member's or group's behavior when:

1. The student is acting as a member of the organization, with or without official sanction, rather than as an individual student;
2. The behavior occurs at an event held, officially or unofficially, in the name of the organization;
3. Or, the individual(s) act under circumstances which draw attention to the organization rather than to themselves as individuals.
4. The RSO financially obligates itself, through a member or officer, services, merchandise or facilities. The University is not responsible in any way for debts incurred by an organization as these actions are in the name of the organization and its members.

Conduct Violations

Any RSO or RSO member may face disciplinary action for inappropriate behavior while participating in any RSO-related activity. Acts that may cause a student organization or participant to be sanctioned include, but not limited to, the following:

- Violation of any local, state or federal law, violation of the Community Standards and/or other University policies set forth by this Handbook, the Registered Organization Student Handbook or the North Park University Student Handbook.
- Per university policies, RSOs must prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession or use of illegal drugs or controlled substances during RSO functions.
 - This includes the consumption of alcohol by any coach, advisor, member or participant at any club event, competition, trip or function.
- Violation of The Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence or Retaliation at any club event, competition, trip or function.
- Per university policies, RSOs must prohibit "hazing" of club member.
- Striking, attempting to strike or otherwise physically abusing an official, opposing coach, spectator or athlete at a competition.
- Delinquency when turning in forms, requests, equipment, etc.
- Delinquency in attending required RSO training.
- Operating without the permission or approval of the Office of Student Activities or University.

Active Status Benefits & Criteria

Once an RSO is officially recognized by Student Government Association (SGA) and registered with the Office of Student Activities they are considered "active" and can access the following benefits:

- Access to Student Government Association (SGA) funds which aid in operation and programming.
- Use of the University's name in the title of the organization.
- Use of the University's logo on promotional and other materials.
- Use of the University's tax id number for the purposes of proving tax-exempt status.
- The ability to request permission to host a raffle on campus.

- The ability to advertise and recruit at the Viking Fair.
- The ability to reserve table space in the Johnson Center Atrium.
- Use of University facilities and space at no charge.
- Access to campus services such as audio-visual equipment, intra-campus mail, etc.
- Access to campus bulletin boards and other posting spaces (must be approved postings).
- The privilege to conduct fundraising activities.
- Presence on the myNPU-Engage.

Suspension of Active Status

RSOs that violate conduct policies, misuse the benefits above or, do not meet the “active status” criteria may lose privileges of operating as a registered student organization. RSOs that are suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible *permanent loss of registration*.

- Permanent loss of registration is an action by the University indicating a separation of the group from the University.
- Permanent loss of registration precludes the organization and its members or supporters from conducting any activity on the campuses of the University or at off-campus University associated events that in any way promotes the goals, purposes, identity, programs, or activities of the organization.

Criteria to Maintain Active Status

RSOs are expected to follow the below list of requirements to maintain their active status. Please contact the Office of Student Activities immediately if your club is at risk for not meeting the criteria below. *Active Status Criteria* will be tracked and managed through the myNPU- Engage. Please be sure your organization profile, roster, financial account, and documents section maintains the most current information regarding your student organization.

Criteria	Explanation	Required Activity/Event
<p>Policy Compliance</p>	<p>All RSOs and their members are expected to adhere to their constitution, NPU Student Handbook, RSO Handbook, and related SGA Constitution & By-Laws. Conduct violations may lead to loss of “active status” benefits, ineligibility for SGA funding, suspended registration, or permanent suspension.</p>	<p>Training Sessions are mandatory to ensure all RSO officers and advisors are aware of policies and know the process for approving activities, events, and purchases for their organizations.</p> <p>Policy training topics include handbook policies, transition/organizational development, budget management, event planning, etc.</p>
<p>Organizational Requirements</p>	<p>All RSOs are responsible to keep up-to-date information regarding their club on myNPU-Engage using the management features.</p>	<p>All RSOs & DOCs must maintain an updated Organization Profile on the myNPU-Engage with the following information:</p> <ul style="list-style-type: none"> • Maintain an updated constitution for their organization following constitution requirements as outlined in the RSO Handbook. • Maintain an updated roster of members, officers, and advisors. • Maintain an updated list of events including meetings and activities.

<p>Membership Requirements</p>	<p>The following are required memberships for each RSO:</p> <ul style="list-style-type: none"> • Minimum of one (1) Advisor. • Minimum of three (3) student officers. <ul style="list-style-type: none"> ○ Required positions are president, vice president, and treasurer. ○ Officers must complete Diversity Training by the time they enter office. • Minimum of 10 members. <ul style="list-style-type: none"> ○ This includes RSO officers. ○ At least 50% of club participants should be traditional undergraduate students. 	<p>Membership requirements will be tracked via the organization’s roster page.</p> <ul style="list-style-type: none"> • Advisors must be full-time, part-time, or adjunct status. • Qualifications for student officers are: <ul style="list-style-type: none"> ○ Current North Park traditional undergraduate student. ○ Enrolled in at least six (6) credits per semester. ○ Minimum cumulative GPA of 2.0. ○ Good academic student conduct standing with the University. • Membership qualifications include: <ul style="list-style-type: none"> ○ Minimum of 8 members. ○ At least 50% of members are traditional undergraduate students. ○ Any additional membership requirements outlined in individual RSO constitutions.
<p>Registration Requirements</p>	<p>Organizational requirements will be collected at the end of each academic year to renew their organization and maintain active status.</p> <p>Missing information could result in ineligibility for SGA funding.</p> <p>RSOs should immediately notify the Director of Student Activities with any management changes (officer, advisor, constitution updates, name changes, etc.) if they occur before the renewal period.</p>	<p>RSOs re-registrations will be facilitated through the myNPU-Engage portal and the re-registration deadline will be set by SGA and the Office of Student Activities near the end of each academic year. Diversity Office Clubs must also provide this information to the Office of Diversity and Intercultural Life.</p> <p>Information collected for re-registration includes:</p> <ul style="list-style-type: none"> • Student Officers • Advisor(s) • Members • RSO or CC Constitution
<p>Involvement Requirements</p>	<p>RSOs are expected to be an active part of the North Park Community by planning campus events, collaborating with offices and departments to attend training meetings, host programs, holding regular meetings, publishing periodicals, and participating in athletic competitions.</p> <p>All activities should be arranged by working closely with the RSO advisor and Office of Student Activities. Diversity Office Clubs should also work with the Office of Diversity and Intercultural Life to plan activities & events.</p> <p>RSOs are generally prohibited from hosting activities or programs during University breaks, holidays, finals, or the summer. The final permitted programming date for spring and fall is the official last day of the semester as indicated in the University’s academic calendar.</p> <p>If a competition, conference or other event in which an RSO wants to participate falls outside of the traditional academic year, the RSO should work with the Director of Student Activities and its RSO advisor to gain approval and make the appropriate arrangements. Diversity Office Clubs can obtain approval from the Office of Diversity and Intercultural Life.</p>	<p>Required meetings and Events including:</p> <ul style="list-style-type: none"> • Mandatory training sessions and meetings by the Offices of Student Activities. <ul style="list-style-type: none"> ○ Diversity Office Clubs must attend any additional meetings/sessions as directed by the Office of Diversity. • SGA RSO Town Hall Meetings held one time per quad. <ul style="list-style-type: none"> ○ If an RSO or DOC President cannot attend, absences can be approved by their SGA Representative. • The Viking Fair (or its equivalent if the name changes). • Host regular meetings, activities, & events. <ul style="list-style-type: none"> ○ Activities, events, fundraisers, etc. Must be submitted via the “event submission form” on myNPU-Engage.

<p>Financial Management Requirements</p>	<p>RSOs must abide by financial regulations specified in the RSO Handbook, SGA funding requirements, and Business Office policies for the University. Diversity Office Clubs must also abide by the rules set forth by the Office of Diversity and Intercultural Life. for financial transactions and account management.</p> <p>All financial transactions (including fundraising, purchases, and other activities) must be conducted through use of the SGA accounts with the Business Office and not an outside account. RSOs may not have a finance account outside of the university.</p> <p>RSOs are responsible for all account activity in their accounts, including overdrafts. RSOs who end the academic year with a negative balance may not be eligible to apply for SGA funding until the account debt is paid.</p>	<p>Financial transactions must be tracked through the Student Life Portal (myNPU-Engage Finance Tool).</p> <p>Pre-approval is required for all financial transactions including fundraisers, SGA funding requests, and purchases.</p> <p>The Director of Student Activities must approve financial transactions for the RSO. Diversity Office Clubs must also abide to finance policies within the Office of Diversity and Intercultural Life.</p>
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Additional Responsibilities & Requirements for Club Sports

Note: Requirements and expectations may change due to public health concerns, such as COVID-19.

1. The Club Sport must develop a plan to respond to injuries. Should an injury occur, an Injury Report form must be completed and filed (within 48 hours) with the Director of Student Activities.
2. Club Sport participants are required to provide health insurance information and sign a Waiver and Release of Liability form. The Director of Student Activities will provide information and directions on how to submit this information.
3. Club Sports members must have the Waiver and Release of Liability forms on file before they can compete or practice with the club.
4. Participants must wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
5. First Aid Kits are available for each club during their seasons. The First Aid Kit must be on hand at all practices and competitions.
6. CPR/AED classes will be offered through the Athletics Department at various times throughout the year. The coach and at least 2 other club members (preferably including a captain) must also be certified to assist if an injury occurs during club related activities or travel.
7. There must be at least 1 CPR/First Aid certified member at each practice or competition.
8. The Club Sport must remain in good standing with local, regional and national affiliations as appropriate.

Note: Diversity Office Clubs must also refer to the Office of Diversity and Intercultural Life for their additional expectations and requirements for clubs.

Section IV: Student Organization Management

For more information about managing your student organization please consult the Appendix section.

- RSO Constitution Template: Appendix A
- How to lead an effective meeting: Appendix B
- How to use myNPU-Engage: Appendix C

RSO Registration & Renewal

North Park has established a process to define the basis of the relationship between the University and RSOs and the responsibilities and privileges afforded to RSOs. The registration process serves many purposes. First, it offers structure by providing parameters in which organizations can function and expectations regarding group responsibilities. Second, it establishes a communication pattern among organizations, Student Government Association, and the Office of Student Activities that may support and add stability to organizations. Finally, it outlines consequences for groups that choose not to comply with these guidelines.

Active RSOs must renew their registration with the university each academic year through the student life portal, myNPU-Engage. The registration and renewal period will take place in the spring semester prior to the end of the academic year. RSOs who miss the registration deadline or do not meet registration requirements will be inactive for a semester. Inactive RSOs can petition for active status by contacting SGA and the Director of Student Activities.

The registration requirements to be submitted through myNPU-Engage are:

1. An updated list of at least three undergraduate student officers.
2. One faculty or staff advisor.
3. Active Members List.
4. Updated constitution.

Constitution Requirements

RSOs must maintain an organization constitution. An RSO's constitution is the guiding document for the organization and all RSO operations must comply with the organization's constitution. RSOs are required to have a current constitution, reviewed annually, to renew annual registration as an official RSO.

At minimum, an organization's constitution must provide:

- Name and mission statement of the organization: the name and mission statement reflect the unique contribution of the RSO to the North Park Community. It also specifies the primary purpose and function of the RSO. Both the name and the mission statement should stay consistent and align with the original purposes for which the RSO was created, and should not change to something that is excessively similar to another RSO.
 - Writing a mission statement for your organization is sometimes intimidating but can be simplified by asking, "Why did we establish this group?" and "What do we hope to accomplish?"
- Qualifications for membership and eligibility of voting membership: Only students registered with North Park University are eligible to be officers and/or voting members. Be sure to define what it means to be an active member (for example, is it based on meeting attendance?)

achievement?), as well as who has the right to vote (for example, is it only active members? Is it only the executive board members?).

- Basic operating procedures of the organization: Procedures may include, but are not limited to: the elections process, how to establish committees, procedure for facilitating general meetings, delineation of executive board officer positions and their role descriptions, and a procedure for amending the constitution.
- Non-discrimination statement: Discrimination, harassment, humiliation, bullying, hazing, and ridicule are strictly prohibited. The constitution should reference the University's policy on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation.
- Each student organization must have a faculty/staff member serve as their advisor. In addition to the advisor responsibilities in the RSO Handbook, the RSO should outline the group's expectations of their advisor clearly so that both the organization and the advisor have a common understanding of the advisor's role.

For tips on how to draft or edit a constitution for your organization, please review the Constitution Template provided in Appendix A of this handbook or, contact the SGA Judicial Committee or the Director of Student Activities.

RSO Leadership Team: Officers & Advisors

Building your student organization begins by understanding the roles of each officer position. In this section, you will find a guideline of the potential responsibilities and roles of each officer position (usually President, Vice President, Secretary, and Treasurer). Please note that it is up to the officers to assign additional responsibilities to each officer position or members as it relates to your RSO. The RSO officers and advisor constitute your RSO's Leadership Team and are responsible for overseeing the organization's operations. In Club Sports, the coach(es) are also members of the Leadership Team. In many RSOs the Leadership Team is joined by additional club representatives to form an Executive Board that reflects their diverse interests.

- **President***: the primary contact and face of the organization. This person should exemplify what the organization stands for and act as its representative.
- **Vice President***: acts as "fill-in" for the President and connects the internal organization members and leaders.
- **Secretary**: records minutes and often manages the membership and database information for the organization.
- **Treasurer***: manages the organization's spending and income.
- **Advisor/Coach***: shares knowledge about the University, personal experiences and can assist the RSO in its operation.

***= Required leadership team positions.**

Each RSO's constitution should outline the basic role of each officer. Even though an organization's constitution states some specific position responsibilities, each officer has the liberty to personalize their position. Individual interest areas and skills often determine the amount of time an officer spends on a responsibility. However, a good officer never forgets what their basic responsibilities are.

President/Captain (Required)

The President (also known as Captain in some Club Sports) is responsible to provide:

- Guidance
 - Overseeing the responsibilities and actions of each officer position
 - Voting in cases of ties
 - Presenting all motions to the members present
 - Delegate organizational tasks as deemed necessary
- Direction
 - Creating goals and objectives with RSO leadership team that support the RSO mission and purpose.
 - Overseeing activities for the organization
 - Call general or special meetings and be responsible for the conduct of such meetings
 - Knowledgeable of RSO's constitution requirements and expectations
- Support
 - Attending 90% of the meetings (or practices), activities, and events. Attendance can be virtual
 - Presenting all motions to the members present
 - Maintaining contact with alumni
 - Appoint all committee chairpersons, if not elected
 - Represent the organization at official RSO-related functions
 - Aware of RSO's financial standing by maintaining communication with the RSO treasurer.

Required expectations for the RSO President include:

- Maintain contact with the advisor, RSO SGA Representative, as applicable, and the Director of Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs).
- Work with the advisor to plan events and obtain appropriate facilities for activities
- Ensure the annual RSO renewal form is submitted annually by the set deadline.
- Maintain contact with affiliated organizations or departments, if applicable
- Review SGA Budget Proposal with the RSO Treasurer and Advisor.
- Assumes responsibility with the RSO for all account activity in their accounts, including overdrafts.
- Ensure myNPU-Engage page is updated as needed with current information regarding the RSO.
- Abide to RSO Handbook Conduct Requirements
- Ensure RSO members are aware of conduct requirements and take responsibility for conduct violations.
- Works with other RSO officers to appoint another faculty/staff member if the current advisor steps down.

Vice President (Required)

The Vice President (or secondary officer) is responsible for:

- Support
 - Assume the duties of the President in the event of President's absence

- Preside at all meetings and functions in which the President cannot attend
- Attending 90% of the meetings or practices. Attendance can be virtual
- Execution
 - Planning new officers' orientation and organization retreats
 - Coordinating organizational recruitment efforts with the RSO leadership team
 - Represent the organization at official functions with the RSO President

Required expectations for the RSO Vice President include:

- Maintain contact with the advisor, RSO SGA Representative, as applicable, and the Director of Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs).
- Work with the advisor to plan events and obtain appropriate facilities for activities.
- Abides to RSO Handbook Conduct Requirements
- Assists the RSO President in ensuring RSO members are aware of conduct requirements and take responsibility for conduct violations.
- Coordinates officer elections and/or leadership team transition.
- Assumes responsibility with the RSO for all account activity in their accounts, including overdrafts.
- Assists the RSO President with maintaining contact with affiliated organizations or departments, if applicable.
- Assists the RSO President with finding another faculty/staff member if the current advisor steps down.

Treasurer (Required)

The Treasurer (or financial officer) is responsible for:

- Financial Management
 - Keep accurate records of all financial transactions of the organization by reviewing purchase requests.
 - Keep a current account of the financial status (annual budget) of the organization and arrange debt repayment.
 - Collect membership dues, if applicable, and submit to the Center of Student Engagement's front desk.
 - Keep a current account of the financial status (annual budget) of the organization and arrange debt repayment.
- Communicate & Collaborate
 - Communicating Financial Standing to officers, advisors, members, and when requested the SGA Treasurer.
- Financial Direction
 - Knowledgeable of RSO's Constitution requirements regarding budget and/or financial management.
 - Familiar with funding guidelines, SGA funding process, and purchase request policies and procedures.
 - Oversee all fundraising activities and submit revenue to the Center of Student Engagement's front desk.

- Arrange to pay bills and obtain reimbursements for expenses

Required expectations for the RSO include:

- Maintain contact with the advisor, RSO SGA Representative, as applicable, and the Director of Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs).
- Ensure RSO is abiding to financial regulations specified in the RSO Handbook, SGA funding requirements, and Business Office policies for the University.
- Ensure all financial transactions are tracked through the myNPU-Engage Finance Tool.
- Assumes responsibility with the RSO for all account activity in their accounts, including overdrafts.
- Prepare and submit Treasurer's Reports to the membership at each meeting.
- Prepare all budget requests for funds, including SGA Funds proposals.
- Be familiar with general accounting procedures.
- Advise members on financial matters (i.e. budgets, fundraisers).

RSOs are responsible for all account activity in their accounts, including overdrafts. RSOs who end the academic year with a negative balance may not be eligible to apply for SGA funding until the account debt is paid. Cultural organizations must also abide by the rules set forth by the Office of Diversity and Intercultural Life for financial transactions and account management.

Secretary (Optional)

The Secretary is responsible for:

- Administration
 - Record all proceedings of the organization
 - Maintain and update membership roster on myNPU-Engage
 - Help build and distribute meeting agendas
 - Prepare calendar of events
- Execution
 - Coordination of events, activities, meetings
- Communication
 - Responsible to notify all active members of meetings, activities, events.
 - Provide copies of meeting minutes to members present at each meeting

Required expectations for the RSO Secretary include:

- Maintain contact with the advisor, RSO SGA Representative, as applicable, and the Director of Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs).
- Work with the advisor to plan events and obtain appropriate facilities for activities.
- Abides to RSO Handbook Conduct Requirements.
- Assists the RSO President in ensuring RSO members are aware of conduct requirements and take responsibility for conduct violations.
- Coordinates officer elections and/or leadership team transition.
- Assists with maintaining the organization page on myNPU-Engage.

Note: RSO leadership needs to be in good standing with the University regarding the required submission of the COVID Vaccine Status Form, as well as the weekly testing if applicable, as directed by University policy.

Advisor (Required)

The role of an advisor can vary widely depending on the needs of the RSO. The RSO officers and advisor should discuss how much time the advisor will be able to dedicate to the RSO and how best to utilize the advisor's time to further the aims of the RSO.

The Advisor can be a faculty or staff member who is full-time, part-time, or adjunct status. The RSO Officers should work with the Director of Student Activities if they are unsuccessful in finding a full-time or faculty or staff member. Exceptions may be granted on a case-by-case basis.

The Advisor is responsible for:

- Support
 - Attend meetings whenever possible (and must attend meetings or practices when officers are being elected). Attendance can be virtual.
 - Assist in planning and implementing programs and events and refer officers and members to appropriate university resources.
 - Work with RSO Officers to plan events and obtain appropriate facilities for activities
- Mentorship
 - Be available for consultation and mentorship on organizational-related problems or issues.
 - Help train new officers and develop their leadership skills.
- Guidance
 - Assist in identifying program purpose.
 - Stay up to date on what is occurring within the organization and in the campus community.
 - Provide constructive feedback when appropriate.
 - Encourage all officers and members to participate and collaborate as a team.
 - Advise on leadership transition of RSO Officers
 - Review SGA Budget Proposal with the RSO Treasurer.
 - Be familiar with the organization's history.
 - Address major problems or emergencies within the organization.
- Accountability
 - Be aware of and assist in the management of the RSO's general and financial operations.
 - Hold students accountable for their conduct (during team functions and events) and address any misconduct. (The Advisor must immediately notify the Director of Student Activities of any situation that might violate the Student Handbook.)

Required expectations of the RSO Advisor are:

- Attend training sessions offered by Student Activities (and for Cultural Club Advisors- meetings by the Office of Diversity and Intercultural Life).
- Maintain contact with the RSO Officers and as applicable, and the Director of Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs).
- Assumes responsibility with the RSO for all account activity in their accounts, including overdrafts.
- Knowledgeable of university policies including the RSO Handbook, NPU Student Handbook, and University's Public Health Informed policies.

- Attend functions that meet one of the following criteria:
 - Admission is charged at the door
 - The event takes place in the evening or on the weekend
 - If it is an official University sponsored event

The RSO Advisor must notify Student Activities in the event the Student Organization has decided to or has ceased to function.

If an advisor chooses to resign or is asked to resign:

- It is the responsibility of that advisor to notify Student Activities
- RSO Officers have thirty 30 days to find a new full-time faculty/staff advisor
- The outgoing advisor must serve until a successor has been appointed. If, for any reason, it becomes impossible to continue as the advisor, notify Student Activities.

Coach (applicable to Club Sports) - Required

Whenever possible, Club Sport coaches should be North Park full-time staff or faculty. The RSO Officers should work with the RSO Advisor and Director of Student Activities if they are unsuccessful in finding a full-time faculty or staff member. Exceptions may be granted on a case by case basis.

Club Sport coaches are required to fill out a yearly Coach Waiver and Release of Liability agreement form. The form may be obtained from the Director of Student Activities. The form must be completed and turned in before the first practice.

The club sport may agree to provide compensation for the coaching services on a monthly, term, or annual basis. The agreement may provide for a pro-rated payment based on practices and/or competitions completed if the agreement is terminated. The club may decide to reimburse coach(es) for expenses incurred by the coach(es) including travel and lodging at competitive events. All reimbursements will be made in accordance with the reimbursement policy and other finance policies found in the Budget and Finance section of this handbook.

The Coach should:

1. Restrict their involvement with club to teaching and coaching at practice and may not participate in any area of competition as part of the club.
2. Not be involved in club administrative or decision-making related business.
3. Develop and improve skills of club members.
4. Assist club officers in scheduling practices and games.
5. Develop and employ safety practices for all participants to include inspection of sport gear and reporting any hazardous facility condition.
6. Attend games and practices.
7. Promote good sportsmanship on and off the field.
8. Help advise students on equipment purchases that may be necessary for practices and games.

9. Hold students accountable for their conduct (during team functions—practice, games/matches, fundraisers, travel, etc.) and address any misconduct and/or unsportsmanlike behavior. (The Coach must immediately notify the Club Sports advisor and the Director of Student Activities of any situation that might violate the Student Handbook.)
10. Submit incident reports for injuries.
11. Support and execute the responsibilities as described in the job description.

Leadership Team Transition

Transitioning leadership is the responsibility of both the outgoing and incoming officers and/or advisors/coaches. The passage of knowledge, experience, accomplishment, and goals to incoming officers will give them the information, advice, and confidence they need to run the RSO successfully.

The following suggestions may prove helpful in your leadership transition process.

1. Identify potential new officers early in the year.
2. Encourage these potential officers through personal contact. Develop their leadership skills and explain to them the benefits of running for an elected position and the responsibilities involved.
3. Create and maintain a list and contact information of all your current and alumni members.

Officer Elections

Transitioning officers begins with elections. Every elections process should begin with a timeline. Some RSO's provide interest sessions for those curious about running for an officer position. The election process can vary between student organizations due to the policies outlined in the individual constitution.

Advisor

Your attendance is required during the elections. Attendance can be virtual. Showing your support during these meetings will give you the opportunity to see students' interest in positions and display your involvement with the organization. The length of the elections process itself will vary depending on how many positions are available. An option is to have a moderator run elections. This person will facilitate the elections, control the timing of the election process, and oversee the process.

Communication and Publicity Agreement

RSO officers and advisors agree to maintain open communication with SGA and Student Activities and abide by all Registered Student Organization and University policies and procedures. Officers' directory information may be released to the public. If information is not to be released, please notify Student Activities. By registering a RSO, the full RSO membership gives North Park University consent to the use of all digital images, photographs, videotapes, or film, taken of the RSO and RSO related activities and events and/or recordings made of their voices and/or written extractions, in whole or in part, of such recordings or musical performance for the purposes of illustration, advertising, creating derivative works, or publication in any manner.

Section V: Financial Account Management & RSO Funding

RSO Fund Management Policies

All RSO-related financial transactions, including spending or deposits, must be submitted through myNPU-Engage. University rules prohibit RSOs having savings or checking accounts outside the North Park business office.

At the end of the fiscal year, funding is rolled over in a lump sum to the SGA general budget. **Funding does not roll over for individual RSOs between academic years.** The SGA treasurer and Director of Student Activities can decide to allocate extra money to RSOs who finished the previous fiscal year with remaining funds if the amount does not exceed the lump sum rolled over to the SGA general budget.

Note: DOCs organizations will need to also abide to funding guidelines as set by the Office of Diversity and Intercultural Life. Club Sports and Student Publications will have separate budget proposals and funding guidelines since their activities are different than other RSOs.

SGA Fund Allocations Process

Student Government Association (SGA) is responsible for the allocation of funds to RSOs that have completed the re-registration process and meet the active status criteria. Funding to RSOs is distributed at the beginning of each semester based on a budget proposal submitted to the SGA Treasurer and the SGA Finance Committee. To receive full consideration, the RSO must complete the Budget Proposal Document on myNPU-Engage and submit it via the “Funding Request” form.

Step by step instructions on requesting funding and submitting a budget will be posted on myNPU-Engage and be discussed during training sessions. If needed additional funding can be requested by working with an SGA Senator, Representative, SGA Financial Committee member, and/or SGA Treasurer to legislate for additional funds. The SGA Financial Committee and SGA Treasurer works closely with the Director of Student Activities in reviewing all submitted funding requests. RSO officers must also attend the SGA General Council meeting to present their request for additional funding. Attendance can be virtual.

There are separate funding request review processes for SGA Funding.

1. Budget Proposals: reviewed by SGA Treasurer & Finance Committee and voted on by SGA General Council.
 - a. Complete the budget proposal form and upload to the funding request form by proposal deadline.
 - b. Meet with the SGA Treasurer to review submitted budget proposal and make any suggested changes.
 - c. SGA Treasurer will notify RSO of approved budget for each semester.
 - d. Funding Categories submitted on the budget proposal are:
 - Food/Beverage
 - Entertainment/Vendors
 - Fundraising/Revenue
 - Equipment, Materials, and Supplies Rental

- Marketing
 - Membership Dues
 - Other/Misc.
 - Prizes/Giveaways
 - Services
 - Tournaments
2. Additional Funding: reviewed by SGA Treasurer & voted on by SGA General Council.
- Complete the funding request form and upload any pertinent documents. It is helpful to provide a detailed outline of the purchase(s).
 - The additional funding request will be added to the next SGA General Council meeting to be voted on. RSO representatives must be present at the meeting to present information about the request. Be prepared to explain why you are requesting the funds, if there are connections to your RSO mission, how funding benefits students, etc. If funding is for an event or activity previously hosted you may be asked about attendees, reports of previous costs, etc.
 - Funding Categories that need to have a separate proposal submitted include:
 - Equipment, Materials, and Supplies Purchase: proposal should include a plan with how equipment will be stored if purchased with SGA funds, if RSO is fundraising for the purchase, are membership dues being contributed, sponsorship, etc.
 - Conference funds: proposal should include cost of tickets, location/date of conference, how students will benefit, transportation needs, accommodations, how many people are attending, who is it open to, etc.

Eligibility for Funding

RSOs wishing to request SGA funding must first be in good standing with the Office of Student Activities, SGA, and the University.

To remain in good standing, the RSOs must:

1. Re-register annually with the Office of Student Activities.
2. Submit an updated roster of active officers and members on myNPU-Engage.
3. Send at least one RSO officers to all mandatory training sessions and meetings. (Student Activities will hold a separate training for advisors.)
4. No outstanding financial lapses (e.g. missing receipts, incomplete payments, over budget, etc.)
5. Resolved any University or RSO policy violation(s).

Types of SGA Funding Disbursement

All funding disbursement requests are submitted on myNPU-Engage via the "Purchase Request" form and reviewed by the Director of Student Activities and the SGA Treasurer. The deadline for submitting requests are 14-days in advance of when disbursement is needed. Reimbursement Requests and original receipts must be submitted 14-days after purchases were made.

1. Check Requests

- **WHEN TO REQUEST**
It's preferred that purchases over \$300.00 be made via check rather than with the credit card. Typically, this is for large catering requests, speakers, vendors, transportation services, tickets, equipment rentals, etc. Check requests must be submitted at least 14-days in advance of when the vendor needs to receive payment.
- **HOW TO REQUEST**
Check Requests are submitted via the "Purchase Request" form along with all necessary documentation, such as an invoice and email confirmations to initiate a check request to pay vendors (food, entertainment, printed publications, tournament fees, etc.). If the check request is to pay an outside speaker/entertainer, please also submit the necessary W-9 forms needed for the business office to issue payment. If the check request is denied the RSO will be responsible for the invoice.
- **IF YOUR REQUEST IS APPROVED...**
The Director of Student Activities will use the "Payee" information submitted on the "Purchase Request" form to complete the check request. The payee information should include the name of individual or organization the check is made out to and the address for where to send the check. Checks will be mailed directly to the vendors from the business office or, can be picked up at the front desk of Student Engagement if otherwise specified.

2. Credit Card Purchase

- **WHEN TO REQUEST**
It is preferred that purchases under \$300 and can be made online use the University Credit Card. This can be for catering delivery orders, amazon purchases, Instacart, etc. Credit Card Requests must be submitted at least 14 days in advance of when the purchase needs to be completed.
- **HOW TO REQUEST**
Indicate on the "Purchase Request" form if you would like to make the purchase in person with the Director of Student Activities or, provide the necessary online links, forms, or contact information to complete purchase.
- **IF YOUR REQUEST IS APPROVED...**
If items need to be shipped, please be mindful of factoring in the delivery timeframe when submitting the request to allow for purchase review and approval. Also, please provide the name and phone number of who is receiving the delivery in the payee section of the "Purchase Request" form. Purchases can be picked up from the Center of Student Engagement front desk. If food is being delivered to an on-campus facility

please provide the address, date, time, and information for the person receiving the order.

3. Reimbursement Checks

- **WHEN TO REQUEST**
Reimbursements for expenses can be submitted to the Office of Student Activities and the SGA Treasurer within 14 calendar days of the purchase date. Please ensure reimbursements are for purchases submitted on the SGA Budget Proposal. If items being reimbursed were not “pre-approved” the reimbursement may be denied.
- **HOW TO REQUEST**
Similarly, to other fund disbursement processes, please complete the "Purchase Request" form along with attaching all necessary documentation (original receipts, invoices, etc.). If you miss the 14-day deadline for submission, the Director of Student Activities will determine whether to allow the reimbursement.
- **IF YOUR REQUEST IS APPROVED...**
Approved reimbursements are ordinarily made within 10 business days after submission of all required paperwork. All reimbursable receipts are to be submitted on myNPU-Engage no more than 14-days after the purchase. Remember to reflect tipping, if applicable. Additionally, reimbursements should not exceed \$150.00 and all receipts over \$30.00 must have an original copy submitted at the front desk of Student Engagement.

Receipts submitted must be original, not copied and should show the following:

- i. Vendor/Payee
- ii. Amount
- iii. Date
- iv. Items Purchased

Fund Disbursement Request Submission & Approval Policies

myNPU-Engage has two finance forms: Purchase Requests & Funding Requests.

- Purchase and Funding Request must be completed on myNPU-Engage by either an RSO officer or advisor.
- The individual who makes the purchase will be the person reimbursed.
- All Fund Disbursement Request must also be approved by the SGA Treasurer and Director of Student Activities.
- Fund Disbursement Requests over \$1000 must be approved in writing by the Vice President for Student Engagement.
- Purchases over \$150 require prior approval from the Director of Student Activities and will be purchased by the Director of Student Activities with the use of a University credit card.

Fund Disbursement Guidelines

The following are guidelines used to evaluate funding and purchase requests for RSOs. It is advised RSOs detail out purchases on the SGA budget proposal. This will minimize the need for a longer purchase review process if more information is provided up front. Please properly categorize all funding and purchase request submissions. Requests may be denied if information is inaccurate. Below is a brief description and/or examples of each funding category.

Funding Categories

- Allocations: SGA funding that is approved and deposited into an account.
- Conference: ticket price for a professional development event.
- Entertainment/Vendors: speakers, DJs, organizations, transportation services, etc.
- Food/Beverages: Catering and delivery orders.
- Fundraising/Revenue: any money collected for your RSO (tickets, bake sales, raffle, etc.)
- Equipment, Materials, and Supplies Purchase: t-shirts, office supplies, tabling material, etc.
- Equipment, Materials, and Supplies Rental: AV/technology rentals, Divy Bikes,
- Marketing: poster, social media ads, websites (for publications), flyers, buttons, stickers, etc.
- Membership Dues: funds collected from RSO members and payments from national organization.
- Other/Misc.: account transfer (sending funds to another RSO), donations, unique purchases, etc.
- Prizes/Giveaways: raffle prizes, RSO swag, gift cards, etc.
- Services: printing vendor, photobooth vendor, lighting company, etc.
- Travel/Transportation: CTA, Metra, gas, parking, etc.
- Tournaments: club sport game/activity

General Funding Disbursement Guidelines

Submitting receipts, invoices and properly completed funding requests in a timely fashion is imperative to an organization's ongoing access to SGA funding. If your organization fails to submit the proper Funds Disbursement Form by the deadline on more than one occasion or requests for reimbursement, check requests, or credit card requests consistently fall short of the requirements, your RSO's eligibility for funding may be reviewed.

Food/Beverage Purchase Requests

North Park University is an alcohol-free campus and does not allow alcohol at campus-sponsored events. North Park University does not reimburse for alcohol purchases. Submitting a receipt or invoice that includes an alcohol purchase or requesting reimbursement for alcohol jeopardizes the RSO's good standing.

If you are distributing food or beverages at events please be mindful of any allergies, dietary restrictions, and food safety practices (i.e. wearing gloves).

Purchasing and Renting Equipment, Materials, and Supplies

All equipment, materials and supplies must be purchased and issued under the direction of the Director of Student Activities (or Diversity Office for Diversity Office Clubs) and RSO Advisor. Any equipment not turned in will be charged against the RSO and/or its members. Items purchased using SGA funding, membership dues, fundraising or events revenue become the property of North Park University.

***NOTE:** There is a separate submission process for purchasing equipment, materials, and supplies.

When submitting the proposal be ready to explain how you plan to use and store the items.

The RSO officers and advisors should annually inventory any items purchased with SGA Funding. The RSO Officers Leadership Team and RSO Advisor are responsible for insuring these items are securely stored. Storage arrangements should be made in consultation with the Director of Student Activities but, these requests will be approved on a case-by-case basis.

Requests to purchase equipment, materials, and supplies will be evaluated based on potential liability or overall benefit to the campus community. If there is the potential for liability, something that is a onetime use, or would be difficult to store it is recommended the RSO searches for equipment rental options. For example, requests to buy sporting equipment that needs to be regularly checked for safety may not be approved. Also, purchases for items that may be difficult to store or, can only be utilized by a few members may not be approved.

NOTE: Diversity Office Clubs that purchase equipment, material, and supplies under the supervision of the Office of Diversity and Intercultural Life may store items with the office.

Club Specific Apparel & Merchandise

- SGA funding will not cover the complete cost of apparel and other merchandise purchases. In the purchase request proposal please be prepared to note the dollar amount (25% of the total cost) the RSO will contribute to the purchase (from membership dues, fundraising revenue, etc.) and how much you would like SGA funds to cover. Exceptions can be made for gifts.
- All registered student organizations should consult with Student Activities (or Office of Diversity and Intercultural Life for Diversity Office Clubs) when purchasing items that uses the University name, logo, emblem, etc. to ensure that the necessary procedures are followed.

Graduation Cord and Stole Purchases

- Student Organizations must meet the university's requirements for approval to purchase graduation cords and/or stoles.
- Please read the *Graduation Cords & Stoles Policy (Appendix D)* for more information.

Honoraria

An honorarium is a payment made as a gesture of appreciation to an individual who is invited on a one-time basis to participate in an activity or an event. Payments amounts are generally modest but will vary based on the recipient's experience, availability and notoriety.

Honorarium payments may not be made to businesses, corporations or partnerships. Additionally, honorarium payments may not be used to fulfill a contractual obligation to pay for services rendered, nor can they be used to pay for services that would typically require an invoice. Honorarium payments are taxable income to the recipient and may be reportable to the Internal Revenue Service (IRS).

In order to process payment, the recipient of an honorarium must meet all of the following criteria:

- Individual does not ask for or require payment to participate in the event or program
- Individual may not negotiate the amount or ask for more than what was offered
- Individual is not being represented by an agency or organization

For North Park faculty or staff, the one-time activity would need to fall outside of their employment responsibilities. Honorarium payment would occur through the University's payroll system by completing a personnel action form

For a non-North Park University employee, the Honorarium payment would occur through Accounts Payable in the Business Office and the a W9 for would need to be completed for tax purposes.

Before you offer an honorarium to an individual, please consult with the Director of Student Activities to ensure this is the best method of payment. Diversity Office Clubs may work with the Office of Diversity and Intercultural Life and their advisor instead of the Director of Student Activities for their needs.

Prizes/Giveaways

Please plan out purchases in advance. If the request is placed near the end of the academic year with not enough time to review, approve, and ship the items it may not be approved. Gift cards may not be used as a prize in a raffle. The IRS prohibits the use of gift cards as a form of payment. A maximum of \$500 per RSO per semester can be spent on prizes.

Fundraising & Revenue-Producing Activities

RSOs may raise money for internal organization operations and/or philanthropic purposes. Any fundraising activities should reflect the organization's purpose as stated in its constitution. All fundraising projects must be pre-approved by the Director of Student Activities by completing the "Events" form on myNPU-Engage. Fundraising proposals should be presented to the Coordinator at least 14 days prior to the event.

Once the "Events" form is submitted, and the fundraising event/activity is approved, the Office of Student Activities will create a SquareUp form to collect funds online or via credit card. At the end of the event, funds raised will be transferred to the RSO. For revenue-producing events/activities, an admission fee may be charged to reserve seats or assure attendance. Card readers can also be reserved if needed for fundraisers through the "Event" form on myNPU-Engage.

All fundraising projects must be consistent with University policies. Fundraising projects involving alcohol, tobacco or any other drugs are strictly prohibited.

Any fundraising project that includes sponsorships/donations must be approved by the Director of Student Activities and other University offices as deemed appropriate. Diversity Office Clubs must have these projects preapproved by the Office of Diversity and Intercultural Life.

Membership Dues

Dues must be established in advance by the membership of the respective RSO and approved by the Director of Student Activities. Clubs are encouraged to use good judgment when establishing dues. It should be understood dues are supplementary funds established at a moderate rate. Funds received from dues should be deposited directly in the club's SGA account and may be spent as the RSO deems necessary. RSOs must use the dues for the academic year in which it was collected. Membership dues do not roll over to other fiscal years.

Section VI: Activities and Events Policies

All organized activities and events must be sponsored by SGA, an official RSO, or another affiliated North Park campus department. Events hosted and/or funded by SGA, an RSO, or another campus department must be approved, in advance, if they meet one or more of the following criteria:

- Open to individuals outside the North Park community
- Off-campus, larger than 25 attendees
- On-campus, larger than 50 attendees
- Using an outside vendor or performer

If changes are made, to the guidelines governing activities and events, students will be made aware through University communication to their North Park email account and campus announcements.

Requests for event approval may be submitted through myNPU-Engage, by clicking Manage, Organization Tools, Events, then completing the “Create Event” Form. Campus wide events must receive approval at least 14 days in advance to any planning and publicity. The approval process will include a review of contracts, security requirements, liability waivers, and other considerations.

Student Engagement has developed a Template for Event Planning form. Your organization should keep a copy of written plans using this template on hand in case Student Engagement should ask you to produce them.

It is recommended that any in-person RSO event/program/meeting, on-campus, include a written plan to implement all public health safety measures, including a communication plan with participants. The event plan should include a designation of one or more student leaders and advisors to serve as safety measure coordinators to ensure implementation of all safety measures and remind participants of the expectations. Upon request by Student Engagement, the written plan needs to be provided within 24 hours.

It is the expectation that activities and events sponsored by SGA, an official RSO or another affiliated North Park campus department or organization, adhere to and follow the University guidelines regarding on campus gatherings, physical distancing, personal protective equipment, and other health related policies.

The Office of Student Activities has created a Planning Guide for Student Clubs and Organizations to supplement the RSO Handbook.

University Policies for Activities & Events

RSOs are generally prohibited from hosting activities or programs during University breaks, holidays, finals, or the summer.

The final permitted programming date for spring and fall is the official last day of the semester as indicated in the University’s academic calendar. If a competition, conference or other event in which an RSO wants to participate falls outside of the traditional academic year, the RSO should work with the Director of Student Activities and its RSO advisor to gain approval and make the appropriate

arrangements.

The following policies are specifically related to student organizations and should be familiar to the RSO's officers, general members and advisor. For a full description of each policy please visit:

www.northpark.edu/studenthandbook.

- Activities and Events
- Alcohol and Drug Policy
- Bullying, Intimidation and Threats
- Chalking
- Conduct Unbecoming
- Contract Policy
- Damage and Vandalism
- Discouraging Policy Violations
- Free Expression
- Gambling
- Hazing
- Information Technology Acceptable Use Policy
- Marijuana Policy
- Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence and Retaliation
- Poster, Flyer and Email Announcement Policy
- Sales, Surveys and Solicitation
- Smoke and Tobacco Free Policy
- Social Media Policy

Late Night Events

An event is considered late night if it will go past 11pm.

All late-night events including but not limited to dances, fashion show, talent show, cultural events or concerts will require security.

Contracts

To protect the interests of North Park University and the various student organizations from financial or legal problems, all contracts for events hosted and/or funded by RSOs should be processed through the Office of Student Activities. This includes standard form agreements which may be provided by outside performances, speakers or vendors. The original copy will be returned to the RSO officer responsible for the event and the duplicate will be placed on file in the Office of Student Activities.

North Park University policy states that only specific University officials are authorized to sign/enter into event contracts. Students of the University do not have this authority and cannot bind the University to an agreement. No contracts or legal documents such as banquet hall reservations, performances, speakers, etc. issued by a third party can be signed by students or advisors. Any attempt to enter into a contract on behalf of the University without proper authorization is prohibited.

Any contract entered on behalf of the University by a student without proper authorization is void. The Dean of Students may take disciplinary action against a student, an advisor, or RSO that attempts to enter into a contract on behalf of the University without the proper approval and signatures.

Table Reservation

Request for table reservation should be submitted to the Director of Student Activities and/or Coordinator of Campus Safety. The request should include the date, time, location, and purpose of the event. A completed budget transfer form must be submitted with the request. The expense is the responsibility of the RSO, and the sponsoring group must provide a completed and signed budget transfer form to the Director of Student Activities or to Campus Safety.

Security

Request for security should be submitted to the Director of Student Activities and/or Coordinator of Campus Safety. The request should include the date, time, location, and purpose of the event. A completed budget transfer form must be submitted with the request. The expense is the responsibility of the RSO, and the sponsoring group must provide a completed and signed budget transfer form to the Director of Student Activities or to Campus Safety.

This expense is the responsibility of the RSO, and the sponsoring group must provide a completed and signed budget transfer form to the Director of Student Activities or to Campus Safety.

Requests must be made through the Director of Student Activities 10 business days in advance of the event.

The RSO may be required to provide security to check for North Park ID cards.

If security requirements are not met, the event will be cancelled.

Suggested security ratios vary from 1:50 (inside location) to 1:100 (outside location) depending on several factors, including the type and time of event and event location.

Please work with your RSO Advisor and Director of Student Activities regarding your exact situation. For example, contracted security may be required when events have one or more of the following components:

-
-
-
-

Note

Request for table reservation should be submitted to the Director of Student Activities and/or Coordinator of Campus Safety. The request should include the date, time, location, and purpose of the event. A completed budget transfer form must be submitted with the request. The expense is the responsibility of the RSO, and the sponsoring group must provide a completed and signed budget transfer form to the Director of Student Activities or to Campus Safety.

Speaker Policy

Request for speaker reservation should be submitted to the Director of Student Activities and/or Coordinator of Campus Safety. The request should include the date, time, location, and purpose of the event. A completed budget transfer form must be submitted with the request. The expense is the responsibility of the RSO, and the sponsoring group must provide a completed and signed budget transfer form to the Director of Student Activities or to Campus Safety.

exchange of ideas and opinions. The Speaker Policy aims to assure opportunities for the free expression and exchange of ideas, the lessening of conflict between the exercise of that right and the rights of others in the effective use of University facilities, the reduction of possible interference with the University's responsibilities as an educational institution, and the preservation of the University's status as a 501(c)(3) tax exempt organization.

Furthermore, the policy is designed to ensure adequate preparation for an event and to ensure that the event occurs in a manner appropriate to an academic community. The University reserves the right to cancel, reschedule or relocate a speaker or an event in those rare occurrences where an individual, a speaker or an event might raise safety concerns.

Viewing/Performances of Movies, Videos, Published Works

Copyright law prohibits the public viewing or performance of a copyrighted film, video or published work (play, music, etc.) without prior purchase of a license. Licensed copies of movies or published works must be purchased, and cost depends on the number of people in attendance. Licensed movies for student organizations can be purchased through Swank Motion Pictures (<http://colleges.swankmp.com/>). Contact the Director of Student Activities for more information on purchasing from Swank for student organization events.

Public use licenses are one-time licenses to show a movie or published work for a specific period of time for a specific audience size. These can only be purchased from certain companies. Showing a movie/tv show from a personal copy or an online streaming account (Netflix, Amazon, etc.) e.g., some student viewing movies in a residence hall room or apartment with friends, is not a public use license.

Events/viewings that do not require a public use license:

- Instructional viewing, i.e., if the performance or viewing meets all these requirements:
 - Must take place in a classroom or similar place devoted to instruction
 - Must involve instruction from a University faculty or staff member
 - Must be made from a legitimate copyrighted copy (this excludes performances taped from television broadcasts unless permission is granted by the original producers)
- Attendance must be limited to University students and staff
- No fees are charged or collected

In all other circumstances, events/viewings require a public use license. This includes a Department or RSO showing a movie for entertainment or programming purposes as well as group viewing in common areas and lounges.

Section VII: Risk Management & Travel

Off Campus Events are suspended until further notice.

Assessing and managing risk is an important aspect of your RSO activities. On-and-off-campus events and activities can have varying levels of risk that need to be addressed in different ways. The Director of Student Activities works with the University to help manage risk in a variety of ways.

If your RSO is having an activity, meeting, or event, that includes any of the following, the Director of Student Activities will work with your advisor and your RSO to determine how to manage the associated risks:

- Travel to off-campus locations (whether in university or personal vehicles, or using other modes of transportation, including but not limited to, public transportation or air travel).
- Physical activity that could result in injury (athletic competition or practice, games, inflatables, certain recreational activities, etc.)
- Animals
- Minors in any capacity
- Services provided to students or by students (i.e. massages, cholesterol testing, etc.)
- Serving or selling food (proper food handling techniques must be followed)

Note: Diversity Office Clubs may work with the Office of Diversity and Intercultural Life instead of the Director of Student Activities for risk management and travel needs.

Liability Insurance Information

Student Organizations

Only registered student organizations are eligible for coverage under North Park University's general liability insurance policy in the event of a claim brought by an external third-party. The nature and type of claim and the policy terms and conditions would determine actual coverage. If your RSO is working with a contracted external party, you must contact the Director of Student Activities to arrange for "additional insured" coverage so a certificate of insurance evidencing their insurance coverage can be provided.

Individual Students and RSO Advisors

If a claim arising from the organization's activities is brought by a third party against an individual student, the student may be covered under the University's General Liability policy so long as they were acting at the direction of, complying with the policies and procedures governing conduct at, or performing services primarily for or on behalf of North Park University.

General Waivers and Release of Liability Forms

Waivers and Release of Liability Forms are required for any event that presents the potential for danger to any participant. Activities and Events will be reviewed through the "Events" form on myNPU-Engage to assess if a liability waiver is needed. If so, the Student Activities Office will work with the RSO to create the necessary liability waiver. It is then the RSO's responsibility to collect completed waiver forms for events and submit them to the Student Activities office at studentactivities@northpark.edu. If you are unsure if your event requires a waiver, please contact the Director of Student Activities.

Personal Medical Insurance Information

Students enrolled at North Park University are required to maintain personal medical insurance and are responsible for personal medical expenses incurred while participating in an event. For certain activities, students may be required to sign waivers acknowledging that they are responsible for their own medical expenses in the event of injury while participating in an activity.

Injuries/Incidents

1. Minimize the occurrence of accidents and injuries through sound risk management practices.
2. Follow appropriate documentation procedures should an injury occur.
3. If on campus and at Helwig Recreation Center, contact the Helwig staff on duty to assist with injury and to fill out an Injury Report.
4. If on campus and not at Helwig Recreation Center, such as on the Green Space, contact Campus Security to assist with injury and to fill out an Injury Report.
5. If off campus, contact the Director of Student Activities to complete an Injury Report found on myNPU-Engage.
6. If it is an emergency and regardless of location, contact 911 immediately.

Transportation

Required Travel Waivers

Student passengers and student drivers engaging in off-campus travel in a university vehicle, a personal vehicle used for university business, or other transportation provided by or arranged by the University (e.g. a chartered or rented vehicle, or public transportation) for university business must sign a travel waiver. Please contact the Director of Student Activities to obtain a copy of the travel waiver.

Driver Qualifications

All RSO members who will be driving students for RSO activities, whether using a private or University vehicle, must meet the Driver Registration Process for cars and minivans as described in the Student Handbook. In addition, the driver is responsible for the vehicle and its occupants. The driver should be familiar with the principles of the safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.

Club Sport Risk Management

First Aid/CPR/AED

At least 2 club members (one being a member of the Leadership Team) must be certified in First Aid/CPR/AED. Certification opportunities will be available to club members for a minimal fee. It is the duty of the Club President to assure that at least one individual that is First Aid/CPR/AED certified is present at any sanctioned club activity. Contact the Director of Student Activities to arrange for this training.

First Aid Kits

First Aid kits will be made available to each club for any club functions. These kits will generally be stocked with ice packs, band-aids, gauze, alcohol wipes, gloves, CPR mask, trash bag, biohazard bags,

first aid tape, antibiotic ointment, scissors and injury report forms.

Insurance and Waiver

Club Sport participants are required to provide health insurance information and sign a Waiver and Release of Liability form. The Director of Student Activities will provide information and directions on how to submit this information.

Club Sports members must have the Waiver and Release of Liability forms on file before they can compete or practice with the club.

Lightening and Inclement Weather

In the event lightening is spotted while outdoors:

- Seek shelter immediately in buildings or cars/trucks. All outdoor activity should be postponed immediately. Avoid open areas, elevated groundwater, flagpoles, tall trees, metal fences, cell phones and radios.
- Wait at least thirty minutes after the lightning has ended before resuming activities.

Appendix A: Constitution Template

ARTICLE I. NAME

The name of this registered student organization shall be _____.

ARTICLE II. MISSION/PURPOSE

Writing a mission statement for your organization is sometimes intimidating but can be simplified by asking, "Why did we establish this group?" and "What do we hope to accomplish?"

Section 1. Purpose

Section 2. Goals

ARTICLE III. MEMBERSHIP

Only students registered with North Park University are eligible to be officers and/or voting members. Be sure to define what it means to be an active member (for example, is it based on meeting attendance? achievement?), as well as who has the right to vote (for example, is it only active members? Is it only the executive board members?).

Section 1. Eligibility

Section 2. Selection Process

Section 3. Attendance

Section 4. Removal Procedures

ARTICLE IV. OFFICERS

Section 1. Requirements for Officers

** Includes qualifications for officers: some of these are outlined in the RSO handbook such as the minimum GPA, credit hours/student status, etc. Other qualifications may include major if academic RSO, if you want them to be a member of the RSO prior to being an officer, etc.*

Section 2. Officers and Responsibilities – what do you expect officers to do?

Section 3. Election Process – how are officers selected?

Section 4. Terms of office – how long is the officer in office?

Section 5. Termination of Officers – If an officer needs to resign or be removed before the conclusion of the term.

ARTICLE V. ADVISOR(S)

Each student organization must have a faculty/staff member serve as their advisor. In addition to the advisor responsibilities in the RSO Handbook, the RSO should outline the group's expectations of their advisor clearly so that both the organization and the advisor have a common understanding of the advisor's role.

Section 1. Advisor Requirements

Section 2. Advisor and Responsibilities

Section 3. Election Process

Section 4. Terms of Appointment

Section 5. Termination of Advisors

ARTICLE VI. MEETINGS

How to establish committees, procedure for facilitating general meetings, delineation of executive board officer positions and their role descriptions, and a procedure for amending the constitution

Section 1. Regular Meetings

Section 2. Quorum

ARTICLE VII. FINANCES

Section 1. Dues

Section 2. Budgeting Procedures

ARTICLE IIX. NON-DISCRIMINATION STATEMENT

Discrimination, harassment, humiliation, bullying, hazing, and ridicule are strictly prohibited. The constitution should reference the University's policy on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation.

ARTICLE IX. AMENDMENTS AND REVISIONS

If the constitution needs to be updated this section outlines the process for making any necessary changes.

Appendix B: Conducting an Effective Meeting

Maintaining the integrity of your RSO in the eyes of your members begins by providing information for them in an organized, efficient, comprehensible, and effective manner. Creating and following an agenda for your meeting, keeping a record of meeting activities and informing your members (and even potential members) of your meeting times will enhance the quality of your RSO.

Promoting your meeting times and dates

1. Send out or post a meeting flyer that lists the date, time, location, and information about your RSO.
2. Provide meeting time & location on your page in myNPU-Engage. Make sure to include a virtual option.
3. Include your regular meetings on the myNPU-Engage calendar.
4. A calendar listing the days you will be meeting for the semester provides a way for members to clear their schedules ahead of time.
5. Send an email to your members to remind them about your meeting. You can include the agenda within the email and other important information.

Meeting Agendas & Minutes

Develop an agenda following the guidelines established by your RSO's constitution and make sure the Secretary (or another participant) records the minutes of each meeting.

The minutes should include:

1. Time when meeting was called to order and adjourned
2. A breakdown of the orders of business presented during the meeting
3. Notes on any important decisions or votes made during the meeting
4. Record membership attendance at each meeting (use myNPU-Engage app to scan IDs)
5. After your meeting has been conducted, leave extra copies of your agenda in a place where your members who could not attend can access it, such as the Documents portion of your myNPU-Engage page

It is required for RSO's to track attendance at all meetings, events and programs and upload to myNPU-Engage. Failure to do so may result in upcoming events being denied.

Appendix C: Utilizing myNPU-Engage

myNPU-Engage is designed to be an all-in-one online organization management system for RSOs. myNPU-Engage is the official site of SGA, Student Activities and RSOs. All RSO's are required to actively maintain and utilize their myNPU-Engage accounts. This includes but is not limited to maintaining up-to-date information, submitting the appropriate Fund Disbursement Form, and completing the event request submissions for all RSO activities (subject to approval) in the Portal.

myNPU-Engage is a great tool to connect students to your RSO, enhance your organization's relationship with other RSOs and the Student Government Association (SGA).

How can myNPU-Engage Benefit your RSO?

Organization Profile

- Upload a picture for your organization.
- List of events & meetings times/dates/locations
- Social Media Link

Event Management

- Highlight upcoming events on the homepage
 - Events posted by your RSO will be visible to the NPU campus (unless you make your event visible to members-only).
- You can tag events via different categories to help others search for your event.
- Use myNPU-Engage to track attendance and engagement at your events.
- Use the RSVP feature

Forms

- Use forms for applications, sign-ups for events, or collecting feedback.
- You can set form reviewers or create logic for forms.

Organization Budgeting, Accounting, & Finance Features.

- Submit SGA budget proposals, funding requests, and purchase requests.
- View account details such as available funds, budget balance, and transaction information.

Roster Management

- Utilize the election tool to facilitate officer transitions.
- Manage active members, officers, primary contact, and advisor information for re-registration.
- Students can build an "Involvement Transcript" (collection of involvement experiences) through organization memberships.
- Officers and advisors can have admin rights to the organization page.
- Allow people to automatically join or, you can enroll students.
- Make member & officer information private or public
- Send messages to those who have joined your organization.

Documents Upload

- Maintain an up-to-date constitution, SGA legislation, or post important dates

Appendix D: Graduation Cord and Stole Policy

Graduation Cords are for academic achievement and academic membership only. They are worn by those who have earned the highest GPA's, as signified through the laude statuses, or those who are members of Academic Honor Societies (listed below). There are no exceptions. Who wears cords is determined by the university, not by the student.

Graduation Stoles signify student leadership and co-curricular accomplishment. With approval, they may be worn by those students with significant accomplishment in service, leadership, or university-recognized student groups. Academic clubs must have written approval of the chair of the department or dean of their school. All other student organizations must have the written approval of the Dean of Students.

The university reserves the right to deny requests to wear stoles if they are deemed offensive, inappropriate, or not indicators of significant leadership or accomplishment. The university also reserves the right to deny individual students the right to wear stoles if they are deemed not to have achieved significant leadership, service, or membership status

Approval Process:

Submit in writing to the appropriate Department Chair, Academic Dean, or Dean of Students the following:

1. A description of the reason for the Graduation Stole request and why, according to the policy, it is an appropriate request (for example, "these stoles signify membership and multi-year participation in the Veterans Student Group.," or "these stoles are awarded to those students elected to student government who have successfully completed their terms of service.")
2. A description of the stole, including a photo of the stole design and cost of the stoles.
3. A list of the students requested to receive the stoles and their qualifications per 1 above.

The appropriate Department Chair, Academic Dean, or Dean of Students will consider the request, and will approve or deny the request in writing, either through a signature or through electronic communication to the person/group making the request.

APPROVED HONOR SOCIETIES FOR GRADUATION CORDS

Adult Learning	Omicron Psi
Biology	Tri-Beta
Biomedical Sciences	American Medical Student Association
Business/Nonprofit	Delta Mu Delta
Communications	Lamda Pi Eta
Criminal Justice	Alpha Phi Sigma
Education	Kappa Delta Pi
English	Alpha Rho Omega (wear red stoles)
Global Studies & Int'l Studies	Sigma Lota Rho
	Sigma Delta Pi
History	Phi Alpha Theta
Nonprofit Grad	Nu Lambda Mu

Nursing	Kappa Nu, Chapter of Sigma Theta Tau
Philosophy	Phi Sigma Tau
Physics	Sigma Pi Sigma
Political Science	Alpha Epsilon Tau
Psychology	Psi Chi
Veterans	SALUTE Veterans

APPROVED STUDENT ORGANIZATIONS FOR GRADUATION STOLES

Student Success	Lighthouse and Pritzker Scholars (April 2019)
Office of Diversity and Intercultural Life	DOC clubs represented in one stole (February 2020)
School of Nursing and Health Sciences	Student Nurses Association (March 2020)
Student Activities	Student Government Association (March 2022)

Appendix E: CSE Poster, Flyer and Email Announcement Policy

The following rules and guidelines shall govern the posting of posters, flyer on campus and North Park Email Announcements. The Center for Student Engagement has sole authority for enforcing and interpreting these rules.

Approval for posters and flyers shall be obtained at front desk of the Center for Student Engagement located on the 1st floor of the Johnson Center. Banners, artwork, projects or other items outside of flyers or posters must gain the approval from the Dean of Students.

Electronic postings for the screen in the Center for Student Engagement (CSE) must be approved by the CSE front desk and held to the standards described in this policy. Email Announcement submissions to the North Park Email Announcements must be sent to announcements@northpark.edu.

Posters, flyers and announcements should further the mission of North Park University-to prepare students for lives of significance and service. Any poster, flyer or announcement which does not appear to meet this mission must be cleared with the project manager, Director of Student Activities or Dean of Students before approval. This may require a 24-hour waiting period, depending on when the items are submitted.

Guidelines:

- All items must be stamped with the **red** North Park approval stamp.
- Posters must not exceed a size of 23"x 31".
- Posted items or announcement submission must be **clearly marked** with the school, department, office, organization or Registered Student Organization (RSO) which is sponsoring the event.
 - Unofficial student groups (not sponsored through the Student Government Association) must have written approval (email or letter) from the Director of Student Activities.
 - All organizations or individuals not affiliated with the University need to be sponsored by a campus department, group or organization to post printed materials or submit an announcement and must receive approval from and work with the Dean of Students.
 - Unless sponsored by a North Park department or group, posters or announcements regarding services or events at churches/ temples/ mosques, etc. will not be approved.
- To enhance the general appearance of the campus, posters must be displayed on bulletin boards **ONLY**.
 - Posters or flyers placed on/in walls, doors, benches, elevators, bathrooms, etc. will be removed.
 - Posters and flyers are not permitted on windows, doors, elevators or walls of any building and may be removed.
- Only push-pins, staples, scotch tape or blue painter's tape (not duct tape) placed **on the back** of the poster may be used to affix posters to bulletin boards. Repairs to surfaces damaged using other materials may be charged to the person or group responsible for the poster(s).
- The sponsoring person or group shall be responsible to hang the posters and provide the supplies to hang posters.
- Posters will only be approved for a period of two weeks or less. Exceptions may be granted.
- The person requesting poster approval must fill out and sign an entry agreement in the Poster Sign-in Log. If a student signs the agreement, and then does not follow the stated procedures, the group or department may have posting privileges revoked for the remainder of the semester.
- **Thirty (30)** shall be considered a sufficient number of posters to advertise an event.
- Any poster, flyer or announcement that has images or wording that discriminates, harasses or bullies any population will be denied approval. The group or organization may face student conduct violations.

Approved bulletin board locations:

- Anderson Hall lobby

- Burgh Hall lobby
- Park North lobby
- Magnuson Campus Center lobby
- The Nook (Magnuson Campus Center, 1st floor near vending machines)
- Carlson Tower (all 7 floors near elevators)
- Hallway outside of the Provisions On Demand (POD) store
- Hallway outside of the campus bookstore
- Old Main (all boards in the stairwell - 3 floors)
- Wilson Hall
- Hanson Hall (Music/ Fine Arts events only)
- Caroline Hall (lower level only)
- Brandel Library (2 boards—1st floor)
- The Johnson Center (bulletin boards in hallways and stairwells – Bickner Bistro is NOT an approved area)

Prohibited Areas:

- The Carlson Art Gallery and windows
- Bickner Bistro
- Bathrooms
- Vending machines
- Sidewalks
- Walls
- Campus benches
- The footbridge and fence along river. The footbridge is city of Chicago property.
- Doors or windows (including residence halls and apartments)

NOTE: Departmental bulletin boards are not covered under these guidelines. Example: The School of Music can post items on the School of Music board concerning music contests or graduate music degrees offered at other schools. For approval to post in residence halls, please contact the Office of Residence Life and Housing.

We do not approve the following items:

- Job/employment ads - Refer those items to Career Development and Internship Office (CDIO). As long as it originates from CDIO, a representative may bring posters pertaining to job ads, career fairs.
- Housing, apartment, or roommate ads - Refer inquiries to Seminary Housing in the Seminary building.
- Business or restaurant advertisements
- Items for sale

Appendix F: Publicity Practices

Publicity sells programs to target audiences by using relevant and unique marketing materials that will attract attention, amuse, interest, and bring people together. To attract attention to the event, the RSO must make it real to the target audience.

Allowing people to visualize your event is crucial to their attendance, and the more pervasive the publicity is, the more likely it is that you will have a bigger audience. Putting up a few flyers will not be enough; RSO's should ensure their publicity is creative and easily viewable. Be sure to make use of social media, handbills, and word of mouth.

The following are useful methods get your publicity noticed

- Make use of posting locations across campus.
- Make posters and flyers creative and eye-catching. Sometimes being mysterious (not revealing all the details) can generate a buzz.
- Use different tactics: comedy, controversy, and current issues are usually good tracks to follow.
- Personalize the message.
- Distribute promotional items in addition to putting them up in static locations.
- Use technology, but do not rely on emails that people might delete without reading.
- Utilize Social Media by using posts, stories and live features.

Ultimately, your publicity should include all the following elements:

- Name of attraction or event
- Date of event
- Time: beginning and ending
- Location of event
- Admission price (even if it is free)
- Deadline for applying/rsvp/purchasing ticket (if applicable)
- Contact information of sponsoring organizations
- Any co-sponsoring organization/department names
- Availability of food (whether for purchase or free)
- If prizes will be given

Things to consider before starting a publicity campaign

- Budget- Determine how much you can realistically spend on publicity.
- Audience- Who do you want to reach and how? Is there a pre-selected market available? Consider age groups, audiences' likes and dislikes, career fields, etc. Publicizing something for professors or the public may be entirely different than publicizing an event for students.
- Information- Make sure your publicity materials contain all the important information. Publicize the aspect of your program that is most familiar to the audience. Make sure you include correct names and logos of any co-sponsors.
- Resources- What are your resources? Are people in your organization skilled at art, design, and/or computers? Make sure everyone understands that publicizing the program is just as critical as planning it.
- Schedule- What deadlines must be met? Advertising for the event should start 2-3

weeks before the event, but not any earlier because people may forget about your event when it happens. Alternatively, they will become accustomed to seeing your publicity.

Publicity Styles

Information must be truthful, attractive, easily understood, tasteful and informative.

- Word of Mouth- Personal solicitation and personal endorsement are the best and most effective ways to promote activities.
- Color- One of the most important decisions you will make about publicity involves color. Use your colors as a symbol for your RSO or event. Use positive color combinations: blue on orange, orange on blue, purple on yellow, black on orange, and green on white. Avoid using more than three colors on one poster.
- Costumes- If your upcoming event has a theme, rent costumes that go with it and have members from your organization wear them while handing out event information
- Unusually shaped posters- Different shapes will draw more attention than the typical square or rectangular poster.
- Be creative- Use candy, stickers, balloons, or other inexpensive things you can handout.

A few other suggestions

- Always use spell check
- When using a computer to make publicity, SAVE your work frequently
- Use distinctive shapes or designs
- Balance light and dark space
- Using all capital letters is very hard to read from long distances
- Adding "Attendees who need special accommodations may contact " " can be helpful for certain events
- Use no more than three fonts and sizes

Reasons why publicity fails:

- It's not eye-catching enough - It does not stand out from the clutter of messages out there.
- There is not enough of it - Maybe the publicity looked good, but there is so little of it around campus that many will never learn of the event.
- It is not informative - It does not include enough information to inform students about content of the event.
- It is too cluttered - No one wants to take the time to read too much text.

After your event:

- Clean up publicity around campus
- Conduct an evaluation of the event with audience and group members.

The University reserves the right to determine the appropriate time, place, content and manner for conducting activities, and the posting and distribution of materials on any of its campus and property.