

**Registered
Student
Organizations**

MOREHEAD STATE UNIVERSITY

Office of Student Activities

**Handbook
for
Student
Organizations**

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Responsibilities

All Registered Student Organizations (RSO) are required to renew their official registration status each academic year with the Office of Student Activities.

- Re-registration for all student organizations must be completed via Eagle Link <https://moreheadstate.campuslabs.com/engage/>
- All RSOs are responsible for knowing and understanding risk management policies for all events both on campus and off campus.
- All RSOs are responsible for knowing and understanding hazing policies of Morehead State University <http://www.moreheadstate.edu/Student-Affairs/Student-Activities/Morehead-State-University-Hazing-Policy> .
- All RSOs are responsible for knowing and understanding how to effectively manage all financial accountabilities and obligations including restrictions.
- All RSOs are responsible for knowing and understanding campus policies with respect to publicity, promotions and marketing.
- All RSOs are responsible for knowing and understanding all regulations, policies and guidelines specific to student organizations in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook> .

Getting Started

Student groups that are interested in organizing into an officially recognized Registered Student Organization (RSO) must complete the registration process on Eagle Link <https://moreheadstate.campuslabs.com/engage/>.

To begin the process of becoming an officially recognized Registered Student Organization (RSO) you must have the following items:

- 8 members committed to the organization
- A campus advisor that is MSU faculty or staff
- A constitution or set of bylaws that govern the organization
 - RSOs that are affiliated with a state, regional or national organization and are required to abide by the governing documents of that organization may use those as the local governing documents for the RSO.

Once registered with the Office of Student Activities, RSOs that will be charging dues, fundraising or implementing any other financial transactions must complete a Club Account Authorization Form and submit the form to Student Activities located in ADUC 217. Once submitted to Student Activities the form is signed by a Student Affairs Sponsor and then submitted to Accounting and Fiscal Services where an account is created and an account number is assigned to the RSO (see financial responsibilities on page 8).

An updated Club Account Authorization Form must be completed and submitted each academic year to ensure Accounting and Fiscal Services has accurate information as to who has access to request and sign financial transactions for the RSO.

No financial fees or obligations are required for a group to register to become an officially recognized Registered Student Organization.

Registration/Re-Registration Process

(1) Complete Annual Registration via EagleLink

- **New Student Organizations** (or ones that **do not have an Eagle Link Organizational Page**, yet)
 1. You must have signed into Eagle Link at least one time to be registered as a user before you begin this process and must use your MSU email address to login
 2. Go to the Eagle Link page moreheadstate.campuslabs.com/engage and sign in using your Morehead State University Portal information
 3. On the top menu click “ORGANIZATIONS”
 4. On the left of the page click “REGISTER AN ORGANIZATION”
 5. Scroll to the bottom of that page and click “REGISTER A NEW ORGANIZATION”
 6. Follow the steps from there to complete the form
- **Organizations that are Re-Registering**
 1. Go to the Eagle Link page moreheadstate.campuslabs.com/engage and sign in using your Morehead State University Portal Information
 2. On the top menu click “ORGANIZATIONS”
 3. On the left of the page click “REGISTER AN ORGANIZATION”
 4. Find your current organization in the list
 5. Click the “Re-Register Organization” button
 6. Follow the steps from there to complete the form

(2) Once you submit a registration/re-registration form, your submission will be approved or denied within two to five University business days.

- If approved, you will receive an email stating that your registration was approved.
- If denied, a detailed description of why you were denied will be sent to you through Eagle Link, and you can work with your organization to meet the desired criteria outlined in that description.

(3) Required Documents

- **Constitution** - must meet MSU's requirements. If the organization is affiliated with a national or regional group, a **copy of the national or regional bylaws** (or like document) is required as well.
- **Member Roster** – includes full names, MSU Emails, and officer positions. In addition, two rendezvous contacts are needed (Full Name, MSU Email, and Telephone Number are needed).
- **Club Account Authorization Form** – only required for student organizations that are collecting dues or have any other financial interactions. This requires the signature of the advisor (sponsor), president, treasurer, and a staff member in the Office of Student Activities. Only those listed on this form can sign check requests for student organizations. **Renewal Authorization is required annually.**

To gain access to Eagle Link or resolve account access issues, contact:

Sami Case at slcase@moreheadstate.edu, Staff Assistant for Programming and Engagement

or

Shannon Colvin at s.colvin@moreheadstate.edu, Associate Director of Leadership, Programming, and Inclusion.

Membership

Membership of officially recognized RSOs must be:

- fully enrolled students in the current academic year (12 credits – Undergraduate, 9 credits – Graduate)
- in good standing with Morehead State University

Nonstudents cannot be considered as members of the organization as the RSO falls under Morehead State University.

Nonstudent members may be considered alumni or community members but cannot hold office, vote, have any leadership responsibilities or perform any official functions for or of the organization.

Financial Responsibilities

All RSOs that have a club account with MSU must update the form with information of the current financial officer responsible for the funds and the advisor at the beginning of each Academic Year in August (see Forms on page 20). This may take up to 10 business days for the information to be updated in Accounting and Financial Services.

Newly registered RSOs that will have any type of financial transactions with the members are required to submit a Club Account Authorization Form to the Office of Student Activities to establish a club account for the RSO. It may take up to 10 business days for the account to be established with Accounting and Financial Services.

Managing Funds

All funds in club accounts are managed solely by the organization and are the responsibility of the financial officer and advisor to ensure those funds are managed appropriately.

A club account is an MSU account that the RSO can use to hold money gathered from dues, fundraisers or any other means of financial support for the organization. Not every RSO will have a club account, if the RSO does not collect dues, fundraise or have any need for financial support, the organization is not required to have a club account or submit the *Club Account Authorization Form*.

Depositing funds into a club account

Any money an RSO needs to deposit into their club account must be deposited using a *Daily Report for Cash Receipts* form available at Student Activities in ADUC 217 or Accounting and Financial Services in Howell McDowell 207.

The *Daily Report for Cash Receipts* form should include date, RSO club account number and amount of the deposit as the name and MSU ID# of the person making the deposit on the appropriately designated line (*full name of the depositor*). The deposit line should include specific information about the how the deposit was obtained, for example: *\$150 from bake sale for community service initiatives on September 4, 2018*.

Once the money is deposited it may take up to 5 business days to show the money in the club account.

It is the responsibility of the financial officer to maintain accurate records and accounts of all financial transactions particular to that RSO. This should also be overseen by the advisor to ensure a system of checks and balance.

RSOs do not automatically receive funding from Student Government Association. Any RSO that is interested in pursuing support funding from SGA must complete a Funding Packet through SGA and follow the procedures outlined from the SGA constitution.

Withdrawing funds from a club account

RSOs desiring to use money in a club account must first purchase the items, product or services and submit a receipt of the purchase to the along with a *Check Request* form (see forms) to be reimbursed for the purchase from the club account.

Money cannot be withdrawn in anticipation of a purchase, a reimbursement of a purchase is the only method of receiving money from a club account.

A Check Request Form must be submitted along with the original receipt(s) to Accounting and Fiscal Services to request a reimbursement of the purchase. This form requires two signatures of the people listed on the Club Account Authorization form as financially responsible for the Club Account.

Closing a club account

RSOs that desire to close a club account must first remove the balance from the account by submitting a check request (see forms section of handbook) indicating that the account is being closed on the request. Once the check has been received removing the balance of the account, one of the officers currently listed on the Club Account Authorization form must visit the Office of Student Activities in AUDC 217 to complete the bottom portion of the Club Account Authorization form currently on file for the RSO. Once that has been completed the form will be submitted to Accounting and Fiscal Services by the Office of Student Activities. The process to officially close the account will take 7-10 business days from the day the form is received in Accounting and Fiscal Services.

Reserving Spaces on Campus

Any student organization that is interested in reserving space on campus as an organization must be registered with the Office of Student Activities for the current academic year.

Reservations are submitted through the Rendezvous Reservation System and must be submitted by a designated person from that student organization.

Once a reservation has been submitted, the RSO should check back in the Rendezvous system to ensure the reservation has been approved to move forward with planning the event.

For more information on scheduling an event on campus please visit the Conference and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Conference-Event-Services>.

Planning your Events

Event planning can be a challenge for RSOs if careful thought, consideration and planning are not considered well in advance of the event. When making plans for events RSOs, these considerations may need to be taken into account.

- Date of event
 - Depending on the size and scope of the event, the date is the first factor to be considered.
 - Are there any other major events scheduled for that date that may conflict with your date?
 - Is the date far enough in advance to do adequate planning?
 - Do you have an alternate date selected if the first date is not available or doesn't work out?
- Location of event
 - Do you have a location selected for your event?
 - Has a reservation for that location been submitted, if on campus, through Rendezvous?
 - You can check the availability of the space on the reservation calendar.
 - Once submitted you can check the status of the event on your calendar, your event is not confirmed until it turns green on the reservation calendar.
 - Include the setup needed for the event on the reservation.
 - Reservations may not be approved more than three (3) months prior to the date.
 - Do you have an alternate location selected in the event the first location is not available?
 - Keep all reservation emails and documents for your records.
- Speaker/performer/presenter
 - If you are having a person or group speak, perform or present for the event, do you have them identified?
 - What is the cost associated with that person/group?
 - Does the RSO have the funds to pay for the person or group?
 - Is the person/group available for the date you have set for the event?

- Is there a contract the person/group uses?
 - If a contract is required, contact your advisor to ensure they are aware of the contract and the obligations of the contract.
- Are there any specific requests, usually referred to as a contract rider, included in the contract such as lodging, meals, needs on the day of the event?
 - Some contracts will also include a technical rider with specific technical requirements for the person/group.
- Technology
 - When planning your event make sure you are aware of any technology needs that you may have for the event such as audio or visual needs such as music, videos, presentations etc.
 - When you submit your reservation on Rendezvous, you can include audio/visual (AV) needs on the request if available through the Office of Conference and Event Services.
 - Review contracts and riders if applicable to ensure your location can meet the needs of the person/group.
- Food Services
 - If you are planning on serving food at your event you must use Aramark due to the contract between MSU and Aramark. Aramark is licensed and certified to prepare, handle and serve food to meet local and state regulations for food handling, preparation and serving.
 - You can submit a food waiver to use another type of food at campus events, but please note that most events on campus must use Aramark for their food needs.
 - No food waivers will be approved for Adron Doran University Center (ADUC).
 - For more information please visit the Conference and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Conference-Event-Services> .

The event submission process on Eagle Link helps guide you through many of these questions.

Marketing and Promotions

Marketing and promoting your events can be one of the most challenging parts of a student organization. There are several ways to market and promote your events including meetings and interest sessions for your organization.

Eagle Link

RSOs have access to an organizational site in Eagle Link. Through Eagle Link, organizations can post events, news, and relay contact/meeting information (moreheadstate.campuslabs.com/engage).

Social Media

RSOs can have social media accounts specific to that organization but must be careful in posting information to these accounts. Although MSU may not oversee the account, the fact the RSO is registered through the university brings another level of responsibility to the use of social media. Organizational social media accounts are expected to use the same principles as MSU when posting for their organization, respect and responsibility. If MSU is aware of a posting that is inappropriate in any way, the RSO will be contacted and could be asked to remove the posting as well as possibly face disciplinary actions. For more specific information about posting policies please refer to UAR (University Administrative Regulation) 704.01 <http://www.moreheadstate.edu/MSU/media/UARs/UAR-704-01-Communications,-Marketing,-Media-Relations,-and-Digital-Publishing-Policies.pdf>.

Promotions in ADUC

Promotions and marketing in ADUC will be limited to digital signage and information tables. Due to the different layout of the university center and communal spaces, hanging posters and flyers in specific areas are no longer

permitted. RSOs can promote and market their events through digital signage throughout the facility and reservation of information tables in ADUC.

Digital Signage

RSOs desiring to submit items for digital signage must submit the material to Shannon Colvin, Associate Director for Leadership, Programming, and Inclusion at s.colvin@moreheadstate.edu in PowerPoint format. Material must include the following information:

- Beginning and ending date for the material
- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event
- Location of event
- Any fees that are associated with the event such as an entrance fee

All materials must be submitted to the Office of Student Activities at least two weeks in advance of the event. The person submitting the request will be notified of the status of approved or not approved within 2 business days of the submission request. If additional time is required for the approval process, the person submitting the request will be notified.

Posters and Flyers

Posters and Flyers are permitted to be posted on general use bulletin boards in common areas of academic facilities and ADUC. Posters and flyers must include the following information:

- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event
- Location of event

- Any fees that are associated with the event such as an entrance fee

Posters and flyers are not permitted to be posted in residence halls as there are no general use boards in those facilities. For questions regarding postings in the residence halls, please contact Student Housing at 606-783-2060 or housing@moreheadstate.edu. Individual members of the organization may post material on the exterior of their assigned room exterior doors, however the material must be appropriate for public viewing.

Information Tables

RSOs desiring to reserve an information table in ADUC must use the Rendezvous Reservation System.

Reservations are submitted through the Rendezvous Reservation System and must be submitted by a designated person from that student organization.

Once a reservation has been submitted, the RSO should check back in the Rendezvous system to ensure the reservation has been approved to move forward with planning the event.

For more information on scheduling an event on campus please visit the Conference and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Conference-Event-Services>.

Chalking

Chalking on campus to promote RSO is permitted only on horizontal surfaces that are in the open air and therefore can be touched by rain. Sidewalk chalk is the only medium that is permitted, chalk paint is not permitted as it is sometimes hard to remove and rain does not usually remove it. Surfaces that are on the underside of surfaces such as doorways or in doorways are not permitted to be chalked on per the policy in the Student Handbook

<http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides/Chalking>.

Risk Management

Risk management as a plan to manage any event that may have a risk of injury, loss or damage to property. Risk management also includes events that may pose a threat to public reputation of the individual, organization or institution (Morehead State University).

A good risk management plan should include but is not limited to these considerations:

- Is there any chance that an individual may be injured or worse as a result of attending this event?
- Is there any chance that an individual may be injured or worse as a result of voluntary participation in this event?
- Is there any chance that this event presents a significant risk of injury, loss or worse through a required participation in activities planned for this event?
- Is there any chance this event may be harmful or detrimental to the reputation or public opinion to an individual, organization or institution (Morehead State University).

Organizers of all event should have a risk management plan in place during the planning phase of the event and share that plan with all members responsible for organizing the event as well as members in charge of risk management for the organization. Risk management plans should include but are not limited to:

- A list of contact numbers for emergency services and law enforcement agencies that may have to respond to the event.
- A list of contact numbers for individuals that may be directly responsible or accountable for the organization (advisors, department heads, Deans, etc.)
- A plan for crowd control in the event of a major impact such as fire, medical emergency etc.
- A comprehensive list of individuals either currently at the event or has previously checked into the event. This list is important in the case of something that would require a confirmation of who is and/or was at the event.

- Forms that may need to be submitted as a result of an incident at the event such as accident report (see forms section), risk management plan, permits, event registration form, etc.
-

Process for Assessing Risk

1. Identification

Prior to the event the organization should identify any possible risk factors that may occur during the event, this includes the set up for the event as well as the break down and clean-up of the event. Risk can be but is not limited to personal injury, loss, financial considerations, reputation and damage. Below are the five main types of risks:

- Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
- Facilities - Damage to property; damage to buildings
- Financial - Budget; money; theft; fraud; embezzlement
- Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
- Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)

2. Evaluation

Once possible or potential risks have been identified, it is the responsibility of the organization to take steps to mitigate those risks. This could include make significant changes to the event itself, changing activities planned for the event, hiring additional security for the event and any other reasonable step that can be taken to remove or reduce the risk.

3. Action

The next consideration for the organization should be what action the members can put into place that will manage the risk most effectively. The answer may not be to eliminate that activity because the risk exists, it may be to put other safety measures in place to best manage that risk.

4. Implementation

To effectively and efficiently manage any risk, the organization and its members have to be prepared and willing to implement the risk management plan and take the appropriate steps to address the situation. This step should including any member that is a part of the risk management team and any other members of the organization that should be aware of the plan and can act according to manage the risk.

5. Assessment

One of the most effective ways to manage risk is to assess the event in its entirety after the event has happened. Have a specific plan to ask questions to all involved to be prepared to assess the event honestly and effectively. If a risk occurred, what it managed appropriately and effectively? What was managed well? What could and should be improved on for the next event? This step should be a part of each risk management plan and should happen on a regular basis.

Security

Any organization that hosts or sponsors and event that requires security at the event is responsible for providing that security to ensure the safety of all attendees. If the event is scheduled on campus, the organization may be required to submit the event registration to the University Police Department as well as the Office of Environmental Health, Safety and Risk Management. Notification to additional offices for the purpose of security is the responsibility of the organizers of the event.

Additional offices such as the ones mentioned above should have at least 30 days of notification before the event to adequately respond and prepare for the event.

Contracts

Any event requiring a contract for a service or entertainer must follow the procedure to acquire and submit the contract through the appropriate channels.

All contracts have to be approved and signed by all required personnel before the approval is given to the organization for the event.

Alcohol

Alcohol is prohibited on university property for events sponsored and hosted by student organizations. Student organizations may not use club account funds to purchase alcohol for the organization or event. Organizations that have a governing board that is not an entity of Morehead State University are required to follow the procedures set forth in current governing documents approved by that particular board. However the MSU alcohol policy prohibiting alcohol supersedes state, regional, and national policy if that policy is a violation of the Student Handbook. This especially applies to events on any university property.

Travel

All student organizations that wish to travel should take out student trip insurance on all member of the organization that will be traveling on the trip.

For additional information please refer to the Office of Environmental Health & Safety [http://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance](http://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance) .

Forms

Accident Form

To be completed and submitted to the Office of Environment Health and Safety anytime an injury occurs in the course of the function of the RSO.

[http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US)

Check Request form

Used by RSOs to receive reimbursement from club accounts for purchases made for the organization.

[http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-(1).pdf.aspx?lang=en-US)

Club Account Authorization form

To be updated at the beginning of each academic year or when there has been a change in president, treasurer or advisor.

[http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-(1).pdf.aspx?lang=en-US)

Food Waiver Form

To be used to ask for exemption from using Aramark for provision of food at events for RSOs.

<http://www.moreheadstate.edu/getattachment/Student-Affairs/Conference-Event-Services/Food-Waiver.pdf.aspx?lang=en-US>

Liability Waiver Form

To be used when events and/or activities by the student organization have risk or a potential to create risk.

<https://moreheadstate.campuslabs.com/engage/organization/studentactivities/documents/view/1004172>