

**Student
Organization
Advisor
Manual**

2018 - 2019

Table of Contents

Welcome and Introduction

About the Center for Student Involvement	6
Center for Student Involvement Contact Information	9

Advisor Basics

Advisor Frequently Asked Questions	13
Potential Advisor Responsibilities.....	15
Advisor Do's and Don'ts.....	16
Advisor Resources	17

Student Organization Basics

Student Organization Registration Process.....	21
Student Organization Categories	23
Benefits for Registered Student Organizations.....	23
Resources for Student Organizations	24
Student Organization Frequently Asked Questions.....	25

OrgSync Basics

Commonly Used Portal Features	29
OrgSync Frequently Asked Questions.....	31

Additional Resources

Advising Styles	35
Advisor Expectations Conversation Guide.....	36
Advisor Self-Evaluation	38
Constitution Guide.....	39
Program Planning Guide	42
Risk Management Matrix and Worksheet	44

Welcome & Introduction

Thank you for serving as a student organization advisor at the University of West Georgia!

There are over 150 registered student organizations here at UWG, ranging from academic to recreational, honor societies to social Greek, and religious to special interests. Our organizations could not exist without an advisor. Student organizations provide an opportunity for students to grow and develop outside of the classroom, expand their interests, enhance their skills and abilities, and create meaningful and lasting social connections. By serving as an advisor to a student organization, you can help make a difference within these organizations and how they influence our vibrant campus life.

This handbook is intended to provide resources, guidelines, and helpful tips/tricks to help you navigate your role as an organization advisor. The Center for Student Involvement is a resource for student organizations and advisors, so please let us know how we can help you succeed!

I sincerely appreciate your support of student organizations and student life at UWG! You help make the University of West Georgia a great place to work, learn, and succeed.

Kynnith Francis-Vaughan

Coordinator for Marketing and Involvement Programs

Center for Student Involvement

Campus Center 123

678-839-6526

kvaughan@westga.edu

About the Center for Student Involvement

Vision Statement: The Center for Student Involvement aspires to actively engage every student in the University and greater community.

Mission Statement: CSI enhances the student experience and provides leadership development through a variety of programs, activities, and services which contribute to the vibrancy of campus life.

The Center for Student Involvement offers a number of programs and services to fulfill its mission. CSI seeks to be the ultimate connection to student life for UWG students. The Center for Student Involvement oversees Campus Activities, Fraternity and Sorority Life, Student Government Association, Student Leadership Development Programs, Student Volunteer Programs and Student Organizations.

CSI is responsible for the advisement of the following groups:

Student Government Association

SGA is the official representation of the student body at the University of West Georgia
Advisor: Chris Geiger, Director of the Center for Student Involvement

Student Activities Council

SAC provides co-curricular activities for the UWG community including a number of diverse cultural, recreational, social, educational, and entertaining programs.
Advisor: Emily Teitelbaum, Associate Director for Student Involvement

Leadership Advisory Board

LAB promotes personal growth and development by engaging students in leadership opportunities.
Advisor: Raven Johnson, M.Ed. Coordinator for Leadership Programs

Involvement Ambassadors

The Involvement Ambassadors serve as peer mentors to students and organizations by promoting and providing support for involvement opportunities.
Advisor: Kynnith Francis-Vaughan M.Ed., Coordinator for Marketing and Involvement Programs

College Panhellenic Council

The governing organization for the seven National Panhellenic Conference (NPC) organizations represented at UWG.
Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Interfraternity Council

The governing organization for the nine Inter-fraternity Council (IFC) organizations represented at UWG.
Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

National Pan-Hellenic Council

The governing organization for the nine National Pan-Hellenic Council (NPHC) organizations represented at UWG.

Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Multicultural Greek Council

The governing organization for the two multicultural organizations represented at UWG.

Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Greek Programming Board

The Greek Programming Board plans events for the UWG Fraternity and Sorority Life community ranging from Greek Week to awareness weeks.

Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Order of Omega

Order of Omega is an undergraduate Greek Honor Society that recognizes fraternity men and women who have attained a high standard of leadership in interfraternity activities.

Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Rho Lambda

Rho Lambda is an Honor Society for Greek women that recognizes scholarship and leadership in interfraternity activities.

Advisor: Amy Damron, Assistant Director for Fraternity and Sorority Life

Events such as the Welcome Back Blast, Homecoming, Lead Day, Greek Week, and Spring Fling are just a few of the activities sponsored by these groups and the Center for Student Involvement.

Below is a list of services and programs provided by CSI:

Campus Activities

Campus Activities provides students with a variety of programming opportunities to connect with students, alumni, and faculty and staff throughout the year. Our programs range from tradition events such as Homecoming and Weeks of Welcome to weekly events by the Student Activities Council as well as weekend events and major concerts.

Fraternity and Sorority Life

The Center for Student Involvement provides advisement and consultation to all of the nationally recognized social fraternities and sororities and their governing bodies, which are the National Association of Latino Fraternal Organizations, National Multicultural Greek Council, National APIA Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, and Panhellenic Council. The Center assists all groups in recruitment, membership intake, and organizational development.

Student Organizations

The Center for Student Involvement coordinates the entire registration process for all student groups to become registered student organizations. Each group is afforded advisement, consultation, professional guidance, personal and/or organizational assistance.

Leadership Programs

Student leadership is greatly emphasized in many of the programs and services offered by the Center for Student Involvement. We offer a comprehensive leadership program that offers involvement, training and resources to all students seeking to strengthen their leadership skills. Some of these programs include the Emerging Leaders Program, Leadership to Go, Leadership Conference Registration Grants, and Lead Lunch.

Volunteer Programs

The Center for Student Involvement provides students with a variety of volunteer opportunities in Carrollton and beyond. These projects are designed to foster a more civically engaged campus body through the promotion of self-discovery, leadership, and service.

Commuter Programs

Commuter Programs include the Commuter Student Association, Commuter Lounge and Commuter Assistants, and commuter events throughout the year. The Commuter Lounge is located on the lower level of Strozier Hall.

Center for Student Involvement Contact Information

Office:

Campus Center 123
678-839-6526
csi@westga.edu

Director

Chris Geiger
cgeiger@westga.edu

Associate Director for Student Involvement

Emily Teitelbaum
eteitelb@westga.edu

Assistant Director for Fraternity and Sorority Life

Amy Damron
adamron@westga.edu

Coordinator for Leadership Programs

Raven Johnson
ravenj@westga.edu

Coordinator for Marketing and Involvement Programs

Kynnith Francis-Vaughan
kvaughan@westga.edu

Coordinator for Volunteer Programs

Caitlin Oliver
coliver@westga.edu

SAFBA Budget Manager

Tina Skinner
tskinner@westga.edu

Staff Assistant

Margie Boykin
mboykin@westga.edu

Advisor Basics

Advisor Frequently Asked Questions

Who can serve as a student organization advisor?

Full-time UWG faculty/staff members can serve as a student organization advisor. Part-time faculty/staff members, teaching assistants, graduate assistants, or retirees are not able to serve as student organization advisors.

How can I become a student organization advisor?

You can:

- Accept an invitation to serve as an advisor when approached by a student organization leader
- Provide your contact information and interest to the Center for Student Involvement via our online advisor interest form to be matched with a student organization in need
- Have a position that requires you to serve as an advisor to a specific organization

What are the benefits of being a student organization advisor?

Our organizations could not exist and would not be successful without the help of wonderful advisors. Serving as a student organization advisor gives you the opportunity to:

- Contribute to student success and student engagement outside of the classroom
- Build relationships with students and develop community in co-curricular experiences
- Share knowledge, experience, and skills with students while working towards a common goal
- Grow professionally through our continued education and training opportunities designed to enhance advising skills and institutional knowledge

What is the time commitment required to serve as a student organization advisor?

Time commitment will vary based on the expectations, activities, and needs of the student organization. It's helpful to identify your responsibilities and availability and compare them to the activities and needs of the student organization(s) you advise to determine how much time might be required. While not required, it is encouraged that an advisor attend meetings and events as they are available. Some on-campus space reservations require the advisor to be present at the meeting/event for the student organization to use the space.

What is expected of student organization advisors?

Expectations vary based on the student organization and their purpose/activities, but at the very least, advisors should:

- Maintain institutional and organizational knowledge to help organization leaders understand and navigate university policies and procedures
- Maintain regular communication with organization and leaders to:
 - Ensure the growth and maintenance of the organization
 - Educate students on policies, best practices, and campus resources
 - Encourage community building, networking, and collaboration in and outside of the organization
- Report concerning behaviors that may impact the community via UWGCares.

Potential Advisor Responsibilities

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of possible responsibilities or duties.

Communication/University Link

The faculty/staff advisor is the primary link between the student group and the university. The advisor should be familiar with University policy and procedure in order to convey accurate information to the organization. The Center for Student Involvement will communicate with both the advisor and the student organization president whenever possible, to ensure that both have access to the same information.

Meetings

The advisor should attend all regular and special meetings of their organization whenever possible. Attendance of meetings allows the advisor to be current with all organization business and activities.

Activities and Programs

The advisor should attend all programs and activities sponsored by the organization to ensure all university policies and procedures are followed, and to provide on-site assistance if needed.

Continuity

Turnover in a student organization can be frequent. At times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. walk a fine line in maintaining history while allowing new leadership to develop the organization into new and different directions. The key to success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes, and organization or programming experiments.

Operational Guidelines

Become familiar with the contents of the organization's constitution, the Registered Student Organization Handbook and the Student Handbook to ensure the organization's actions are in line with the University of West Georgia and of the organization.

Clerical

Assist the organization with the registration process, verify member and officer eligibility, and ensure the organization meets its academic requirements, if required.

Leadership Development

The advisor can play a significant role in the development and personal growth of members. Advisors can help identify new leaders within the organization, assist in developing or coordinating training programs, and nominate members for university leadership training programs. Participation in an organization's retreats or workshops can be beneficial to members and to the advisor.

Financial Supervision

Some advisors may be involved in the financial operations of the organization. Roles may include budget supervision, advisement, expenditure approval, or budget development.

Interpretation of Policy

As a representative of the University to the organization, the advisor is constantly in a position to interpret West Georgia policy. Advisors may confirm interpretation of policy and procedure with the Center for Student Involvement.

Personal Assistance

Serving as an advisor to a student organization provides a unique opportunity to contribute to the success of individual students. A working knowledge of campus or community resources will allow you to make appropriate referrals if needed. Advisors also need to maintain confidentiality when a student shares personal information, and must also know when to seek additional assistance or guidance for that student.

Advisor Do's and Don'ts

The role of a student organization advisor is not always an easy one. This list is not intended to be comprehensive but is rather designed as a guide to help you acknowledge some situations you might face.

DO:

- Be knowledgeable about campus policies, federal, state, and local laws and ordinances and inform the organization of those pertinent policies.
- Assist the organization with procedural matters. Be knowledgeable about the organization's purpose and constitution and help the members adhere to it.
- Communicate expectations. Let officers and members know what you expect of them and determine their expectations of you.
- Let the situation determine what advising or intervention style you use.
- Meet or check-in regularly with officers.
- Attend organization meetings and events when you can.
- Help the organization set annual goals.
- Assist with conflict management within the organization
- Provide support. Let the organization be autonomous, but offer feedback even when not solicited.
- Communicate concerns and praise/recognition when appropriate.
- Help manage risk within the organization.
- Represent the organization in faculty/staff meetings. Reach out to other advisors or departments for assistance.
- Assist with the officer transition process and communicate new officers to the Center for Student Involvement.

DON'T:

- Run the organization or do the work of the President or other officers.
- Be just a signature on a paper rather than an active participant in the organization.
- Impose your bias or force your opinions on the organization.
- Stop a learning opportunity because you are afraid to let the organization fail.
- Limit communication and ignore emails and meeting requests.
- Assume the organization handles everything okay and doesn't need you. Assume the organization's attitudes, needs, and personalities will remain the same from year to year.

Adapted from the ACPA Advisor Manual: <http://www.mvacpa.org/docs/acpaadvisormanual.pdf>

Advisor Resources

In addition to this Advisor Manual, the Center for Student Involvement offers additional resources for student organization advisors. A comprehensive list can be found online at <http://www.westga.edu/campus-life/csi/advisor-resources.php>.

Student Organization Handbook

The Student Organization Handbook contains UWG policies and procedures that pertain to student organizations. A physical copy can be picked up in the Center for Student Involvement office and a digital copy can be found on the CSI website: <http://www.westga.edu/csi>. We are also happy to send you a physical copy through campus mail if requested. Please email csi@westga.edu with your request.

Advisor Email Listserv

Organization advisors are added to this listserv during the annual student organization re-registration process. This listserv is a communication tool used regularly by the Center for Student Involvement to share information and updates. This listserv is our main form of communication with student organization advisors.

The Student Organization Advisors Portal in OrgSync

Organization advisors are added to this portal during the annual student organization re-registration process. This portal allows you to connect with other advisors and offers you the opportunity to engage in discussion board style conversations to ask questions and share ideas. The portal also houses digital versions of resources and upcoming advisor events/opportunities. The portal can be accessed through "My Memberships" in OrgSync or by using this URL: <https://orgsync.com/126124/chapter>

Student Organization Basics

Student Organization Registration Process

Student Organizations are required to re-register annually to maintain active status. The annual re-registration process starts at the beginning of the fall semester. There is no deadline for organizations to complete the registration process each year.

Each year, student organizations must meet all requirements and submit a re-registration request to be registered for that year. Requirements include:

- At least five student members and a member roster
- A constitution
- An eligible organization advisor
- An organization email address
- President/Advisor Forms
- Attendance at a Student Organization Presidents Meeting

Starting the Registration Process

An organization representative, usually the President or another officer, starts the Student Organization Registration process by submitting the organization registration request. The member roster, constitution, organization email address, and officer/advisor information will be collected in the request form.

Submitting the Registration Request

Student organizations will submit the registration request through OrgSync. The process to submit the request will be different for an existing organization than a new organization. A step-by-step guide can be found on the CSI website at:

<http://www.westga.edu/campus-life/csi/student-organization-registration.php>

Member Roster

The member roster should be a list of all current members of the organization that should be uploaded into the registration request. The roster should be in the form of an excel spreadsheet and should at least contain the names and UWG email addresses for each member. Names and email addresses should be listed in separate columns.

Constitution

A constitution is the basic framework of an organization. It should state the purpose of the organization, detail officer positions, and outline requirements for membership and other general operating procedures. A constitution guide can be found in the appendix section of this manual and also online at:

<http://www.westga.edu/campus-life/csi/student-organization-registration.php>

Organization Email Address

The organization must designate an email address to be used as the primary form of with the organization. Organizations are not required to create an email account for this purpose and are welcome to use the email address of the organization's president, advisor, or other officer.

President/Advisor Forms

The President, Vice President, and Advisor will each need to complete and submit their position based forms for each organization they serve in that position. If the President or Advisor is returning to the organization in the same role, they may not be required to submit the forms again, unless the forms have been changed or updated. In that case, the appropriate person will be notified.

The position based forms are sent via email by OrgSync after the organization registration request has been submitted. The email is sent automatically to who the organization lists as the President and Advisor. The email from OrgSync has subject "New Forms to Complete." The form can also be accessed by logging into OrgSync:

- Click on your name/photo in the top right corner
- Select Activity
- Select Position Requests
- Select the position for the appropriate organization

Attendance at a Student Organization Presidents Meeting

The president of the organization is required to attend a Student Organization Presidents Meeting during each annual registration period. The Presidents Meeting covers University policy in addition to preparing student leaders for the role of president.

Student Organization Presidents Meetings are offered frequently throughout each semester at various times of day and days of the week. Scheduling inquiries can be emailed to Kynnith Francis-Vaughan at kvaughan@westga.edu.

Student Organization Categories

Academic: Supported by University colleges/departments and promote development in a particular academic area

Club Sports: Organization's that function under the direction of University Recreation's department

Honor Society: Recognizes high levels of academic achievement and can require a demonstrated interest in a particular career or academic discipline

International/Cultural: Fosters cultural diversity and support for their members and the University community

Political: Supports political parties, political issues, and/or candidates seeking office

Recreational: Promotes sports oriented or recreational opportunities

Religious: Serves as support for students of a particular religious persuasion, denomination, or belief

Service: Provides volunteers for on- and off-campus projects

Fraternity and Sorority Life: Belongs to one of the nationally chartered social greek governing councils: National Pan-Hellenic Council, Interfraternity Council, Panhellenic Council, Multicultural Greek Council

Special Interest: Focuses on a specific issue or topic

Student Governance: Addresses student needs, expresses student views, and/or assists the University or departments in decision making

Benefits for Registered Student Organizations

There are numerous benefits for Registered Student Organizations including:

- Reserve the use of University facilities
- Sponsor or present a public performance on University property when a University facility has been properly reserved and University regulations and administrative rules are followed
- Raise funds or make other permissible solicitations on University property in accordance with University regulations and administrative rules
- Post signs and distribute literature in accordance with University regulations
- Use campus mail services

Resources for Student Organizations

Student Organization Handbook

The Student Organization Handbook contains UWG policies and procedures that pertain to student organizations. A physical copy is given to each organization president during the Student Organization Presidents Meeting and a digital copy can be found on the CSI website: <http://www.westga.edu/csi>. Other officers or members that would like a physical copy of the Student Organization Handbook can pick one up from the Center for Student Involvement office.

Leadership Programs

The Center for Student Involvement offers numerous Leadership Programs that can benefit your student organization officers and members. More information about our programs can be found in the Leadership Programs portal in OrgSync or on the CSI website.

Leadership To Go

Leadership To Go is a leadership development workshop series program designed to complement the busy schedule and lifestyle of the UWG student leader student. Our 30 minute long workshops are offered weekly during the fall and spring semesters. Topics encompass the wide range of skills and information needed to be a successful leader.

Students can complete a Leadership Track (specific grouping of workshops) to earn a leadership certificate. The Organizational Leadership Track is designed to help students learn interpersonal skills and strategies to lead student organizations.

Lead Day and Lead Weekend

Lead Day is an interactive program held at the beginning of the fall semester and is designed for returning UWG leaders. Lead Day is an interactive program designed to get students excited for the upcoming year while networking and enhancing their leadership skills.

Lead Weekend is similar to Lead Day but is held at the beginning of the spring semester and is designed for new or emerging leaders.

OrgSync

OrgSync is UWG's student engagement platform. Each student organization has an OrgSync portal which can be customized and used for their individual needs. OrgSync is a great way to promote your organization to potential members, manage your current members, and share information and events.

Student Organization Frequently Asked Question

Does my organization automatically get money after we register?

No, there is no automatic funding for student organizations. Organizations can charge membership dues, follow the appropriate university policies and procedures to fundraise or get outside sponsorships, and/or request funding in the following ways:

SAFBA

The Student Activity Fee Budget Allocation (SAFBA) committee reviews funding requests annually and makes recommendations for how the Student Activity Fees should be allocated to student organizations and departments. Organizations and departments must submit an application to be considered for funding. More information about SAFBA including policies and deadlines can be found at <http://www.westga.edu/safba>.

Seed Money

Student organizations can request Seed Money from the Center for Student Involvement. Seed Money is an allocation up to \$200 to be used for organization set-up, program set-up, recruitment, or publicity. Organizations can only receive a Seed Money Grant once every three years.

Can we set up an off-campus bank account for our organization?

If your student organization is not funded by SAFBA, then you are allowed to set up an off-campus bank account. There is no specific bank you are required to use to set up your account, so feel free to shop around and find the bank that works for what you need. The bank will likely ask for an EIN (Employer Identification Number) to set up your account. Your organization can apply for an EIN number at irs.gov.

Do we need to get our fundraiser/raffle approved?

Student organizations wishing to fund raise must first fill out the Fundraiser/Charitable Collection/Food or Meal Request Form that can be picked up from outside of the Center for Student Involvement office. The form requires signatures from Auxiliary Services, Food Services, Risk Management and the Center for Student Involvement. More information about the University's Policy on Sales/Solicitation/Sponsorship/Fundraising can be found in the Student Organization Handbook.

Raffles have to be approved by the Carroll County Sheriff's Office. There is a Raffle Authorization form that is separate from the Fundraiser form and can also be picked up from outside of the Center for Student Involvement office.

How do I set up a table outside for my organization?

Depending on where you want your table will depend on how you reserve the space. Even outdoor spaces need to be reserved on campus. For space reservations, you must utilize Reserve West.

How can I reserve space on campus for a meeting/event?

The process to reserve a space on campus for a meeting/event depends on the space you would like to reserve. All spaces are reserved through Reserve West. Contact ReserveWest@westga.edu for more information.

Do we have to get an approval to post flyers on campus?

Yes, student organizations must get approval prior to posting flyers on campus. Up to 30 posters/flyers can be posted by an organization at one time and must be stamped by the CSI office and can then be distributed on campus. Please refer to the Student Organization Handbook for more specific details.

Can our organization use the UWG logo? Can we include the university's name in our organization name?

Student organizations cannot contain any part of a university logo. Student organizations names that use "UWG" or "University of West Georgia" should place their organization name first. For example, "Student Activities Council at UWG" rather than "The UWG Student Activities Council." Organizations must follow the specific UWG Logo and Trademark Policy from UCM as outlined in the Student Organization Handbook.

Can we set up an on-campus mailbox for our organization?

Yes, your student organization may obtain a mailbox on campus to use as your local mailing address. Please stop by the campus mail room, located in the University Community Center, to get your mail box set up.

A \$5 key fee (non-refundable) is required. An organization must check their mailbox at least once a week. These mail boxes are small and do not hold a lot of mail. If your box overflows, it will be closed, and it is up to the organization to get the necessary approval to reopen the box.

Mail should be addressed as follows:

Organization Name
Attn: Officer or Member Name
5-Digit PO Box#
Carrollton, GA 30118

How can we create a UWG email address for our organization?

The University Faculty/Staff Advisor can submit a Request for Generic Account to ITS to create an email address for the organization that ends with @westga.edu. The advisor then becomes the primary owner of the email account. Student organizations are also free to create an email outside of UWG (using Gmail, Yahoo, Hotmail, etc.) and do not need approval to do so.

OrgSync

Basics

Commonly Used OrgSync features

People

The People function can be used to manage organization members. The People page of your portal will list all of the current members of your portal. All organization members that are submitted on the roster via the registration request will be loaded into your portal by the Center for Student Involvement. Clicking on a member will allow you to see the member's email address and other personal information they have chosen to list in their OrgSync profile.

You can also manage which groups individual members belong to within your portal, give members permission to manage certain functions of the portal, or remove members from the portal completely. Adding a member to the administrator group is how you can make someone a portal administrator. You can also download a portal roster from the People section. This Excel spreadsheet will contain the names and UWG email addresses for your members. This is an easy roster to use in the registration process if the People section is managed properly by removing members after they leave the organization or graduate from the University. Organizations should also set their portal Join Options appropriately to indicate how students can join the portal and thereby join the organization. This can be found in the Organizations Setting page of the portal under the Join Options tab.

Only the members of the portal can see the People section and other members of the organization, but this section can also be disabled so that only administrators or members with certain permissions of the portal can see the People section. This can be changed in the Organization Settings page of the portal under the Permissions tab.

Events & Tracking Attendance

The Events function can be used to share organization meetings and other events. This tool can be especially helpful to share and advertise events to potential members. When creating the event, be sure to include a descriptive name and include a description so students know what to expect at the event. Date, time, and location are other important details to include when creating an event in OrgSync.

Checking the option to "Request inclusion on the Student Organizations event list to reach more people" will send your event request to the Center for Student Involvement. Upon our review and approval, your event will be listed on the UWG website. A detailed event name, date, time, location, and a description that includes contact information are required before we can approve your request for the calendar.

You can track attendance at organization events by collecting student ID numbers (917s) for those that attend your event. The easiest way to do this is by using a card reader and scanning IDs upon your participants' entry to the event. Organizations can check out a card reader from the Center for Student Involvement by using this form. Tracking attendance has numerous benefits and can be helpful to assess the effectiveness of your events/marketing strategies, make budgetary changes or recommendations for future events, and provide additional documentation/justification for awards or grants, and reward or recognize members who come to events/meetings frequently.

News

The News section is great for sharing updates and other information with your members. It can be used as a virtual newsletter as well as an email listserv. When creating a News Post, you have the option to email the News Post to your members. This can help keep all members in the loop about upcoming events and organization activities. Be sure to use this feature wisely and keep in mind the frequency of your emails. You can create and post a news post without emailing it out.

Forms

Organizations can use the Forms section to create forms and collect information needed by the organization. When creating a form, you can choose from a list question fields such as single or multi text boxes, multiple choice, and even an upload box. Here are some examples of forms that an organization could create in their portal:

- Interest Form/Member Application: collect information from potential members
- Committee Sign Up Form: have members sign up to be on different organization committees to help with organization functions
- Officer Application Form: collect information and qualifications for members who are interested in holding an officer position
- Officer Election Form: Have members cast their vote for the next set of officers

Additional settings are available for each form to determine how long a form is available, how many times a member can submit a response to the form, and if an administrator should be notified every time a form is submitted.

Files

The Files section of your organization's portal can be used to house and share organization documents and maintain historical records of information. Folders can be created as well to help keep information organized. CSI recommends that all organizations upload a copy of their constitution and bylaws to the Files section in their OrgSync portal. It could also be helpful to keep copies of meeting agendas and minutes in the Files section as well.

OrgSync Frequently Asked Questions

How do I make someone an administrator of my portal?

In the People section, select the name of the member you would like to make an admin. Next to the small icon that looks like a silhouette of two people, select "manage" and then Administrators. This adds the member to the Administrator group in your portal which gives them permission to manage any portal function, including the ability to change organization settings, submit the registration request, and update positions/officers.

How can I change my organization's profile picture?

The portal picture can be updated by hovering over the Settings wrench on the right side of the portal's navigation bar and selecting Organization Settings, then Update and Renew Profile. The option to upload or change the portal picture is on the first page.

How can I update my officers?

There are two ways you can update officers. The first would be through the organization request form, which can be updated as frequently as needed. Go into the Organizations Settings page, then Update and Renew Profile. The positions page is the second page. Add end dates for past officers to remove them from that position. New officers can be added under each listed officer position.

The second way would be to click See All under the Current Positions section of your portal homepage and then Fill a Position. Don't forget to update the end date to remove someone from a position.

How can I turn off portal functions we don't want to use?

In Organization Settings, click on the Permissions tab, then scroll down to the feature you want to turn off. There's a small button to the right of each feature's section that will be green if the feature is turned on. Click on that green button and it will turn white, indicating the feature has been turned off. Don't forget to save your settings. After you refresh the page, the feature will no longer appear on the portal navigation bar.

How do I grant members permission without making them administrators?

You can give members permission to manage specific functions of your portal without giving them access to manage everything by going into the People feature and selecting the appropriate members name. When their profile comes up, you can select Permissions, then select the feature you would like them to manage. For example, if you want your Secretary to be able to invite people to join and remove people from your portal, you'll want to give them permission to manage People.

Additional Resources

Advising Styles

Applying Interactive Leadership to Advising

The best advising style could be dependent upon the "maturity" of the students, which will vary from task to task.

Step 1

Assess the group/leader "maturity level"

High = motivated, capable, highly informed

Low = uninformed, unsure, organizationally na'i've, not familiar with work that needs to be done

Step 2

Adapt a Task/Relationship advising style that corresponds to the maturity level.

Task Behavior: organizing members, defining roles and procedures

Relationship Behavior: maintaining positive feelings, giving members support, encouragement, rewards

Level	Advising Style
Low	Telling/Directing: more focus on task behaviors, less on relationship (more involved style)
Low-moderate	Selling: focus on both task and relationship
Moderate-high	Participating: more focus on relationship, less on task
High	Delegating: less focus on relationship and task (less involved style)

Advisor Expectations Conversation Guide

This resource can be used to guide a conversation between a potential advisor and an organization about roles and expectations. This can also be used by a current advisor to reestablish expectations at the beginning of a new term or with new officers.

Listed below are some of the expectations a student organization leader may have of their advisor. The level of involvement the advisor will have is determined by the specific purpose of the organization, organization activities, level of maturity of officers, and the time the advisor is able to give. This worksheet can help advisors and student leaders arrive at a clear and mutually agreed upon role for the advisor.

Directions: Rank the following items from 1 to 5, with 1 being an essential duty of the advisor and 5 being absolutely not an advisor's duty. This should be done separately by the advisor and the officers of the organization. Both parties should then meet to compare answers and discuss differences. For items that are determined not to be the responsibility of the advisor, it is important to clarify which student organization officer will assume that responsibility.

- 1 - Essential for the advisor to do
- 2 - Helpful for the advisor to do
- 3 - Nice for the advisor to do
- 4 - Would prefer the advisor not do
- 5 - Absolutely not an advisor's role

- ___ 1. Attend all general meetings.
- ___ 2. Attend all executive board/committee meetings.
- ___ 3. Call meetings of the executive board when believed to be necessary.
- ___ 4. Explain University policies and procedures when relevant to the discussion, and depend upon the members to carry them out throughout their terms.
- ___ 5. Explain University policies and procedures to the entire group once a year.
- ___ 6. Meet with president and/or executive board member(s) before each meeting.
- ___ 7. Help the organization leaders prepare the agenda before each meeting.
- ___ 8. Speak up during discussion when the group may make a poor decision.
- ___ 9. Speak up during the discussion when he/she/they have relevant information.
- ___ 10. Be quiet during the general meetings unless called upon.
- ___ 11. Exert influence with officers between meetings.
- ___ 12. Take an active part in formulating the goals of the group.
- ___ 13. Initiate ideas for discussion when he/she/they believes they will help the group.
- ___ 14. Be one of the group; except for voting and holding office.
- ___ 15. Attend all group activities, meetings, events, etc.

- ___ 16. Require the leadership to clear all expenditure with him/her/they before financial commitments can be made.
- ___ 17. Request to see the leadership's financial books/records at the end of each semester.
- ___ 18. Check the secretary's minutes before they are written in formal form.
- ___ 19. Check all official correspondence before it is sent.
- ___ 20. Get a copy of all official correspondence.
- ___ 21. Be a custodian of all group materials, records, supplies, etc. during the summer and in between officer transitions.
- ___ 22. Keep the official files of the organization in his/her/their office.
- ___ 23. Inform the group of infractions of their constitution and bylaws, codes, and other standing rules.
- ___ 24. Make the group aware of its stated objectives when planning events.
- ___ 25. Mediate interpersonal conflicts that arise.
- ___ 26. Be responsible for planning leadership skills workshops.
- ___ 27. Be familiar with University resources and procedures that affect group activities.
- ___ 28. Sit next to the president and/or officers during meetings and correct procedural mistakes when they occur immediately.
- ___ 29. Let the group work out its problems, including making mistakes and "doing it the hard way"
- ___ 30. Insist on an evaluation of each activity by those students responsible for planning it.
- ___ 31. Take the initiative in developing teamwork and cooperation among the officers.
- ___ 32. Let the group thrive or decline on its own; do not interfere unless requested.
- ___ 33. Represent the group in any conflicts with members of the University staff.
- ___ 34. Take an active part in the orderly transition of responsibilities between outgoing and incoming officers at the end of the year.
- ___ 35. Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe.
- ___ 36. Recommend programs, speakers, events, etc.
- ___ 37. Approve all candidates for office in terms of candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that leadership is maintaining the required grade point average (if applicable).

Please list any additional ideas/expectations that you would like to discuss.

Adapted from the "Advisor Role/Responsibilities Clarification Worksheet" in West Chester University's Student Organization Advisor Resource Guide.

Advisor Self-Evaluation

Please answer the following questions as they relate to your role as a student organization advisor. Fill in the blanks in front of each question using the following scale:

- 5 = all the time
- 4 = most of the time
- 3 = some of the time
- 2 = almost never
- 1 = never

- I actively provide motivation and encouragement to members.
- I know the goals of the organization.
- I know the group's members.
- I attend regularly scheduled executive board meetings.
- I attend regularly scheduled organizational meetings.
- I meet regularly with the officers of the organization.
- I attend the organization's special events.
- I assist with the orientation and training of new officers.
- I help provide continuity for the organization.
- I confront the negative behavior of members.
- I understand the principles of group development.
- I understand how students grow and learn.
- I understand the principles that lead to orderly meetings.
- I have read the group's constitution and by-laws.
- I recommend and encourage without imposing my ideas and preferences.
- I monitor the organization's financial records.
- I understand the principles of good fund raising.
- I understand how the issues of diversity affect the organization.
- I know the steps to follow in developing a program.
- I can identify what members have learned by participating in the organization.
- I know where to find assistance when I encounter problems I cannot solve.
- I help connect members and officers to campus partners and resources.
- I make sure officers and members are familiar with and follow university policies/procedures.
- I am familiar with the advisor resources offered by the Center for Student Involvement.

Adapted from the ACPA Advisor Manual found at <http://www.mvacpa.org/docs/acpaadvisormanualpdfpdf>.

Constitution Guide

To assist your group, a sample constitution and explanation of each section of a constitution has been prepared for your use. The sample constitution is only an example, and should not be used as a "fill-in" form. Should you require further assistance in the preparation of your constitution, contact the Center for Student Involvement, Campus Center, 678-839-6526.

A constitution is the basic framework of an organization. It should state the purpose of the organization, and should indicate the number of officers, the method of their selection, requirements for membership and other general operating procedures which might be subject to frequent change. Detailed methods of doing business and specific rules belong in a document called the BYLAWS. For example: The constitution would establish the fact that dues are a requirement for membership and would outline the method of determining the amount of dues. The bylaws would then state the specific dues structure.

CONSTITUTION

Article I. **NAME**

The name of the organization should reflect the nature of the organization.

Article II. **PURPOSE**

This section should state the purpose, aims, and functions of the organization.

Article III. **MEMBERSHIP & DUES**

This section should state the requirements and size limitations of the membership and the dues structure, if any.

Article IV. **OFFICERS**

This section should be a list of the officer positions and the duration of terms. Also provisions should be for vacancies of office. Names should never appear in the constitution, only the positions.

Article V. **FISCAL AGENT/FACULTY CONSULTANT**

This section should state the procedure for selecting a faculty consultant and would explain the procedures for selection of a fiscal agent, if applicable.

Article VI. **MEETINGS**

This article should state the provisions for a regular meeting time, as well as any provisions to be made for calling special meetings. The officer position which has the authority to call meetings should be stated here.

Article VII. **QUORUM**

This section would set down the rules pertaining to the number of members, or the percentage of the membership required to be present to transact business.

Article VIII. **AMENDMENTS**

Amending the constitution should not be a simple process for the sake of the stability of the organization. All amendments are subject to final approval by the appropriate governing body.

Article IX. **RATIFICATION**

This section would state the requirements for ratification of the constitution of the newly formed organization.

BYLAWS

The by-laws would contain:

1. Detailed material concerning members, rights, duties, expulsion and resignation procedure.
2. Provisions for honorary members if the group so desires.
3. Provisions for membership fees, dues and assessments, if there are to be any, should be written in detail.
4. Names of the standing committees, if any, and the method of choosing the Chairpersons and committee members. The duties of the Committee(s) should also be stated here.
5. A provision for some accepted rules of order for parliamentary procedures, such as Robert's Rules of Order, should be included.
6. A method to amend the bylaws, usually a majority vote.

SAMPLE CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be the University of West Georgia Student Organization.

ARTICLE II. PURPOSES

Section 1. The purpose of this organization shall be:

- 1.
- 2.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all University of West Georgia students, faculty, and staff.

Section 2. Membership shall be maintained by the payment of dues which are established by the Executive Committee, (or decided by the membership or there shall be no dues.)

ARTICLE IV. OFFICERS

Section 1. The officers of the organizations shall consist of a President, a Vice President, a Secretary, and Treasurer.

Section 2. Duties and Powers:

- a. The duties of the president shall be (FOR EXAMPLE) to preside at all meetings, call special meetings, to appoint committees, etc.
- b. The duties of the vice president shall be (FOR EXAMPLE) to perform all duties of the president in his/her absence, to serve as program chairman, etc.
- c. The duties of the secretary shall be (FOR EXAMPLE) to keep an accurate, permanent record of the minutes and proceeding of the organization, to take charge of all correspondence, to make necessary reports, etc.
- d. The duties of the treasurer shall be (FOR EXAMPLE) to keep an accurate and complete record of all monetary transaction, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with the regulations of the University.
- e. Include any other officers as decided by the club.

Section 3. Election of Officers:

- a. The officers shall be elected at the next to the last regular meeting of the academic year or a Steering Committee should be appointed to provide leadership until officers are elected, or as provided for by each organization.
- b. State any qualifications necessary to hold office.

- c. The candidates shall be nominated in the following manner: (FOR EXAMPLE) a nominating committee, nominations from the floor, or a combination of both of these.
- d. Voting shall be by ballot vote, show of hands, oral vote, or etc. as decided by the club.
- e. A majority of 3/4 or 2/3 of all votes cast shall be necessary for election (One of these should be specified).

ARTICLE V. FISCAL AGENT/FACULTY CONSULTANT

Section 1. The selection of a faculty consultant is required of the individual organization.

Section 2. All registered student organizations who receive student fees are required to have a fiscal agent. The fiscal agent is selected in accordance with University regulations.

ARTICLEVI. MEETINGS

Section 1. The University of West Georgia Student Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc.), as decided by the organization.

ARTICLEVII. QUORUM

Section 1. (2/3, 3/4, etc.) of the members of this organization shall constitute a quorum to transact business.

ARTICLEVIII AMENDMENTS

Section 1. Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority vote of 2/3 of those at the meeting.

ARTICLE IX. RATIFICATION

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this constitution.

Program Planning Checklist

Step One-Goal Setting

- Define organization/ committee goals
- Develop programming goals in relation to organization/ committee goals
- Determine programming budget
- Facilitate brainstorm on program ideas

Step Two-Program Development

Be honest: Do you have enough "advance time" to do this event?

- Determine specific goal/purpose of program
- Identify type of program you are planning
- Determine target audience
- Determine the needs/interest program will serve
- Determine how this program meets goals/mission of your organization
- Determine finding source

Step Three-Choosing Dates

- Check for conflict with other programs
- Contact agent, artist, or vendor if applicable to see when they are available
- Reserve room with appropriate department on campus (president needs to reserve dates)
- Fill out reservation forms where necessary

Step Four-Choosing Entertainment

- Contact agent, artist, or vendor and find out performance fee
- Ask about contract requirements (rider)
- Find out if you can provide technical requirements or how much it will be if you need to outsource
- DO NOT MAKE PERSONAL CONTRACTURAL COMMITMENT (only your advisor can request the contract with the agent/artist)

Step Five-Budgeting

- Determine what all your expenditures will be
- Entertainer (including any travel, hotel, meals, technical requirements)
- Food (if on campus need to use Dine West or get approval from Auxiliary services to bring in outside food)
- Decorations
- Publicity
- Leave a cushion between your actual budget and your proposed expenditures for unexpected costs
- Determine if you will need to sell tickets or have an entrance fee (if so, you need to fill out a Fundraiser form)

Step Six-Finalizing Event

- _____ Have advisor request contract with any artist/vendor
- _____ Reserve hotel room for artist
- _____ Order food from Dine West
- _____ Reserve any technical equipment
- _____ Order any decorations
- _____ Contact Facility for set up needs

Step Seven—Large Event Form (if necessary)

Depending on the type/size of your event, the reserving department might deem your event a "large event" and ask that you fill out an additional event form. This form will be provided to you by the reserving department, if necessary.

- _____ Large event form submitted (if necessary)

Step Eight-Publicizing Event

- _____ Brainstorm creative publicity ideas!
- _____ Add event to your portal in OrgSync and share up to the Student Org. calendar
- _____ Have publicity out two weeks before event
- _____ Look for low to no cost ideas
- _____ Use a variety of method to reach wide range of people
- _____ See Student Organization handbook for posting policies

Step Nine-Day of Event

- _____ Confirm arrival time of artist/speaker/presenter/performer (if applicable)
- _____ Arrive at least 1 hour before event starts to be sure the room is set up how you want it, to decorate, and check all technical equipment
- _____ Have doors open 30 minutes before event so people can be seated on time
- _____ START EVENT ON TIME- set standard that your organization's events start on time
- _____ Create short program evaluations for attendees to fill out after the event

Step Ten-After the event

- _____ Send thank you to volunteers, any faculty/staff that attended
- _____ Do a program evaluation
- _____ Discuss how the program went with the rest of your organization
- _____ Finalize any bills or expenditures
- _____ Give yourself a pat on the back for a job well done!

Risk Assessment Matrix



1. List all aspects of your event activities on back page.
2. Identify risk associated with each activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
5. Use the matrix to re-assess the activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event by Texas State University - San Marcos.

For more information on risk management and event planning, please contact Campus Activities & Student Organizations at (512) 245-3219.



Campus Activities & Student Organizations
LBJ Student Center 4-11.1
601 University Drive
San Marcos, TX 78666-4616
office: 512.245.3219

This Risk Assessment Worksheet was created using ideas from:
The University of Texas, Texas A & M University, Jacobs Engineering, U.S. Marine Corps, and Kaiser Permanente.

PROBABILITY THAT SOMETHING WILL GO WRONG

Category	FREQUENT Likely to occur immediately or in a short period of time; expected to occur frequently	LIKELY Quite likely to occur in time	OCCASIONAL May occur in time	SELDOM Not likely to occur but possible	UNLIKELY Unlikely to occur
	CATASTROPHIC May result in death	E	E	H	H
CRITICAL May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution	E	H	H	M	L
MARGINAL May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
NEGLIGIBLE Hazard presents a minimal threat to safety, health and well-being of participants; trivial.	M	L	L	L	L

SEVERITY OF RISK

RISK DEFINITIONS

Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.

E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

MANAGING RISK WORKSHEET

Be sure to list all aspects of your event, both risky and less risky.

Think through all the things that could go wrong, including worst-case scenarios.

Consider what your organization could do to manage the risk & bring it to a reasonable level.

Some examples include: driving, sports / recreation, collecting money, large events, outdoor events, meetings on campus, concerts, etc.