

# STUDENT ORGANIZATION RESOURCE MANUAL

IOWA STATE UNIVERSITY  
*Student Activities Center*

**B6 Memorial Union, Ames, IA 50011-1130**

**515/294-1023 • FAX: 515/294-6331**

**<http://www.sac.iastate.edu>**

*A part of the Iowa State Memorial Union*

*"The Mission of the Iowa State Memorial Union*

*is to nurture common ground, enrich and sustain individual lives and remember."*

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*Iowa State does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, or status as a U.S. Vietnam Era Veteran. Inquiries can be directed to the Director of the Office of Equal Opportunity and Diversity, 3680 Beardshear Hall, 515/294-7612.*

## WHAT'S NEW???

How to Write a Constitution & Bylaws . 9-11  
Trademark Use ..... 25-27

### **Student Activities Center** <http://www.sac.iastate.edu>

To learn more click on the **RESOURCES** button for: renting rechnical equipment, creating email lists, student office space, writing press releases and more! If there is something missing from our resources let us know and we will consider adding it.

### **For Treasurer/Financial Information**

Contact the  
Campus Organizations Accounting Office  
B4 Memorial Union  
294-1633

[http://www.adp.iastate.edu/vpbf/camp\\_org/home.html](http://www.adp.iastate.edu/vpbf/camp_org/home.html)

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*The SORM is created by:*  
*Student Activities Center*  
*294-1023*

## Acronyms at ISU

B6 = Student Activities Center (Memorial Union) and The Office of Greek Affairs (Dean of Students Office) and Substance Abuse & Violence Prevention (VPSA) departments are located in the basement of the Memorial Union	LGBTAA = Lesbian, Gay, Bisexual, Transgender, Ally, Alliance
BSA= Black Student Alliance	M-Shop = Maintenance Shop - a performance venue in the Memorial Union which also has food offered during the weekdays, sponsored by SUB
ClubFest = Organization fair involving 170 organizations recruiting approximately 4500 participating students.	MU = Memorial Union
COA = Campus Organization Accounting Office located in B4 Memorial Union	NPHC = National Pan-Hellenic Council
DSO = Dean of Students Office	CPC = Collegiate Panhellenic Council
E-Week = Engineers' Week	SALC = Student Alumni Leadership Council
FC = Freshman Council	SI = Supplemental Instruction, <a href="http://www.si.iastate.edu">www.si.iastate.edu</a>
FW = Family Weekend	SORM = Student Organization Resource Manual
GSB = Government of the Student Body	STUORG = Student Organizations
HC = Homecoming Central part of SALC	SUB = Student Union Board
IFC = Interfraternity Council	WelcomeFest = Festival event held on the first Wednesday of the first week of classes for 90 area businesses/organizations to display products and services to 5000 students.
IRHA = Inter Residence Hall Council	
LINC = Leaders INspiring Connections	
LEAP = Leadership Enrichment Action Program	

# Welcome

## The Purpose of the SORM

The information in the SORM (Student Organization Resource Manual) is provided to assist you in all respects of your organization. The suggestions cover several topic areas. If you would like more information about these topics to use yourself or as a workshop with your organization contact the Student Activities Center, B6 Memorial Union, 294-1023. The staff at the Student Activities Center are there to help you with whatever problems or concerns you have about your organization.

## Policies

It is important to note that all policies are important to you as a student organization leader and adviser. The most up-to-date and accessible information is available in the:

Online Policy Library: <http://policy.iastate.edu/>

Student Information Handbook: <http://www.dso.iastate.edu/handbook/toc.htm>

## Guess What is Online?

The Student Activities Center now has a fully functioning web site (<http://www.sac.iastate.edu>) for you to look up information, check out the University Calendar, and download all of our forms and activity authorizations.

Organization registration: <http://www.sodb.stuorg.iastate.edu>

Campus Organization Accounting Office: [http://www.adp.iastate.edu/vpbf/camp\\_org/home.html](http://www.adp.iastate.edu/vpbf/camp_org/home.html)

## Writing a Constitution

By Fall 2005, all organizations will be asked to submit a constitution in order to be recognized as an organization at Iowa State University. A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. Your organization will want to follow guidelines that are available in this manual on pages 9-11.

*“We exist to enhance and support holistic student development through diverse experiences”*

*Student Organizations at Iowa State University provide this and much more. On behalf of the Student Activities Center, I would like to congratulate you for taking on the responsibility for providing guidance and direction to your organization. With over 660 student organizations registered at Iowa State, we hope that the services we provide to you are as diverse as the organizations we serve. As you embark on this new year, please know that the Student Activities Center is here to assist you in whatever way possible. Whether you have questions about an upcoming event or you need help in developing your membership - we are your one-stop shopping center!*

*The best of luck to you and your organization.*

*Laura Bestler-Wilcox  
Assistant Director of the Memorial Union - Student Activities  
[bestler@iastate.edu](mailto:bestler@iastate.edu)*

# Welcome

# Registration Information

## Purpose of Registering an Organization/Club

This section includes policies and regulations of the university which are applicable to registered organizations. The purpose of including them here is to provide a central source of reference. Questions regarding a specific policy should be directed to the Student Information Handbook available online at the Dean of Students Office website at <http://www.dso.iastate.edu>. If you are unable to download the Student Information Handbook via this site or would prefer a different format contact the Dean of Students Office at 515/294-1020 or stop by 1010 Student Services Building.

All organizations desiring to receive the benefits of recognition on the Iowa State campus are required to register annually with the university. Registration provides for official identification as an affiliated group, use of designated university facilities and services, and the coordination and communication of the group's activities to the campus administration and other organizations.

Organizations must be established for purposes which are legal, consistent with the broad educational goals of the University, and in accordance with the regulations, guidelines, and policies of the University. However, registration does not imply University endorsement of the purposes of an organization nor does the university assume sponsorship of or responsibility for any of the activities of the group on or off the property of the University.

## Benefits of Registration

Registering with the university gives an organization access to a number of services and benefits. Some of the services listed below involve charges and are not available to all organizations.

1. Recognition as a university affiliated organization.
2. Use of campus meeting and programming facilities.
3. Use of university's name in organization's title.
4. Establishment of an account with Campus Organizations Accounting Office.
5. Inclusion in university publications and ISU Directory.
6. Publication of activities through University newsletter.
7. Use of GSB vehicles in accordance with GSB, university and state policies.
8. Use of Instructional Technology equipment/services.
9. Purchase privileges at Central Stores.
10. University tax exempt status.
11. Use of university purchasing services
12. Use of university printing services.
13. Utilization of university staff and programming resources
14. Utilization of Student Organization Website at [www.stuorg.iastate.edu](http://www.stuorg.iastate.edu).

## Termination of Organizations Registration

is granted and governed by the Dean of Students. This registration may be terminated for the following reasons:

1. Submission of material for registration known or determined by the Student Activities Center to be false.
2. Failure to reregister annually by the stated deadline.
3. Failure to follow universities regulations governing organizations.

## Confidentiality and Regulations of Material

1. The Student Activities Center shall maintain a file of registered organizations.
2. The Student Activities Center shall make available to anyone upon request the:
  - Name of the organization.
  - Purpose(s) of the organization.
  - Location and telephone number of the office of the organization.
  - Name and phone number of the adviser(s), president or chairperson and treasurer of the organization.
3. The Student Activities Center shall comply with laws governing confidentiality of student records.
4. Lists of members of the registered campus organization shall not be required for registration and will not be kept on file.

Groups who have questions about the registration process should seek the assistance of the Student Activities Center staff.

### *Did you know?*

Officers must be currently enrolled and not on temporary enrollment. This certifies that the student officers listed are currently enrolled, not on conduct probation, not on temporary enrollment (T.E.), and have a cumulative GPA of 2.0 and above. Officers and members of university committees or councils may not be on conduct probation.

# Registration Information

All organizations active on the Iowa State University campus are encouraged to register with the university. Registration provides for official identification as an affiliated group, and facilitates the coordination and communication of the group's activities with the campus administration and other organizations.

Organizations must be established for purposes that are legal, consistent with the broad educational mission of the university, and supportive of the regulations, guidelines, and policies of the university. However, registration does not imply university endorsement of the purposes of an organization nor does the university issue sponsorship of or responsibility for any of the activities of the group on or off property of the university. The following categories of organizations are eligible to register with Iowa State University through the Student Activities Center, A Department in the Dean of Students Office, Division of Student Affairs, B6 Memorial Union, 515/294-1023.

## Student Organizations

Student organizations are voluntary special interest groups organized for educational, social, and service purposes and comprised of student members. Student organizations that request funding by the Government of the Student Body are required to be registered by the university. Registration as a student organization requires the following:

1. Officers must be currently enrolled and not on temporary enrollment. This certifies that the student officers listed are currently enrolled, not on conduct probation, not on temporary enrollment (T.E.), and have a cumulative GPA of 2.0 and above. Officers and members of university committees or councils may not be on conduct probation.
2. The organization must maintain its financial accounts with the Campus Organizations Accounting Office and must conduct all financial transactions through this office. Student and campus organizations may not hold accounts outside of the university unless authorized by Campus Organizations Accounting and the Student Activities Center.
3. Nonstudents may participate in the activities of student organizations but may not be voting members.
4. Annual registration is required with Student Activities Center.
5. University advisers are required for all student organizations. Advisers shall be faculty members whenever possible in order to promote student-faculty interaction outside of the classroom. P&S or Merit staff members with advising experience and/or relevant expertise may also serve as university advisers. Advisers must be employed on at least a halftime, permanent basis. Graduate assistants may serve as advisers in conjunction with advisers who meet the requirements stated above.
6. The organization must be nonprofit in nature.
7. The names, addresses, and phone numbers of officers, advisers, and liaison persons must be kept current in the Student Activities Center.
8. Student organizations must provide, on request, a copy of their charter, constitution, or bylaws, including those of organizations external to the university with which the group may be affiliated.
9. Registration is granted for residence hall associations and houses and to fraternities and sororities subject to policies administered by the Department of Residence and the Dean of Students Office.
10. Employees of registered student organizations are not considered ISU employees. Payroll is processed by ISU as a convenience to the organization.
11. Grievances within or among student organizations shall be reviewed by the GSB Supreme Court. Actions of the GSB Supreme Court may be appealed to the Dean of Students Office. Guidelines are on file in the Dean of Students Office and the Government of the Student Body.

## Campus Organizations

Campus organizations are voluntary special interest groups organized for educational, scholarship, social and service purposes. Membership is open to faculty, staff, students and/or spouses of these persons. Campus organizations that request funding by the Government of the Student Body are required to be registered with the University. Registration as a campus organization requires the following:

1. The president and treasurer, as well as the majority of the officers of a campus organization, must be members of the university community. This certifies that the student officers listed are currently enrolled, not on conduct probation, not on temporary enrollment (T.E.), and have a cumulative GPA of 2.0 and above.
2. The organization must maintain its financial accounts with the Campus Organizations Accounting Office and must conduct all financial transactions through this office. Student and campus organizations may not hold accounts outside of the university unless authorized by Campus Organizations Accounting and the Student Activities Center.
3. Non-university persons may participate in the activities of campus organizations and act as voting members, provided the majority of voting members belong to the university as defined in this section.
4. Annual registration is required with the Student Activities Center.
5. University advisers are required for all campus organizations. Advisers must be employed on at least a permanent halftime basis. Graduate assistants may serve as advisers in conjunction with advisers who meet the requirements stated above.
6. The organization must be nonprofit in nature.
7. Employees of campus organizations are related to the university through their sponsoring university office or department.
8. The names, addresses and phone numbers of officers, advisers and liaison persons must be kept current in the Student Activities Center.
9. Campus organizations must provide, on request, a copy of the organization's charter, annual financial report and constitution or bylaws, including those of organizations external to the university with which you may group may be affiliated.

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# Registration Information

# Meetings

## Conducting Meetings

The manner in which an organization conducts its meetings can often determine the success of the organization. Few people enjoy sitting through long and drawn out meetings where little is accomplished. The particular nature of each organization will determine the degree of formality used in conducting its meetings. Whether your group needs formal business meetings or informal discussion meetings, a good leader should strive to facilitate maximum participation in order to keep members interested in the organization. The following are some factors which contribute to successful meetings.

### Plan ahead for your meetings

Make arrangements for the date, time, and place of a meeting and how many members are to be notified. Prepare an agenda and require people to come prepared. A good leader is one who plans ahead. Your members will respect you and the organization more for this.

### Before the meeting

Check out the meeting room. Seating pattern is important. For better control, the leader should be centrally located. Arrange chairs and tables according to the degree of formality desired. Check the comfort level of seating, lighting, acoustics, temperature, and ventilation. Uncomfortable physical arrangements can be harmful to a meeting.

### Plan the goals for the meeting

Identify what is to be accomplished at the meeting. If there are not goals, don't have a meeting! Prepare an agenda. Meet with officers and your adviser prior to the meeting to discuss items to include on the agenda. Members presenting topics, reports, or items for discussion be prepared in advance. The agenda should list items in the order for discussion.

### Minutes of Meetings

Although it is natural to think only in terms of the "here and now," the decisions you make today may have significant impact on the organization in the future

### Meeting Agenda Example

1. The name of the organization
2. The nature of the meeting (regular or special)
3. The date and place of the meeting
4. The presiding officer and secretary
5. The approval of minutes of the previous meeting
6. All reports and action taken
7. All main motions carried or lost with the vote count where needed, with a brief synopsis of the pros and cons of each motion
8. All other motions carried which contain information necessary to subsequent meetings
9. Adjournment

# Retreats

## Why should your organization hold a retreat?

A retreat is an ideal vehicle for a variety of organization activities. The purpose can vary from social, recreational to educational. It can be used for specific organization meetings, goal-setting, or team-building. Settings may vary from a campground to a conference room. Activities may include lectures, games, discussions, films and music.

## How does someone plan for a retreat?

In planning for a retreat, two considerations must be kept in mind - what is the purpose of the retreat and who is to attend. Once these two considerations have been adequately agreed upon, the following items can be arranged for:

**Time:** When is the best time for everyone to be there? How much time is needed?

**Facilities:** Where is the best place? Will sleeping facilities and cooking facilities be needed? What is the location of the place? Will transportation be necessary? Will there need to be electric outlets for film projectors or music equipment? Will parking and/or recreational facilities be necessary?

**Program:** What is the nature of organized activities? Will there be athletic activities? Will there be any special resource people?

**Costs:** How much is required for the retreat? Is it budgeted? Are participants required to pay any part of the expense? Will there be any costs for programming?

**Meals:** How many meals will be included? What is the menu? If no meals, how and what snack food and beverages are to be included? How will the food be prepared?

**Special Needs:** Do you expect members/guests who need special diets or physical accommodations?

**Promotion:** How will the participants be recruited? (Sign-up sheet, application, pledge requirement) Are posters necessary? Have you contacted the media?

For additional information on retreats, contact the staff at the Student Activities Center at 515/294-1023.

# Conflict Management

If some members of a group behave in ways that are disruptive, participation becomes difficult for others. The leaders may need to learn to deal with the following behaviors:

1. Talking for the sake of being heard;
2. Conducting side conversations;
3. Challenging attempts to move the group toward decisions;
4. Joking about everything that happens;
5. Interpreting criticism of ideas as a personal attack;
6. Waving off or negating all suggestions or new ideas from others;
7. Urging the group to take action before a problem is clearly identified;
8. Insisting on a precise, clear definition of each idea to the point that the group becomes bogged down.

Such disruptive behaviors may occur because preparation for the meeting has been inadequate. Knowing exactly what you need to accomplish and having a clear agenda will keep the group focused on tasks and reduce disruptive behaviors. The ideas listed in the shaded box below may help you deal with difficult members:

1. **Listen, But Do Not Debate.** Although it is difficult, it is best to work at bringing troublesome members into the mainstream of the discussion. When they feel that their views are respected, such members often begin to accept responsibility for controlling their own behaviors.
2. **Talk Privately with Members Who Continually Exhibit Disruptive Behaviors.** Publicly chastising difficult members can have detrimental effects. They may increase their negative behaviors or withdraw entirely. Public confrontations are best reserved as a last resort. Private conferences in which the leader's concerns are presented and the disruptive member's view are solicited, provide confidential opportunities for members as well as leaders to explain their feelings and needs. This promotes potential for agreements to be reached. This strategy preserves the members' sense of dignity, spares the rest of the group from witnessing embarrassing confrontations, and conserves precious meeting time. It is important to remember, during such confrontations, that the focus is to be on the members' disruptive behaviors, not on the members' overall personality or past history.
3. **Turn Negative Behaviors Into Positive Contributions.** It should not be assumed that all difficult members want to disrupt meetings. Some may want to make positive contributions, but have not found a proper way to do so. Leaders can help disruptive members find more productive ways of harnessing their energies to the group's needs. For example, leaders can encourage disruptive members to participate in planning sessions, ask for their suggestions during meetings, and give them the responsibility to perform tasks that result from decisions made in the meetings. Although some may not respond to such tactics, many disruptive individuals, when so approached, become active and productive members.
4. **Encourage the Group to Share the Responsibility of Handling Difficult Members.** If the group members share responsibility with the leaders, it is more likely that negative behaviors will decrease. Group censure puts pressure on disruptive members to modify their behaviors. It is one thing to risk the wrath of the leader and quite another to risk censure by the entire group.

## Retreat Facilities

**Camp Hantesa- Campfire Camp**  
<http://www.hantesa.com>

RR 1, Boone, IA • 515/432-1417

Lodge with kitchen and beds, cabins and other lodges

**Ames Park & Recreation**  
Ames, IA • 239-5350

<http://www.city.ames.ia.us>

Gateway Activity Room Meeting room & kitchen

**Iowa 4-H Camping Center**  
Rt. 1, Madrid, IA • 515/795-2389

<http://www.extension.iastate.edu/4-Hcenter>

Lodges, kitchen, food service, cabins, recreation facilities

**Lynn Fuhrer Lodge**  
YMCA Recreation Center  
294-2263

Lodge, recreation facilities, kitchen

**Scenic Valley Conference Center and Camp, INC.**

Boone, IA • 515/432-4389

Email: [SCENVAL@GALYNX.COM](mailto:SCENVAL@GALYNX.COM)

Lodges, recreation facilities, kitchen

**Contact Student Activities Center**  
for help in planning your retreat at:  
515/294-1023 or [sac@iastate.edu](mailto:sac@iastate.edu)

# Program Planning

Goal setting and advance planning are keys to the effectiveness of an organization. If a group sets goals and plans for its major activities, members will have a sense of purpose. Long range planning will help make the activities go smoothly and allow everyone to enjoy participating.

Plans need to be made by the group, not just by the leader. Plans made by committees or individuals should be reviewed by the whole group to increase the commitment of the members and to prevent misunderstandings.

## Step by Step Planning Process

1. **The initial step in planning is to identify what you want to do and what you want for outcomes:**
  - What is the outcome to be expected: knowledge, strengthened group ties, membership recruitment, or accomplishment of specific tasks?
  - Who is to participate in the activity: members only, campus community, Ames community, or other group?
  - What type of activity will help you achieve your intended outcomes? educational, social, recreational, service or fund-raising?
2. **Next identify what arrangements may be necessary:**
  - What resources should be obtained: speakers, films, handouts?
  - What facilities should be secured: meeting room, auditorium, athletic facilities, park shelter house, or a booth at the Union?
  - What special arrangements are required: lighting, temperature considerations, food and beverage, rest room facilities or special arrangements for people with disabilities?
3. **Identify the university procedures to be observed:**
  - Do you need permission to conduct your activity? (yes, probably)
  - Reserve the facilities through the respective office
  - Is there anything in the activity which violates university policy?
  - Have you allowed enough time to coordinate your plans with all of the departments involved?
4. **Identify the financial arrangements necessary:**
  - What is the cost? what are the sources of funds?
  - Will the group pay all expenses?
  - Will participants be charged admission?
  - What can you get donated?
5. **Arrange for publicity of the event:**
  - Will flyers be distributed: general bulletin boards on campus, to residence halls, fraternities and sororities, off-campus?
  - Will media be used?: The Daily (advertisements, articles, calendar, radio and television (WOI, KURE, KASI/KCCQ, ISUTV, WHO), special newsletters, (student affairs, minority programs, counseling center, faculty and staff newsletters)?
  - Will personal communication be used: telephone, written invitations, canvassing, or information booths?
6. **Check out all arrangements prior to the actual time of the activity:**
  - Are facilities and arrangements adequate?
  - Are resources there, such as overhead projector, VCR, etc.?
  - Who is to be in charge during the activity?
  - Who is in charge of cleanup?
7. **Evaluate the activity after it is completed:**
  - Who participated and how did they respond?
  - Was planning adequate and were goals realized?
  - What recommendations are there for follow-up or a repeat next year?
8. **Do the follow-up and evaluation:**
  - Are the bills paid?
  - Is another activity to follow and what plans must be made?
  - Were participants and resource people thanked?
9. **Prepare a final report to be kept in the files of the organization, with ideas and suggestions for next year.**

### Check out:

Event Authorization Process

Pages 18-24

Programming Resources

Pages 14-15



# How to Write a Constitution & Bylaws

## What is a Constitution?

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

## Why should I have a Constitution?

Every recognized student organization at Iowa State University is required to file a current copy of their constitution and bylaws with the Student Activities Center each year at recognition. An updated copy should be filed promptly should the document change during the year.

Your constitution serves an important purpose for your organization. The process of writing a constitution should help to:

- Clarify your purpose
- Outline your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of a constitution will be a much easier and more rewarding experience.

## What should I include in my Constitution?

- A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers and members. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.
- What follows is an outline of the standard information to be included in a constitution. Since your constitution should be tailored to the needs of your organization, you may wish to include additional articles or use a different organizational structure. However, the basic information outlined below must be included in the constitution you submit at recognition.

## Guidelines for Writing a Constitution

- **Article I Name**  
State the name of the organization—for example, “The name of this organization shall be (insert name of organization here).”
- **Article II Purpose & Goals**  
Provide a general statement about the purpose and goals of the organization, as well as the type and scope of the organization’s activities. This is also an appropriate place to mention the organization’s affiliation with other groups, if any (for example, if the group is a chapter of a national organization).
- **Article III Membership**  
Provide a general statement about membership eligibility, standards, and requirements. For example, “Membership shall be open to all students at Iowa State University.” The membership selection process, types of membership, and procedures for disciplining and/or removing members should also be outlined here if not already appearing in the bylaws. NOTE: Recognized student organizations at Iowa State University are required to be non-discriminatory in membership unless otherwise permitted by applicable federal law (for example, Title IX). As such, you should review your constitution to ensure that it does not contain discriminatory language or provisions.
- **Article IV Officers**  
In sections under this article; list the titles of offices to be established, qualifications for each office, the method, time, and process of selection, and the term of office. The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here if not already appearing in the bylaws.

At a minimum, each student organization is expected to designate one officer as the chief student leader (usually titled “president”) and one officer authorized to deal with the organization’s finances (usually titled “treasurer”). The titles of these positions may vary according to the needs of the organization, but the two separate job functions must be provided for in this article.

## How to Write a Constitution & Bylaws cont.

NOTE: All recognized student organizations at Iowa State University must include the following statement (or its equivalent) in their constitution: "The officers of this organization must meet the following requirements:

- (a) Have a minimum grade point ratio (GPA) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

The wording of the above statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than those appearing above. Student organizations may enact requirements more stringent than those provided by the university.

This article is also the appropriate place to outline the selection process, qualifications, responsibilities, and the term of office for the organization's official university Adviser(s).

- **Article V. Finances**

Provide a general statement about the manner in which the finances of the organization should be handled, including what should happen to the organization's funds if the organization is dissolved. Detailed financial procedures including the amount and collection procedures for dues, if any, should also be outlined here if not already appearing in the bylaws.

NOTE: All recognized student organizations at Iowa State University must include the following statement (or its equivalent) in their constitution: "*All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.*"

- **Article VI. Amendments & Ratification**

This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization. This article should also include a statement requiring prompt submission of an updated constitution and bylaws to the Student Activities Center should the document be amended following recognition.

To be valid, the constitution must be signed by at least the organization's chief student officer and primary Adviser, and approved by the Assistant Director of Student Activities. You will want to provide a space for these individuals to sign and date the document.

Leave Everything Better Than  
You Found It

# How to Write a Constitution & Bylaws cont.

## What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

## Why should I have Bylaws?

Student organizations are not required to have bylaws, but may find them helpful to the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the provisions contained in the constitution and can be changed more easily as the needs of the organization change.

## What should I include in my Bylaws?

Bylaws must not contradict provisions in the constitution. They generally contain, as needed, more specific information on the topics outlined below. If your organization has chosen not to develop bylaws, this information may be included in the appropriate sections of your constitution.

The following are some standard articles that commonly appear in organization bylaws:

- **Membership**  
Sections under this article should discuss and detail the various aspects of membership that may be applicable: membership selection process, types of membership, and procedures for disciplining and/or removing members.
- **Officers**  
Sections under this article should discuss the officer selection process, duties, powers, and responsibilities of each officer, and procedures for removal from office and filling vacant officer positions.
- **Committees**  
Sections under this article should discuss and detail standing and special committees (formation, selection, powers, and duties) and the executive committee (membership, powers, and duties), along with the roles and responsibilities of committee chairs.
- **Meetings**  
Sections under this article should discuss types of meetings, how and when they are to occur, requirements for notice, attendance, and quorum (number of members needed present to transact business), meeting format, and parliamentary rules of order (usually Robert's Rules of Order).
- **Financial Procedures**  
Sections under this article should discuss and detail (if applicable) dues, initiation fees, and fines, collection procedures, and other financial procedures (budgets, expenditures, etc.).
- **Amendment Procedures**  
Sections under this article should discuss the procedure for amending the bylaws (means of proposals, notice required, voting requirements). Other specific policies and procedures unique to your organization that may be necessary for its operation.

## How can I use my Constitution & Bylaws?

- Remember the reasons for having a constitution and bylaws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. Bylaws only require a simple majority for passage. Once you have developed your constitution and bylaws, review them often. The needs of your group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.
- Make sure every new member of the organization has a copy of your governing documents. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be a part of officer training and transition. You should also provide your Adviser(s) with a copy of your constitution and bylaws.

## Where can I get help writing my Constitution & Bylaws?

In addition to this document, the Student Activities Center has developed a sample constitution and bylaws, as well as a sample constitution without bylaws. These samples are available online at <http://www.sac.iastate.edu>. For additional information or to schedule a personal consultation on your organization's constitution and bylaws, please contact the Student Activities Center (B6 Memorial Union) at 515/294-1023 or [sac@iastate.edu](mailto:sac@iastate.edu).

## Programming Resources

### Leadership Programming

A wide variety of educational programs are available in the Student Activities Center (B6 Memorial Union) for your club or organization. So if your group is interested in topics such as: campus resources, leadership, multiculturalism, communication skills, team building, or publicity, call us! The office also serves as an information and referral source for groups seeking resources available on and off-campus.

### Educational Programming and Speakers

A wonderful resource for students to find people to facilitate discussions or educational programs is available online at: <http://www.sac.iastate.edu/EOR/home.htm>

### Committee on Lectures

The University Committee on Lectures coordinates guest speakers for the lectures series which is funded in part by student activity fees allocated through GSB. Registered organizations may seek the assistance of this committee in cosponsorship of a speaker of interest to that organization. Forms and further information are available from the Committee on Lectures Office, 36 Physics (294-9935).

### Guidelines for Funding For Lectures

Budget hearings are held during the fall and spring semesters to allocate those funds set aside by GSB for student organizations. These forms are available in the Lectures Office and deadlines are determined by the committee. Groups are reminded the proposed lecture should appeal to a broader segment of the university population even though it is being sponsored by a single organization because funding comes from all student fees. Student organizations are encouraged to search out other possible sources of funding.

### Procedure guidelines for funding lectures:

The Committee on Lectures meets twice a month during the academic year. Attend the meeting at which your proposal is presented so that you may elaborate on the written application and answer questions. Without your presence at the meeting, your application may be delayed or denied.

- All proposals must be reviewed by the Lectures Office staff, and the forms must be complete before they are placed on the agenda.
- Requests for funding of proposals will be considered only if students are included in the planning and presentation.

Unless requests are heard by the committee on lectures at least one month in advance of the event, funding will be in jeopardy. International speakers must have a Social Security number and their country must have a treaty with the United States or 30% will be withheld from the honorarium check when it is issued. Please discuss this

### Multicultural Task Force

Funding is available for initiatives, programs and speakers that enhance multicultural awareness on campus. Application materials can be found online at:

<http://www.iastate.edu/~mtf/>

or by contacting

Minority Student Affairs at 294-6338

### Incentive Grants

Organizations of today are continually looking to ways to improve their substance free programming. The Incentive Grant Program provides positive options for ISU organizations.

If your organization is interested in applying for an Incentive Grant contact Sara Kellogg, Substance Abuse and Violence Prevention Coordinator at [skellogg@iastate.edu](mailto:skellogg@iastate.edu) or pick up an application online at: <http://www.savp.iastate.edu/>

with speakers when negotiating fees.

1. Indicate when negotiating with a possible speaker's agent that your funding, if you receive it from the committee, will be from limited student funds. Speakers will often quote a reduced rate for university and student groups.
2. In selecting a date and place, be careful to avoid dates and locations that may compete with other events. Offices that can help you with this information include Student Activities Center (294-1023), Committee on Lectures (294-9934), Room Scheduling (294-5338) and Memorial Union (294-1437)
3. You may supplement your application with any supporting materials which will help the committee evaluate your proposal (e.g., resume of speaker, biographical material, reviews, etc.).
4. Complete the application for a specific speaker with accurate information on actual expenses.
  - Check with a travel agent for current travel costs. Request coach or Supersaver fare.
  - Lodging the speaker in the Memorial Union is required unless a room is unavailable.
  - Meals are to be budgeted at \$20 per day according to GSB specifications.
  - Publicity includes a Daily ad and posters at approximately \$85.
  - Other sources of lecture funds: Explore all possible sources of support. Other departments, clubs, and organizations which have an interest in your program should be contacted. The level of support from the Committee on Lectures will be influenced by the thoroughness of your effort to obtain additional funding.
5. A representative of your organization must be available for questions about the requested budget during the committee's deliberations.

### **A SPEAKER SHOULD NEVER BE CONFIRMED BY A GROUP WITHOUT PRIOR APPROVAL FROM THE COMMITTEE ON LECTURES**

For applications and more information call 294-9935.

# Programming Resources

## GSB Student Activity Fee Allocation

Registered organizations may apply to the Government of the Student Body (GSB) for allocation of funds from student activity fees. GSB has established criteria and a review procedure for considering allocation requests. The GSB Finance Committee is responsible for reviewing the requests and submitting recommendations to the GSB Senate.

Organizations eligible to submit requests must be registered with the Student Activities Center. They shall not be affiliated or associated with a recognized political party as defined in the Code of Iowa, and not financially support the candidacy of any person for elective office. Organizations who have direct ties to a specific local church are not eligible to receive money. Membership in organizations receiving money from GSB.

To get in touch with GSB stop by the GSB Office in Memorial Union East Office Space or call 294-1585.

### *Did you know?*

The Instructional Technology Center (ITC) offers media equipment, graphics support, and educational films and videotapes to registered organizations.

Call 294-8022 or go to [www.itc.iastate.edu](http://www.itc.iastate.edu) for general information about the Instructional Technology Center.

## Successful Student Leaders

### Nine Strategies for Academic Success

1. Balance involvement and academics
2. Communicate your involvement with your academic adviser
3. Utilize younger leaders in your organization by delegating tasks
4. Be aware of university academic expectations
5. Set academic goals
6. Attend a time management program
7. Mentor a past officer in your organization
8. Initiate conversations about academics with your organization adviser
9. Celebrate academic successes

**To learn more contact:  
Academic Success Center**

Student Services Building  
294-6624

<http://www.dso.iastate.edu/dept/asc/>

### Professor's Best Tips

- Best Tips for Studying
- Read your assignments
- Review often
- Outline your notes
- Take good notes in class
- Never depend on last minute studying
- Prepare before class
- Concentrate in and out of class
- Find a study partner
- Study early in the semester
- Use your instructor's assistance

*From Academic Success, 1998*

### Top Ten Mistakes of Students

- Not spending enough time studying
- Improper study techniques
- Failure to attend class regularly
- Differences between high school and college
- Underestimation of class requirements
- Getting behind in class work
- Poor study schedules
- Poor goal setting
- Improper class preparation
- Not taking classes seriously

*From Academic Success, 1998*

# Your Adviser

## Selection of an Adviser

It is helpful when selecting an adviser if organizations determine the role they wish the adviser to assume in the organization. Organizations should identify their expectations of the adviser and share them with the person being considered, at the same time offering that person an opportunity to present his or her own expectations.

Questions to consider might include:

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan?
4. How experienced are the student leaders?
5. What kind of skills would the adviser bring the group? How do these skills match the needs of the organization?
6. What are some of the problem areas that your organization especially needs advisory assistance in dealing with?
7. What are some of the ways you think the adviser could be more helpful to you, both as a group and as individuals?
8. Do you want the adviser to be: a) a silent observer at meetings, or b) an active participant at meetings?
9. Do you want the adviser to interrupt if she/he thinks the group is getting off the track? When? How?
10. If things get unruly, do you want the adviser to interrupt or remain silent?
11. Would you be interested in having the adviser present feedback reports to the group?
12. Do you want the adviser to spend time "hanging out" in the club's office space or do you want the adviser to remain a "resource" person in his/her own office?
13. Are there areas of your organization that are "hands off" to the adviser?

## Why do you need an Adviser?

University advisers are required for all registered organizations. Advisers shall be faculty members whenever possible in order to promote student-faculty interaction outside of the classroom. Merely signing vouchers does not promote the type of interaction that is beneficial. Organization's needs vary however, so the level of involvement should be negotiated. P&S or Merit staff members with advising experience and/or relevant expertise may also serve as university advisers.

**Advisers must be  
employed at Iowa State University  
on at least a halftime permanent basis.**

Graduate assistants may serve as an additional adviser in conjunction with advisers who meet the requirements stated above. Requests for exceptions may be made to the Student Activities Center, 294-1023.

## Adviser Contract

A useful instrument for sharing expectations and clearly identifying an adviser's role is the adviser's contract. The staff of the Student Activities Center can assist you in the process of negotiating an adviser's contract. Even if you don't choose to put your agreement into contract form, record your expectations for future leaders or in case of problems.

Adviser's Contract The members of \_\_\_(organization)\_\_\_ by majority vote request \_\_\_(name)\_\_\_ to serve as adviser of the organization for a period not to exceed one year beginning \_\_\_(date)\_\_\_.

Duties and responsibilities of the position are as follows:  
(List responsibilities)

Duties and responsibilities may be reconsidered at the request of the adviser, president or majority vote of the membership in a regular meeting.

President/chairperson's:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have met with the president of the above-named organization and discussed the duties and responsibilities of adviser as listed above. I agree to serve as adviser and fulfill these duties and responsibilities to the best of my abilities.

Adviser:  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

This contract is effective for one year and may be renewed each year thereafter upon the agreement of both parties.

# What to expect from your Advisers

Organizations require different kinds of advising styles, depending on the stages of development of the organization and its leadership. The list below gives some indication of the range and amount of responsibility that is placed on the adviser. It is recognized that not all that is listed is required all the time.

- \_\_\_\_\_ When a member of the faculty or staff is asked to serve as an adviser, s/he should be informed about the organization and what the organization will require.
  
- \_\_\_\_\_ The new adviser should be given an orientation relating to all the activities of the organization.
  
- \_\_\_\_\_ Notices of the meeting should be given to the adviser. When a designated meeting time is set for the semester or the year, every attempt should be made to set a time that is convenient for the membership, as well as the adviser.
  
- \_\_\_\_\_ If executive meetings are established to determine agendas for meetings, the adviser should be invited to these meetings. If the adviser is unable to attend s/he should be informed about what is to be discussed and requested to submit additional items.
  
- \_\_\_\_\_ The organization should confirm the appointment of the adviser each year and should be certain the adviser will serve.
  
- \_\_\_\_\_ The officers of the organization should maintain a close relationship with the adviser and should provide opportunities for the adviser to meet as many members as possible.
  
- \_\_\_\_\_ Organizations should always invite the adviser to all events as a way of keeping the adviser informed of activities sponsored by the organization. This should be done to allow him/her to react to the proposed event/activity.
  
- \_\_\_\_\_ If the situations arise that may cause problems for the organization or any member of the organization, the adviser should be informed immediately.
  
- \_\_\_\_\_ Organizations should update the adviser with the financial condition of the organization. This is important for all organizations, but especially important for organizations receiving funding from Government of the Student Body. The adviser should not be expected to co-sign a voucher unless s/he has evidence of the validity of the documents.
  
- \_\_\_\_\_ Minutes of meetings as well as other materials from the organization should be submitted to the adviser as these materials are made available to the members.
  
- \_\_\_\_\_ Advisers should be aware of university policies, attitudes of the faculty and administration, and help the organization to understand limits, restrictions, and avenues for achieving its objectives.

Source: "Student Organization Advisors: Facilitators of Student Learning" presented by Stansberry, D., Hall, T., & Broeck, N.T. 1999.

# Facilities and Services

## Facilities and Services

### Central Stores

A variety of hardware, paint, lumber, paper products and electrical supplies are purchased in quantity at reduced prices by the university and kept in Central Stores warehouse. Other items are purchased on a customer-order basis from local vendors. Registered organizations can use these services by contacting Central Stores, General Services Building (294-5762). Transactions must be conducted with an intramural purchase order.

### Copy Center/Printing Service

Services available to registered organizations include printed, assembly, stapling, binding, mailing, desktop publishing, and high-resolution black and white color output. Free pickup and delivery is available. Cash service is available at the Hub and Memorial Union Copy Centers. Copy coupons can be purchased for black and white copies or transparencies. An intramural purchase order must accompany each printing and copy center request with approval by the Campus Organizations Accounting Office at B4 Memorial Union. Organizations may set up a standing order with the approval of the Campus Organizations Accounting Office at B4 Memorial Union. Standing orders eliminate the need for intramural each time you use the Copy Centers or Printing Services. Orders must be renewed at the beginning of each fiscal year (July 1). Printing Services is located in the west end of the Printing and Publications Building on Kooser Drive.

### Copy Center Locations:

- 426 College of Design
- 17 Curtiss
- The Hub
- W184 Lagomarcino
- B8 Memorial Union
- 109 Scheman Building
- Union Drive Community Center

For questions, estimates or additional information, call the Copy Center Billing Office at 294-7072 or Printing Services at 294-3601.

### Food Services

Anyone planning activities with hot meals on university property may make arrangements through two on-campus food services, ISU Dining Services An intramural purchase order signed by the adviser and the Campus Organizations Accounting Office is required when arranging for these services for student organizations.

Using any other food provider requires permission from the Purchasing Department at 294-4700. The provider will need to be a licensed vendor or satisfy the City Inspector that the food can be safely cooked and served. Student organizations sponsoring bake sales/

food events should complete an Activity Authorization Form with the Student Activities Center.

### ISU Dining Services

Banquets, special catering, picnics, parties, or cafeteria style events can all be accommodated through any one of their six conveniently located dining centers. To meet your needs, many of these services are available for takeout. Services can be paid for by cash, check or intramural. For more information or to arrange service, contact the Dining Administration Office at 1216 Friley Hall or by calling 515/294-3856.

The Memorial Union offers catering service for parties and banquets held in the M.U. and serves outside locations as well. When using a room at the Union, all foods and beverages have to be purchased from the Memorial Union Food Service. This service can be arranged in Room 210 MU or by calling 294-4662.

### Instructional Technology Center

The Instructional Technology Center (ITC) offers media equipment, graphics support, and educational films and videotapes to registered student organizations. The GSB/ITC Media Equipment Pool makes available a large pool of equipment for short-term loans during school sessions to student holding fee cards. The ITC client service area has a photocopier, slide copy stand, VHS video editors, a computer scanning station, and various other services available to students and staff. Costs are assessed for materials only. The Film/Video Library specializes in educational materials. Films and videos are available for a rental fee and for preview at no charge. For use of ITC services contact the Classroom Technology Services, 11200 Communications Building. Call 294-8022 or go to [www.itc.iastate.edu](http://www.itc.iastate.edu) for general information about the Instructional Technology Center.

### Iowa State Center

The facilities and services of the Iowa State Center are available to registered organizations. The Scheman Conference Building includes meeting rooms, an auditorium, full food service and media equipment. Space is available for banquets, meetings, receptions, dances and other gatherings. Call 294-3218 to schedule space and arrange details.

Hilton Coliseum, Stephens Auditorium and Fisher Theater are available to groups interested in presenting special events for larger audiences including concerts, lectures, and stage production. Call 294-3347 for further information on renting these facilities. An



## Facilities and Services

intramural purchase order is necessary when arranging space and service at the Iowa State Center.

### International Education Services

IES, 252 Memorial Union; telephone, 294-1120, provides orientation, visa and cultural adjustment advising, and coordinates programming for and with international students. The Conversational English Program, Friends of International Women, and Friendships International (host family program), introduce international students to Americans for mutual learning about each others' cultures. IES staff members are liaisons with the International Student Council and dozens of organizations representing students from many countries.

IES also facilitates ISU study abroad programs through its Study Abroad Resource Center (SARC). SARC staff, 252 Memorial Union; telephone, 294-6792, provide information on hundreds of international opportunities and scholarships for students to study, and/ or work abroad. Students are urged to meet with study abroad advisers, browse through the well-stocked SARC library and visit the SARC website. ([www.iastate.edu/~study-abroad/](http://www.iastate.edu/~study-abroad/)) The SARC also many interesting cultural items which may be borrowed, for no charge, for individual use or for classes and educational programs.

### Thielen Student Health Center

As an integral part of the university community, the Thielen Health Center has developed an array of outreach programs aimed at addressing campus issues impacted by the practice of medicine. At present, 22 topics for discussion have been identified; these are addressed by members of the Thielen Health Center professional staff and include such areas as gynecological infections, sports infections and mysteries of mono.

The Student Health Center Office of Prevention, and Outreach also trains and sponsors a group of campus health advocates who present a fun, informative, and interactive programs on a variety of health-related topics.

In addition, all students may use the services provided by the Student Wellness Center. Fitness assessments, nutritional counseling, stress/time management counseling, relationship counseling, and outreach programs conducted by the Wellness Staff for ISU students. Further information is available by visiting the Student Health Center on the corner of Sheldon Avenue and Union Drive or by calling 294-5801.

### Student Legal Services

Student organizations at Iowa State may obtain free legal advice from the Student Legal Services (SLS),

funded by the Government of the Student Body. The attorneys at SLS can provide advice on a variety of issues ranging from liability to organizational structure. Students are requested to call 294-0978 and make an appointment, if they would like advice or assistance. Student Legal Service is located in Room B11 Memorial Union. (The determination of the need for legal services and the choice of a lawyer are extremely important decisions and should not be based solely upon advertisements or self-proclaimed expertise. This disclosure is required by rule of the Supreme Court of Iowa.)

### Student Office Space (SOS)

Located across from the food court on the ground floor of the Memorial Union, the Student Office Space provides a unique office setting for registered student organizations on campus. The two office areas, situated on either side of the Browsing Library, provide desks and workspace for 65 organizations. The West SOS houses the Student Union board, which manages the office areas, and the East SOS is home to the Government of the Student Body, which provides the funding for the Student Office Space. The cooperative effort of these two organizations provides a professional office setting including meeting room facilities, full-time receptionists, an in-house computer lab complete with scanner and laser printer, FAX machine, typewriter, copy machine, other office materials. The office space also provides registered organization mail boxes.

Registered organizations must make application annually to the Student Union Board for offices located in the Student Office Space. The yearly allocation procedures and process (including application deadlines) are advertised in the ISU Daily, and organizations are notified by mail and email.

All organizations, whether or not currently occupying space in the Memorial Union, must reapply for office space each year. For more information, contact the Student Union Board at 294-8081.

### *Did you know?*

Registration is completed online, and must be updated at least once a year. Organizations are responsible for updating the information when there is a change of officers/adviser(s).

Organizations that are dormant over 12 months will be placed in frozen status. Registration information may be found online at:  
<http://www.sodb.stuorg.iastate.edu>

# Policy on Campus Speakers and Events

It is the policy of the State Board of Regents, expressed through the institutions of higher education under its control, to permit students and staff to hear and discuss diverse points of view from speakers and programs sponsored by registered student, faculty and employee organizations. This policy is entirely consistent with the goals of higher education. It is designed to emphasize that in a democratic society, all citizens have not only the right but the obligation to inform themselves on issues of contemporary concern including politics, religions, ethics, and morals. Therefore, the Regents approve the following procedure for effectuating this policy:

1. The president, or a committee designated by the president, or both, shall be responsible for the administration of this policy on a particular campus.
2. In sponsoring campus speakers and programs, recognized faculty, student, and employee organizations must comply with institutional rules on the reservation of rooms in advance, the posting of notices, the payment of rental charges when applicable, and such other rules as the institution prescribes for the use of its facilities to avoid any interference with the regular program of the institution.
3. Whenever considered appropriate in furtherance of educational objectives, the president or the campus committee may require that at any particular meeting: any speakers be subjected to questions from the audience, and the meeting be chaired by a tenured member of the faculty.

4. In order to encourage the presentation of diverse points of view on any issue, the president or the campus committee may at any particular meeting or from time to time, sponsor, or encourage registered campus groups to sponsor additional speakers or programs that will contribute to the full and frank discussion of such issue.
5. Use of loudspeakers on campus is normally limited to the period from 11:50 a.m. until 1:00 p.m. Monday through Friday. Requests for permission to use loudspeakers must be made to the Student Activities Center. Written consent of the city manager must be obtained to use loudspeakers upon the streets, alleys, or public places within the city.

## *Did you know?*

If you need leadership skill training or would like to access leadership resources that you should contact the Student Activities Center at 294-1023.

## *Did you know?*

To reserve table tent dates in the Memorial Union, contact the programming department, 294-8081.

The University Committee on Lectures coordinates guest speakers, lectures series and productions funded in part by student activity fees allocated through GSB. Registered organizations may seek the assistance of this committee in co-sponsorship of a speaker of interest to that organization. Forms and further information are available from the Committee on Lectures Office, 36 Physics (294-9935).

## Activity & Event Authorization

In order to maintain an orderly environment and to facilitate scheduling, activities of campus organizations which occur on university property must be scheduled in advance. Organizations planning to sponsor an activity that is covered by one of the following three policies: (Picketing and Demonstrations, Solicitation, and Voter Registration), use public address systems/ amplifiers, or plan special activities must contact the Student Activities Center to register the activity.

The organization must then schedule the activity with the office(s) responsible for the area involved. Registration will acknowledge agreement by the sponsoring organization to abide by the established procedures of that building or area. (For more information see University and Facilities section of the ISU Student Information Handbook).

### **Academic Building Foyers**

Competition for table spaces is fierce in buildings with heavy traffic, so plan ahead. Be considerate enough to cancel your reservation if your group's plans change. Building Supervisors have a variety of policies regarding the number of days they allow a group to reserve each semester, how far ahead they will schedule, and sanctions for not showing up and not canceling. Direct such questions to the Building Supervisors, not the Student Activities Center. A list of Building Supervisors is available in B6 Memorial Union.

### **Bake Sales See Food Events Policy.**

### **Food Events Policy**

There are extensive regulations and liabilities regarding food at events. Please take the time to read through the Food Policy Information in this manual.

# Activity & Event Authorizations

## Sales and Solicitation

It is the policy of Iowa State University to permit solicitation in university buildings and on university property by registered university organizations only. Solicitation shall be defined as any commercial, profit-making, or fund-raising activity as well as activities which involve petitioning, canvassing, campaigning, or distribution of literature. Solicitation shall be permitted when consistent with the guidelines outlined in this section.

Any fund-raising efforts performed on campus must be planned, sponsored, and coordinated by a registered university organization, not be sponsored by an individual or by a for-profit company outside the university. The organization sponsoring the fund-raising must obtain the product to be sold, advertise, deliver the product, and handle any complaints. Monetary transactions should be conducted through the Campus Organization Accounting Office.

**Credit card application solicitation is prohibited on-campus.**

Advertising of any fund-raising efforts (on-campus, through university mail service and/or through campus mail) must be done within specified guidelines for distribution of material. The material must clearly state the name of the organization sponsoring the fund-raising effort, and include a contact address and/or telephone number of the organization.

## Fund-raising Tips

Recognized university organizations planning to earn funds through periodic sales in campus buildings must obtain written permission and schedule their sales through the Student Activities Center and with the building supervisor in charge of the building concerned, or Facilities Planning & Management if university grounds are involved. See the following section for instructions on reserving space. Sales by unrecognized or nonaffiliated organizations will not be permitted.

Promotional materials from many companies are on file at the Student Activities Center. When determining which merchandise to sell, ask some of these questions:

- Is there any up-front investment required?
- How long have they been in business? Ask for references or check with the Better Business Bureau.
- If samples are used, who is liable for loss or damage?
- How is the merchandise shipped, what is the delivery time, who is responsible for unloading?
- Are unsold goods returnable? Are they picked up by a company representative or shipped back by the local group?
- Who pays the shipping charge?
- Does the product have a guarantee?
- What sort of support (i.e. local representative, record keeping, distribution kit) is provided?

Fund-raising also advertises your organization, so keep your image in mind. Be professional, resolve complaints to the customer's satisfaction, and sell high quality merchandise.

## Raffles

You will need to fill out the Activity Authorization Form and fill out the appropriate Gambling Permit information with Campus Organizations Accounting Office, B4 Memorial Union, 294-1633.

## Risk Management/Insurance

Some of the events held on-campus may require special consultation with the University Risk Manager and need additional insurance. The following activities may need additional insurance: races/walks, car bashes, outdoor concerts, major events, fireworks, and weddings. Large gatherings or activities such as dances or concerts which might require law enforcement personnel include:

- Routes for races or walk-a-thons (on and/off campus).
- Closing streets or barricading sections of a street.
- Groups need to notify typical users of those streets that they will be closed, which may require an ad in the Daily.
- Directing traffic.
- Special use of parking lots.
- Fireworks.

**In order to have any of the events listed above authorized please contact the Student Activities Center at 294-1023 to receive a consultation.**

## Voter Registration

Voter registration shall be permitted in university buildings and on university property in accordance with guidelines outlined in the "Sales and Solicitation" section on this page and in the Student Information Handbook. Voter registration shall be permitted in the residence halls upon registration through the Student Activities Center and the authorization from Department of Residence. Registration will acknowledge agreement by the sponsoring organization to abide by the established procedures:

## Future VEISHEA Activities

*(If authorized through 2004 VEISHEA Task Force Report)*

For scheduling, coordination, staffing, and security reasons, it is important that students planning on campus activities during the week prior to VEISHEA and during the VEISHEA celebration do so with ample advance notice. Therefore these events must be approved and scheduled through the Level 3 Event Authorization Process at least 30 days prior to the week of VEISHEA. This policy is not intended to add more paperwork or difficulty to organization event planners. It is also not intended to limit the wide variety of planned events and special efforts that registered organizations offer our campus and community on VEISHEA weekend. It merely is designed to formalize planning, scheduling and resource functions that are so vital to a smooth coordination of multiple events. Questions should be referred to the Student Activities Center (294-1023) or VEISHEA (294-1026) • [www.veishea.org](http://www.veishea.org). Pending 2004 VEISHEA Task Force decision.

# Policies & Procedures

# Activity & Event Authorizations

## Outdoor Areas Use Policy

Use of University space and facilities is a privilege. Special rules apply to some activities and some locations so that the university can manage the time, place and manner in which events are conducted on campus property. These rules may be found in the [ISU Student Information Handbook](http://www.dso.iastate.edu/), (<http://www.dso.iastate.edu/>) and any policy updates or changes are available from the Student Activities Center, B6 Memorial Union, (515-294-1023). The Use of Facilities Policy, as approved by the Board of Regents, is available for reading online at [www.sac.iastate.edu](http://www.sac.iastate.edu) (click on Resources).

Organizations wishing to use outdoor areas must first complete an Activity Authorization Form and receive a consultation from the Student Activities Center (294-1023). Following such a consultation, the organization may need to make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability with the Facilities, Planning and Management (294-0692). The following pages will explain the Event Authorization process. Vehicles are not permitted on sidewalks, lawns, etc. Permission to have vehicles in any area other than streets or parking lots must be obtained from the Department of Campus Services, Physical Plant.

## University Facilities and Services

Each registered organization is entitled to the use of university facilities and services. Included in this section are some of the services available along with some of the policies and procedures regulating their use. Where there is a charge for services an Intramural Purchase Order should accompany the request. Copies may be obtained from the Campus Organizations Accounting Office, B4 Memorial Union (294-1633).

NOTE: The laws of the State of Iowa provide that no employee in any capacity shall use for personal purposes any university property or service. No one shall be permitted to remove for personal use from any buildings or grounds any property belonging to the university, even though it may seem to be of no value. This regulation would apply to the personal use of university property or service by members of registered organizations. The Student Activities Center can help you find out if your groups' plans interfere with any University regulations or City ordinances. Questions about parking, blocking streets, noise ordinances, alcohol ordinances, fires, protests, etc., are better answered ahead of time. Most questions about your rights and University regulations are answered in the ISU Student Information Handbook.

## Space Reservations

Organizations registered with the Student Activities Center are eligible to use university facilities, including classroom space, conference room, athletic facilities, Memorial Union meeting rooms, Iowa State Center facilities, residence hall meeting rooms and outdoor areas. Use of facilities for solicitation requires prior registration of the activity with the Student Activities Center as outlined in the "Activity Authorization" section of the university policies and regulations.

As part of the University's comprehensive effort to conserve energy and save money, activities will generally only be scheduled into buildings normally open and operational in the evenings. On weekends, only a few buildings will be open. Groups will need to adjust their meeting plans to suit those buildings, because other buildings will not be unlocked without special arrangements and payment of a fee.

*"Knowledge is a treasure  
but practice is the key to it"*

~unknown

# How to have a successful event with food

## Reserve the Space

Pick up a pink colored Activity Authorization Form at the Student Activities Center, B6 Memorial Union (294-1023). Also ask for a list of building supervisors so you can see who has space available on dates your organization wishes to request. This form requires the signature of your organization's adviser, so be sure to plan at least ten (10) days ahead.

Competition for table space is fierce in buildings with heavy traffic so plan ahead. Outdoor space outdoors needs to be reserved. Be considerate and cancel your reservation if your groups plan change. Building supervisors policies regarding the number of days they allow a group to reserve each semester, how far ahead they will schedule, and sanctions for not showing up and canceling. Direct such questions to building supervisors, not the Student Activities center. If you have difficulties, of course we would be glad to help.

## Selling Food on Campus

Registered organizations are allowed to sell food on-campus, but within certain limitations:

1. Organizations cannot sell foods that are violations of the university's vending contract(s). Prohibited are foods that would be considered a meal, such as, but not limited to: sandwiches, casseroles, salads, soups, hamburgers, hotdogs, etc.
2. Organizations cannot sell food that might pose a health hazard for the public. High protein foods such as: meat, fish, poultry, shellfish, cheeses, eggs, or milk is very difficult to serve safely without refrigerators and/or a stove and therefore should be avoided. For example, custard pies or cakes or items containing meat or fish are prohibited. If eggs or egg products are baked into items such as cakes or cookies, they are generally acceptable.

If groups have questions about specific food items or recipes, they should be forwarded to Environmental Health and Safety, 118 Agronomy Lab (294-5359).

## Handling the Money

Purchase all supplies with a voucher, or have an individual purchase the supplies and turn in their receipts for reimbursement.

### **DO NOT KEEP CASH FROM A PREVIOUS FUNDRAISER TO BUY SUPPLIES FOR THE NEXT ONE.**

Always deposit all funds received and purchase everything according to instructions in Campus Organizations Accounting Office Treasurers Information (294-1633). Deposit sale receipts immediately and note on the deposit slip the amount of money received earlier for change. Change boxes are available for check out from the

Campus Organization's Accounting Office (COA), B4 Memorial Union. Remember to plan far enough ahead to get a cash voucher for the change. If you expect to have large cash deposits that need to be made at night, talk to the COA in advance. Post a sign identifying your organization on the day of the sale.

## Iowa State Code and Summary of the Food Policy

Food service establishments, by State of Iowa code, are greatly limited in their ability to allow outside groups to prepare and/or serve food to the public in their facilities. Our present policy of generally not allowing others to utilize Iowa State University facilities and/or property both consistent with this code, and limits the state's vulnerability to potential lawsuits. Generally all such requests will be denied unless there is "overwhelming common good" to the university, that all relevant food service sanitation code requirements will be met and that the group is not charging for the event.

One overriding principal is that all food supplies shall be obtained from sources that comply with all state laws and regulations:

- All meats and poultry products shall be either Federal or Iowa inspected products.
- All food items must be wholesome and free of contamination.
- The use of food in hermetically sealed containers that were not prepared in a licensed food processing establishments is prohibited.
- All prepared food items must come from a licensed/inspected food service and/or food establishment.
- Milk shall be served in the original container or from an approved dispenser.
- All fruits and vegetables shall be washed before being used.

The service of all food products by other than Iowa State University food vendors is also to be discouraged due to potential liability to the state resulting from the mishandling of these products by others. In these cases events are to be considered temporary food stands and meet the health department guidelines for such events.

Additional paperwork is required for licensed food vendors outside of the ISU Dining Services. In accordance with policies and procedures of Iowa State University and the Student Activities Center, all event sponsors and participants must be adequately insured. An original Certificate of Insurance must be submitted (5) days prior to the event. Request the Student Activities Insurance Fact Sheet in order to comply with this policy. If you have specific questions regarding food vendors, contact the University Risk Manager, 294-5315 or 294-7674.

**To learn more about FOOD SAFETY please stop by this website:**

<http://www.exnet.iastate.edu/Pages/families/fs/homepage.html>

# Event Authorization Procedures

## How do Event Authorizations work?

The process begins in the Student Activities Center (B6 Memorial Union) where you pick up a pink Activity Authorization Form and you receive consultation by the staff on the specifics of your Activity. The staff will also inform you of the “Level” of your event. Levels are assigned based on a number of factors including size of the event, location and potential risk. *When planning your event keep in mind that you should not begin advertising it until you have had a consultation with a member of the Student Activities Center staff in B6 Memorial Union (we encourage you to make an appointment if possible at 294-1023).*

For Level One (1) and Two (2) Events, this form must be turned into B6 Memorial Union at least 3 class days prior to the event for approval. In order for Level Three (3) Events to be safe, secure and successful, this form will need to be turned in at least 15 class days prior to the event and the organization will need to follow the Event Authorization Process outlined in the brochure or online at <http://www.sac.iastate.edu>. Consult a Student Activities Center staff member to find out the classification level of your proposed event as soon as possible. If you are using this form to notify the university of your intent to hold a Public Event that does not require approval, shorter time periods will apply as are explained below.

### PUBLIC EVENTS WITHIN DESIGNATED PUBLIC FORUM AREA

The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for noncommercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first-come, first-served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted in a way that avoids substantial littering of the campus. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes.

### PUBLIC EVENTS OUTSIDE OF DESIGNATED PUBLIC FORUM AREAS

Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file with the Student Activities Center a notice of intent to use an area. If possible, such notice should be given at least 24 hours in advance of the event but, in any case, must be given at least 3 hours prior to the event. No approval is necessary if the event meets the following criteria:

- On weekdays between the hours of 8 a.m. and 4 p.m., the event will be held at least 100 feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not held at one of the two public forum areas, the event will occur only between the hours of 8 a.m. and 10 p.m.; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

### LEVEL I EVENTS

**LEVEL I EVENTS include, but are not limited to the following: Informational, Organization Displays, Educational, Artwork, etc. All Level I Events will need authorization at least THREE CLASS DAYS prior to the event itself.** Bring the Activity Authorization Form to the Student Activities Center (B6 Memorial Union), for consultation. Your event may be upgraded to another Level according to the risk factor.

Student Activities Center - The Assistant Director of Student Activities or designated staff member (B6 Memorial Union • 294-1023) will sign off on the Activity and obtain the rest of the required signatures if we are able to ensure that the event will be safe, secure and successful. A copy of the signed Activity Authorization Form will serve as a record of your event's approval.

# How do Event Authorizations work?

## LEVEL 2 EVENTS

**LEVEL 2 EVENTS include, but are not limited to the following: Recreational, Events with Food, Fundraiser (s), etc. Level 2 Events will need authorization at least THREE CLASS DAYS prior to the event itself.** These are the steps on how to receive authorization:

1. Read the Activity Authorization form notes (back of the Activity Authorization).
2. Read and fill out an Activity Authorization form with your Adviser. Please note that you may need to get a green intramural form STAMPED by Campus Organizations Accounting Office (B4 Memorial Union • 294-1633) for various university services.
3. ISU Police (Department of Public Safety), Facilities, Planning and Management (tents/stakes, garbage cans, barriers, etc.) , Memorial Union (The union costs an estimated additional \$50 per hour after hours), and/or Risk Management for additional insurance coverage.
4. Bring the Activity Authorization Form and the green intramural forms to the Student Activities Center - The Assistant Director of Student Activities or designated staff member (B6 Memorial Union • 294-1023) will sign off on the Activity and obtain the rest of the required signatures if we are able to ensure that the event will be safe, secure and successful. The Student Activities Center will consult with you in regards to your organization potentially needing to follow the Level 3 process for the Event Authorization Committee.
5. You will receive a copy of the Activity Authorization as a record of your event's approval.

## LEVEL 3 EVENTS

**LEVEL 3 EVENTS include, but are not limited to the following: Concert/Dance, Fireworks, Rally/ Speech, Road Race, Parade, all events during the week of VEISHEA, "Theme Week" events (events which are held annually and may have more than one event throughout a one-two week time period), etc.** These are the steps on how to receive authorization:

1. Read the Activity Authorization form notes (back of the Activity Authorization).
2. The Activity Authorization form must be turned in at least FIFTEEN class days prior to your event, you will then be placed on the EAC Agenda.
3. All Level Three events will need to meet with the Event Authorization Committee at least TEN class days prior to the event.
4. VEISHEA: All proposed events during the week of VEISHEA must be submitted to the Event Authorization Committee and VEISHEA Executive Committee for approval THIRTY (30) calendar days prior to VEISHEA. There will be no exceptions. These timelines allow us to assist each organization to have safe, secure and successful events. (pending report from 2004 VEISHEA Task Force)

5. Read and fill out an Activity Authorization form with your Adviser.
6. You *MAY* need to get a green intramural form signed off for one or more of the following: ISU Police (Department of Public Safety), Facilities, Planning and Management (tents/stakes, garbage cans, barriers, etc.) , Memorial Union (The union costs an estimated additional \$50 per hour after hours), and/or Risk Management for additional insurance coverage. Discuss with a Student Activities Center staff member if this will be necessary for your event.
4. Get prepared for your presentation:
  - You will need to make a presentation about your event to the committee.
  - You will need to have a one page event summary about your event. (Please bring eight copies to the meeting)
  - Be prepared to answer questions about security and/or risk management in regards to the event.
  - Bring the green intramural forms STAMPED by Campus Organizations Accounting Office (B4 Memorial Union • 294-1633) for various university services.
  - Your event may need to be relocated according to the estimated crowd and/or type of event.
  - If EAC is able to ensure that the event will be safe, successful and secure, the event may be authorized.
5. You will then need to present your event to the committee and receive the required signatures.
  - a. Student Activities Center - (B6 Memorial Union • 294-1023)
  - b. Risk Management Coordinator (1350 Beardshear • 294-7674)
  - d. ISU Police (Armory • 294-4428)
  - e. Facilities, Planning and Management. (General Services • 294-0692).
  - f. Memorial Union. You will also drop off the MU Intramural form at this point. If your event is to be held there past regular Memorial Union hours. (210 Memorial Union • 294-1437)
  - g. Department of Residence (1203 Friley • 294-6428) - if the event occurs in any of our residence areas.
7. You and your Adviser will receive a letter and/or email from the Student Activities Center that will serve as a record for your event's approval.
8. If your event changes you will need to notify the Student Activities Center (294-1023) immediately.

### *Did you know?*

You may reserve academic classrooms/ auditoriums for general meetings online at:  
<http://www.fpm.iastate.edu/roomscheduling/>

## Meeting Space Reservations

### General Services Room Scheduling

#### Classroom and Auditorium Space

108 General Services - 294-5338

Room Reservation forms are available at 108 General Services (by the keys desk) or on-line at:

<http://www.fpm.iastate.edu/roomscheduling/>

Telephone requests will be considered tentative until a Room Reservation form has been filed. Request forms that have been confirmed on-line will be emailed to you.

### Memorial Union Space

#### Memorial Union Reservations

210 Memorial Union - 294-1437

There are room reservation forms available at 210 Memorial Union. No room is reserved until a room reservation form is completed. Some events may require you to go through the Event Authorization Process.

### Residence Hall Space

Call the Department of Residence at 294-2900 in 1203 Friley Hall.

### Iowa State Center

There is a charge for utilizing the Iowa State Center space. Contact Iowa State Center - Room 4 Scheman - 294-3347.

### Recreation Facilities

Facilities include Beyer Hall, State Gym, Lied Recreation/Athletic Facility, Armory, Physical Education Building, and outdoor/Intramural/Recreation fields and courts.

### Recreation Facilities

107 State Gym - 294-4980

### Athletic Facilities

Athletic Office, 132 Jacobson Athletic Complex (294-3663)

### Outdoor Lawn Space

Student Activities Center  
B6 Memorial Union - 294-1023

*If you need to know  
what level your event is:  
Student Activities Center  
B6 Memorial Union  
294-1023*

### OUTDOOR LOCATIONS AVAILABLE

Registered organizations may reserve the following locations for outdoor activities and publicity purposes. Other areas may be available upon request, outside of class hours. University rules apply at all times on University property. A map of the following areas can be obtained at the Student Activities Center or Facilities Planning and Management Office (General Services Building).

### KEY FOR USE CATEGORIES

CLASS A = free standing signboards and distributing leaflets  
CLASS B = signboards, leafleting, and silent activities such as a silent march or vigils

CLASS C = signboards, leafleting, silent activities, and speeches without amplification

CLASS D = signboards, leafleting, silent activities, speeches without amplification, and speeches with amplification using electrical connections

CLASS E = space is available for concerts/dances once approved by all necessary departments

CLASS F = space is available as a Public Forum Area – See NOTE 15

CLASS G = space is a preferred area for Notice Only Public Events – See NOTE 16

CLASS R = must be co-sponsored by a residence hall organization and/or department of residence life.

### LOCATION

#### USE CATEGORIES (CLASS)

##### LOCATION

##### USE CATEGORIES (CLASS)

1. Arboretum .....	D
2. Between Student Services and Pearson .....	C
3. Brookside Park Mud Volleyball Court .....	D
4. Carrie Lane .....	D, R
5. East of RCA Arches .....	A
6. East of Ross Hall .....	C, G
7. Friley Dining (East Green) .....	D, R
8. West Curtiss Lawn .....	C, G
9. Helser Courtyard .....	D, R
10. Intramural Fields .....	D, E
11. Lake Laverne .....	D
12. North of Maple – Larch Dining .....	D, R
13. North Campanile .....	C, G
14. Northwest Corner of LeBaron/MacKay .....	A
15. Northwest Corner of Marston .....	A
16. Old RCA Space .....	D, R
17. Outdoor Classroom .....	D
18. Lied Recreation Center .....	A
19. Richardson Courtyard .....	D, R
20. South of HUB (also Public Forum Area) .....	D, F, G
21. South of Library (March 2-Nov. 1 before 12:30pm) ....	C, G
22. South of Library (Nov. 2 - March 1 after 12:30pm) ....	C, G
23. South of MacKay (near fountain) .....	C
24. South Campanile (also Public Forum Area) .....	D, E, F, G
25. Southwest Corner of Black Engineering Bldg. ....	A
26. Towers Courtyard .....	D, R
27. West of HUB (Also Public Forum Area) .....	C, F, G
28. West of Kildee .....	A



# Trademark Use

Student organizations and students should be careful to assure that if they are producing any t-shirts or other paraphernalia which include tradenames, trademarks or service marks, that they have permission to use these marks. Iowa law makes it a crime to produce, advertise, distribute or sell goods or services bearing counterfeit trademarks. Trademarks are counterfeit when permission has not been granted by the owner of the mark. For more information, see Iowa Code Section 714.26. A violation of state law is a violation of Section 4.2.18 of the Student Disciplinary Regulations.

## GUIDELINES FOR UNIVERSITY TRADEMARK USE BY STUDENT AND CAMPUS ORGANIZATIONS

Revised 10-20-2003

Most up-to-date Policy available online at: <http://www.iastate.edu/%7Eisurf/trade/trademark.html>

### I. INTRODUCTION

Iowa State University benefits from public recognition of its names, symbols, logos and other identifying marks (Marks). The University has delegated the management of these Marks to the Iowa State University Research Foundation, Inc. (ISURF). ISURF, the Student Activities Center, and Campus Organizations Accounting Office have guidelines and procedures in place for trademark usage among registered student and campus organizations (Organizations), such as the residence halls, clubs, student association chapters, Greek chapters, etc. The following Organization Guidelines are established in compliance with the *Iowa State University Trademark Management Policy* (Policy), *Iowa State University Research Foundation, Inc.'s Licensing Program Guidelines for The Use Of Iowa State University's Marks* (Program Guidelines) and *Guidelines for the Internal Use of Iowa State University's Marks* (Internal Guidelines) to provide consistent use of the Marks by the University's registered student and campus organizations.

### 2. LAW, OWNERSHIP, AND MANAGEMENT OF MARKS

Federal, state, and common laws govern the University's rights to its Marks. These laws place an obligation on the University to avoid consumer confusion and require that the use of any Marks be monitored to avoid losing exclusive control. The University owns federal service mark registrations and trademark registrations on its Marks, which assist in enforcing and maintaining these rights.

ISURF is responsible for the legal protection of the Marks, which includes approving users of the Marks and approving the use of the Marks. This legal protection is accomplished in two ways: (i) through ISURF's Trademark Licensing Program (Licensing Program), individuals, organizations, and businesses are granted the right to use the Mark; licensing agreements provide the necessary control required by the Federal trademark law; and (ii) through consistency in the use of the Marks within the University.

To promote and protect the university's image and to comply with Federal trademark laws, use of the university's trademarks on commercial products must be approved by ISURF. These procedures are in place to assist Organizations in the proper use of the University's trademarks. It is important to the university that students recognize the importance of monitoring and protecting these Marks and to become knowledgeable and skillful in their protection. It also promotes fair and equitable treatment of our licensees and avoids unfair competition with our retailers.

### 3. APPROVAL & MONITORING ORGANIZATION USES

All internal uses of the Marks by Organizations are monitored or approved by ISURF or Campus Organizations Accounting Office. ISURF monitors the use of the Marks when used on printed material such as letterhead, flyers, newspaper advertising, websites, etc. to identify or advertise Organization activities. Upon request, ISURF will review any printed materials before they are produced. If the Marks are used on products such as t-shirts, mugs, pencils, caps, etc. to identify or advertise an Organization, purchases must be made from licensed vendors and approval must be obtained from ISURF.

ISURF's approved use of the Marks will be based on current design standards (see Section 5 of this document, and/or Licensing Program Guidelines and/or Internal Guidelines), the verification of the Organization status, and identification of the Organization name on the product. If the Marks are used on printed materials or products that require use of an Organization's funds, the financial transactions must be conducted through the Campus Organizations Accounting Office.

Organizations that qualify for a website must follow the Student Activities Center's Guide to Student Organization Web Space (<http://www.stuorg.iastate.edu/start/>) and follow the University's Domain Name Services and Internet Name Policy (<http://www.ait.iastate.edu/policy/dns.html> and <http://www.ait.iastate.edu/policy/dns-addendum.html>).

# Trademark Use *cont.*

Student Organizations can use university trademarks (Iowa State words, symbols and graphics) on their web sites only if those web sites are in the iastate.edu domain. Web sites with “iastate.edu” in their URL meet this qualification. The Organization’s web site must contain the officially registered name of the Organization as specified in Section 5.A. Use of the University’s trademarks is not allowed on Organization websites hosted outside the university. In addition, registering a domain name that uses Iowa State trademarks (for example, iowastatehikers.com or cyclonegourmets.com) is prohibited.

Organizations are required to have custom orders for products with the Marks produced by licensed vendors. A list of licensed vendors is available directly from ISURF (294-4402), ISURF’s web site (<http://www.iastate.edu/~isurf>), a link from Student Activities Center’s web site (<http://www.sac.iastate.edu>) and a link from Campus Organizations Accounting Office web site ([www.adp.iastate.edu/vpbf/camp\\_org/home.html](http://www.adp.iastate.edu/vpbf/camp_org/home.html)).

## 4. ROYALTY, EXEMPTIONS, AND PAYMENT VOUCHERS

Custom orders for licensed goods are subject to the standard 8% royalty. An exemption is not automatically granted for a waiver of royalties for the items purchased by an Organization. The Organization must apply for an exemption by completing a royalty exemption request form. An exemption may be granted to officially registered Organizations that sell product **at cost** to its membership. An exemption will NOT be granted to officially registered Organizations that sell product to its membership above cost. An exemption will be granted for Organization fundraisers.

Items purchased by the Organization for fundraisers need not contain the officially registered name of the Organization as specified in Section 5.A. Notwithstanding the foregoing, all product purchased by the Organization for its members to utilize when representing their Organization must contain the officially registered name of the Organization as specified in Section 5.

Products purchased for the express purpose of raising funds through periodic sales for the Organization must follow the Activity Authorization procedures in the Student Organization Resource Manual (SORM) and Campus Organizations Accounting Office procedures. ISURF may require copies of completed forms for verification from the Student Activities Center.

When submitting a request for a royalty exemption, the design must be attached to the royalty exemption request form. A request for a royalty exemption will be rejected without a completed form or an attached design. The royalty exemption request form must contain the contact person placing the order, a university contact that has reviewed the design (organization adviser), number and description of the products ordered and the intended use. Royalty exemption request forms are available at ISURF’s website (<http://www.iastate.edu/~isurf>), Student Activities Center’s web site (<http://www.sac.iastate.edu>) and the Campus Organizations Accounting Office web site ([http://www.adp.iastate.edu/vpbf/camp\\_org/home.html](http://www.adp.iastate.edu/vpbf/camp_org/home.html)) or through licensed vendors. Designs and royalty exemption request forms can be submitted in person, mailed, emailed or faxed to ISURF by the Organization or by a licensed vendor. Organizations are encouraged to complete a royalty exemption request form and gain a preliminary approval from ISURF for the design and royalty exemption request prior to placing an order with a licensed vendor. Licensed vendors are aware of ISURF procedures and most will submit the design and royalty exemption request form to ISURF for the Organization. However, it is the responsibility of the Organization to have all uses that include university trademarks approved by ISURF prior to use.

Organization members are prohibited from paying personally for items with trademarks purchased for the Organization. The Campus Organizations Accounting Office will honor a voucher only if products with trademarks are purchased through a licensed vendor. If the vendor is not licensed, the Campus Organizations Accounting Office places a hold on payment and sends the information to ISURF. Since using the University’s trademark without a license is a violation, the vendor and the Organization (adviser and president or treasurer) is notified. Penalties may be applied to the vendor and/or the Organization, including, but not limited to, non-payment of a voucher, monetary penalties, product recall, and/or prohibition of the use of the university’s Marks.

## 5. ORGANIZATION DESIGN STANDARDS

Designs that use the university’s Marks must be reviewed by ISURF and are subject to the design standards established by the university. Additional standards specific to Organizations’ use of the marks include the following:

- A. The official name of the Organization must appear in the design. At ISURF’s discretion, additional language and/or design details may be required to show how the Organization is connected to the University, including but not limited to, the requirement to use the verbiage “club” or “student chapter.”
- B. Designs must be of high quality and appropriately portray the image of Iowa State University. Designs that contain vulgar language, profanity, or words with inappropriate double meanings will not be approved.
- C. The design must be approved by ISURF prior to offering it to Organization members on a sign-up and/or pre-pay basis. This will avoid problems should ISURF not approve the design.

# Trademark Use *cont.*

- D. Do not assume that since a design has been used by an Organization either recently or for many years in the past that it will be approved. Designs will be evaluated on current design standards.
- E. When using the university name (ISU, Iowa State or Iowa State University), Organizations are allowed a wide variety of font styles. However, the font style must vary from the official university nameplate. Internal use of the official university nameplate is for campus divisions (colleges, departments, units and affiliates) as provided in the Visual Identity Program maintained by University Marketing.
- F. Use of trademarks or other intellectual property owned by a third party must be approved by that entity in writing and submitted to ISURF along with the desired artwork. For example, if you wish to use artwork, slogans, or trademarks created by someone not associated with your organization, a written release allowing for such use is required before ISURF will grant design approval.
- G. Organizations may list an outside entity's name and or logo as a sponsor of the Organization on products along with University trademarks as long as there is a clear separation between the University marks and the sponsor marks and a sponsorship statement is included. However, the Organization name, per Section 5.A, must be included in the design to communicate that the sponsorship is with an Organization. Use of an outside entity's name and or logo cannot have the appearance of a University endorsement.
- H. Organizations that are sponsoring an event may use the University trademarks on products as long as the name of the event, the date of the event and the Organization's officially registered name appear in the design. The use of other entity's names and or logos that are also sponsoring the event is allowed as long as a sponsorship statement is included and the outside entity's name and or logo does not have the appearance of a University endorsement.
- I. Organizations that are hosting an event may use the University trademarks on products as long as the name of the event, the date of the event and the Organization's officially registered name appear in the design. Outside entities that are participating in the event may have their name and or logo included in the design as long as written permission from the proper authority of the entity is provided to ISURF.

## 6. CONTACTS

If an Organization has questions about how to interpret these Guidelines, contact:

- ISURF for assistance with Mark application and for information on design and product standards, royalty, licensing;
- Campus Organizations Accounting Office for assistance with financials, vouchers and vendor payments;
- Office of University Counsel for legal questions.

### ISURF

310 Lab of Mechanics  
Ames, Iowa 50011  
Phone: 515-294-4402  
Fax: 515-294-8926  
email: [trademark@iastate.edu](mailto:trademark@iastate.edu)  
<http://www.iastate.edu/~isurf>

### Campus Organizations Accounting Office

B4 Memorial Union  
Ames, IA 50011  
Phone: 515-294-1633  
Fax: 515-294-6497  
[http://www.adp.iastate.edu/vpbf/camp\\_org/home.html](http://www.adp.iastate.edu/vpbf/camp_org/home.html)

### Office of University Counsel

3550 Beardshear Hall  
Iowa State University, Ames, IA 50011-2045  
515- 294-5352  
<http://www.iastate.edu/~ouc/>

## POSTING POLICY

### Display of noninstructional materials

#### Displays within buildings

Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches.

- a. "General" bulletin boards may be used by Iowa State University students and organizations as well as the general public without approval for posting.
  - (1) Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event.
  - (2) Undated and early notices will be removed.
  - (3) Properly posted notices will be removed after 30 days or, in the case of advertisements for an event, after the date of the event.
- b. "Restricted" bulletin boards are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.

#### Exterior displays

- a. Residence department buildings. Signs, banners, and other display materials may be affixed to buildings only with the authorization of the coordinator of residence life in each residence complex.
- b. Academic buildings. Signs, banners, and other display materials may not be affixed to buildings. Rare exceptions may be made in cases in which the display materials are clearly associated with an academic function. Prior approval must be obtained from the Student Activities Center and from Facilities, Planning and Management, General Services Building, by the submission of an Activity Authorization Form. Such forms are available at the Student Activities Center.
- c. Exterior display, not on buildings. Signs, banners, and other display materials may not be affixed to sidewalks, trees, fences, shrubs, light poles, or any other fixture of the landscape, nor may freestanding displays be placed in any area other than those areas scheduled through the activity authorization process. Except for those displays indicated in 13.12(1)"a" and 13.12(1)"b"(4) at events for which approval is not required, prior approval of displays must be obtained from the Student Activities Center by the submission of an Activity Authorization Form.
- d. Cleanup. All visual displays should be removed as they become outdated or after authorization has expired. Cleanup charges may be billed to the organization/department/individual for failure to clean up promptly. Organizations, departments, or individuals may be billed for cleanup expenses for illegally posted materials.

### Memorial Union Information

Iowa State Memorial Union's Student Union Board is a student organization that plans, produces and promotes various activities in the Iowa State Memorial Union, and oversees student organizations housed in the MU East and West Student Office Spaces (SOS). To better serve student organizations at ISU, we have compiled this information for making plans within the Memorial Union. Reservations for table tents, booth, display cases, and banners in the Memorial Union may not be made over the telephone. Reservations can be made a maximum of six weeks (to the week, rather than the day) in advance. Reservations are not taken during ISU breaks. For more information about these services, please call 294-8081 or stop by SOS West between 8am - 5pm, Monday - Friday.

#### **Banners on the West MU Staircase\***

Banner space on the staircase requires SUB approval and may be reserved a maximum of six weeks in advance through the SUB Secretary, SOS West. Some restrictions apply.

#### **Booths/Tables\***

Student and campus organizations registered with the University may reserve a booth or table a maximum of six weeks in advance through the SUB Secretary, SOS West. If you are planning on selling anything, prior approval by SUB is required. Some restrictions apply.

#### **Display Cases\***

To post a display in the 5 SUB hallway display cases, reservations may be made a maximum of six weeks in advance through the SUB Secretary, SOS West.

#### **Meeting Rooms within the MU**

Student groups registered with the University may reserve any meeting room in the Union at no cost. These rooms can be reserved through the Reservations Office, 210 MU, 294-1437. Rooms may be reserved one semester in advance.

#### **MU Office Mailboxes\***

Fliers may be distributed to all the organizations with offices in the East and West SOS (e.g. VEISHEA, Homecoming Central). Make arrangements through the SUB Secretary, SOS West.

#### **Student Office Space Meeting Rooms\***

Student groups registered with the University may reserve a meeting room in the SOS East or West at no cost. These rooms can be reserved through the SUB Secretary a maximum of six weeks in advance.

#### **Standards and Easels**

Standards and easels are available for use in the main corridors on the day of an event scheduled in the MU. Please ask the MU Main Desk for assistance.

#### **Table Tents in the MU Commons\***

Table tent space may be reserved a maximum of six weeks in advance through the SUB Secretary, SOS West. Quantity and size restrictions apply; please request a copy of SUB's table tent policy.

## Publicity Opportunities on Campus

Student Union Board, West SOS Memorial Union, 294-3847.

### Use of Satellite

Downlink capabilities are available at a few locations across campus. Most meeting rooms in the Memorial Union have satellite capability now. Fees may be different at each location. The earlier you can schedule your event, the more options you will have.

### Publicity

When developing a publicity plan, include the *ISU Daily* and/or *Ames Tribune*, and local radio and television coverage. In addition to news coverage, the media provides a certain amount of public service announcement service. To develop handouts or posters you can use DO-IT-YOURSELF GRAPHICS in Pearson Hall, computers and printers in the Student Office Space, the Graphic Department of the Memorial Union (Room 211), and local printing services.

Promotional information may be distributed through the residence hall mailboxes (see Department of Residence Hall section for instructions), Greek chapter mailboxes (B6 Memorial Union) organization mailboxes on each side of the Student Office Space, *Newsline* (B6 Memorial Union), booths and tables in academic buildings and Memorial Union. Other promotional techniques to consider are table tents in dining halls and sign boards on central campus.

Please remind your officers and publicity people about this policy. Continued violations of this policy could result in billing your organization for clean-up and/or judicial action for violation of University policy.

### Signboards (aka Sandwich Boards)

The most effective way to communicate on campus is to utilize signboards which are strategically placed in reserved locations on campus. Signboards are available from the Student Activities Center free of charge to registered organizations, on a first come, first served basis. The boards can be used to publicize your event (s) and meeting (s) across campus. The boards can be reserved in B6 Memorial Union with a Signboard form. University sponsored events are granted special permission for usage of boards.

The organization representative must be a current student in good standing at Iowa State University. The organization must be registered for the current year through the Student Activities Center. University sponsored events are granted special permission for usage of boards. Boards are released on a first come, first served basis. Two (2) boards can be reserved for an organization per event. Boards can be reserved up to 5 days (no weekends) and not more than two times

a month. Sandwich Boards must be torn down by 4:00pm on Friday – and returned to the Student Activities Center by 5:00pm. No boards may be up over the weekend. Signboards must be returned clean and in working order. Future use of signboards will be denied to groups who fail to return boards promptly after their reservation ends, or without removing promotional material. The Student Activities Center reserves the right to deny usage of boards due to violation of any of these policies, and or an unauthorized event.

We encourage organizations to purchase their own signboards. If you are interested in purchasing please call us at 515/294-1023. We would still require your organization to fill out a reservation form in order for you to secure the space on campus.

### Table Tents

#### Memorial Union Commons

Registered organizations may reserve table tents in the Memorial Union up to six weeks in advance. Groups may have table tents displayed for two days a week (8 days a semester). Quantity and size restrictions apply. To reserve table tent dates in the Memorial Union, SUB Secretary, MU Student Office Space West, 294-8081. Reservations for table tents, booth, display cases, and banners in the Memorial Union may not be made over the telephone. Reservations can be made a maximum of six weeks (to the week, rather than the day) in advance. Reservations are not taken during ISU breaks.

The master copy of the table tent must be approved and stamped with a removal date before being duplicated and put on the tables. Table tents will not be allowed on the tables without being stamped. Organizations will place the table tents on the tables anytime after 6:00am on the date that their reservation begins, and tents will be disposed of after 6:00pm the day their reservation date ends.

#### Residence Hall Dining Centers

Reservations for table tents in all six dining centers are done on a first come, first serve basis and should be done in advance by calling 294-3856 or going to 1216 Friley Hall. A copy of the guidelines for table tents is available from this office upon request.

Table tents are approved for only one day for one event. You may not reserve additional dates until after your first date has occurred. The master copy of all table tents must be approved and stamped before being duplicated and put on the tables. No table tent will be allowed on the table without an approval stamp. Table tents are not permitted on days of the Dining Service's special events. Table tents can either be two-sided, printed on heavy paper, or three sided, printed on standard weight paper. No side can be larger than 6" x

## Publicity Opportunities on Campus

8 1/2". Only one table tent per event will be approved. Each table tent is allowed on the tables for only one day. The group or organization is responsible for distributing the table tents anytime after 6:30am on the date that has been reserved. The table tents will be removed by dining center staff after the evening meal or earlier if the table tent should be soiled or defaced.

### University Mail Service

Postal & Parcel Service provides delivery and pickup of all campus mail for major campus buildings. By university policy, only official university business papers and packages will be handled by Postal & Parcel Service. Mail dealing with curriculum or official university business between departments, instructors or advisers and students in residence halls may be sent via Postal & Parcel Service. Special interest and student groups may not utilize the campus mail delivery system for general communications with their membership or individuals on the campus, including residence halls. Mail that is deemed "personal" in nature (including but not limited to party announcements, birthday greetings, holiday messages and valentines) will be returned to the sender (if a return address is available).

The intent of the University's policy regarding use of campus mail by student organizations is to permit appropriate administrative correspondence between advisers, student officers, and other types of correspondence dealing with general administration of programs or activities on the campus.

Mail is delivered every week day to buildings on campus beginning early in the morning. Mail should be addressed clearly with the name of the addressee, department name, room and building. Special envelopes for campus mail may be obtained at the University Bookstore in 4" x 9" and 9 1/2" x 12" sizes. Mail may be taken to the mailing center on the ground floor of Beardshear Hall. **DO NOT PUT** campus mail in the US Postal Boxes, it may never get delivered.

Campus mail service extends to on-campus academic and service buildings. **It is NOT delivered to individual residence hall rooms. Mail will, however, be delivered to the Department of Residence and the following complex offices:**

#### Richardson Court Association

C2115 Maple-Willow-Larch

#### Towers Residence Association

C1265 Wallace-Wilson

#### Union Drive Association

2419 Friley

#### University Student Apartments

100 University Village--this is the only delivery address serviced by Postal & Parcel Service. Any other addresses at University Village or Schilleter Village will require postage for handling by the United States Postal Service.

### Department of Residence

### Mail Distribution Guidelines

#### Use of Student Mailboxes

Persons, groups or organizations not connected with the university must use the U.S. Mail to distribute materials to individuals. Residence hall desks will distribute individually addressed mail from university organizations or groups to their members if the following conditions are met: The group or organization must be registered through the Student Activities Center or a university department. Organization of mailings must include a return campus address.

#### Use of House Presidents' Mailboxes

Persons or groups, whether university-related or not, are allowed to distribute information through our House mailboxes. There is one mailbox per house (a "house" is made up of approximately 60 residents). A designated house representative (typically a House President or Vice President) will pick up house mail once a day and post information on the house bulletin boards and/or share the information at the weekly house meetings.

You will need to take the appropriate number of flyers to the locations listed below and distribute as indicated. One copy of any piece of information per house is sufficient.

There are one or more open public bulletin boards located in each entry or common area in each building where you may post additional flyers. Do not post flyers on entry doors, windows, poles, glass-covered bulletin boards, etc. or post flyers in the house areas yourself. Each house representative will decide what and where materials in their house are to be posted. Flyers distributed or posted outside of these guidelines may be removed with removal costs charged to the responsible individual or group.

**Note about distributing materials to RAs/CAs/ARCs:** ONLY HALL DIRECTORS may place material in the RAs/CAs/ARCs boxes if they are Department of Residence business-related materials, ISU classroom-related material (such as class schedules, experimental course offerings, etc.), or program related. (Please see APPENDIX A)

**To distribute organization flyers in the residence halls, take the appropriate number of flyers to each hall desk for distribution through the house president mailboxes. If you'd like to distribute flyers to RAs/CAs/ARCs, you must request approval from the Residence Life Office, 1203 Friley. Please seek this approval before making copies.**

Also, students who wish to put material in the RAs/CAs/ARCs boxes may consider putting them in the Vice-Presidents' boxes which are located on the second floor of the Maple-Willow-Larch commons.

#### University Family Housing Solicitation Policy

The solicitation policy of Iowa State University does not allow for any solicitation on university property. The University Family Housing solicitation ordinances are an exception to the policy that is allowed by the university. To solicit you **MUST** obtain a permit from the University Family Housing Council or University Family

## Publicity Opportunities on Campus

Housing Mayor before soliciting in the community. For additional information regarding solicitation within University Family Housing please call the University Family Housing Council office at 294-0658.

Organizations interested in programs may want to plan for concerts, dramatic productions, guest speakers or workshops. A number of university resources are available for assistance in this area. The following are some of those which are most frequently used by registered organizations.

### Residence Hall Solicitation Policy

For your safety, door-to-door selling or soliciting is not permitted in the residence halls. Solicitation shall be defined as any commercial, profit-making, or fund-raising activity. You may not use your room, telephone number, or mailbox for any commercial purpose. Student organizations wishing to solicit in a residence hall neighborhood must be registered and have the prior approval of the Student Activities Office (B6 Memorial Union) and the Residence Life Office (1203 Friley). Specific guidelines set by residence life staff must be followed.

Special-interest activities such as political or religious activities, which involve petitioning, canvassing, registration, campaigning, and/or other similar activities, shall be permitted only in non-student room areas of the residence halls upon authorization from the Student Activities Office and the Residence Life Office. Neither individuals nor groups will be permitted to campaign door-to-door or in the dining room, nor will they be permitted to use the residence hall mailboxes for campaign literature (unless individually addressed). Registration will acknowledge agreement by the sponsoring organization to abide by the established procedures of the building or neighborhood. If a house extends an invitation to a candidate, or any other individual, that person may visit the house to which he or she was invited and no other house.

### Hall Desk Collection and Distribution Policy

Groups wishing to collect and/or distribute applications or other items through the Department of Residence hall desks need to complete the form on the 2<sup>nd</sup> page and submit with a reasonable number of application copies or other items to *each* of the appropriate hall desks.

### Requirements of using the hall desks for collection/distribution:

- Drop off this completed form (APPENDIX B) to a hall desk supervisor at least 10 class days in advance (you will only need to drop off this form to one desk. The desk supervisor will put it on the hall desk advisory board agenda to discuss as a group if it affects more than one desk).
- Hall Desk Advisory group will need to approve or reject all requests.
- Groups will need to provide a contact person who will be responsible.
- Groups will need to provide a copy of the *approved* Collection/Distribution Approval form to EACH hall desk so staff will know it's been approved and will accept your applications/items.
- Groups are responsible to provide all needed information to the hall desks.
- Groups are required to pick up completed applications or other items promptly and remove all blank applications or other left over items *within two days* after the close of the application period/ distribution period.

### We will not:

- collect any money at the hall desks for your group.
- assume responsibility for your applications/items. By signing the form, you acknowledge we do not have liability if items are lost.

## For the Adviser...

The information included in this section is to provide faculty and staff serving as advisers with defined functions and responsibilities and general guidelines for effective advising. Student leaders may also gain insights regarding working with faculty.

### Iowa State's Philosophy on Advisers

The adviser plays a vital part in the functioning of registered organizations at Iowa State University. The role ranges from the following:

- being a mentor for students
- serving as a cheerleader while recognizing students for outstanding academic achievement and/or programming
- assisting in the planning and evaluation of programs and events
- help students assess their weaknesses and strengths through team building and leadership assessment exercises
- teaching the Iowa State policies and procedures

### UNIVERSITY EXPECTATIONS

In requiring that registered organizations have advisers, the University assumes that the advisers will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisers. In accepting the role of adviser, the individual accepts responsibility for financial and legal aspects of the organization's activities.

### Financial Responsibilities

The adviser is required to co-sign all vouchers and intramural purchase orders. The University's expectation is that the adviser will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.

### PLEASE DO NOT

#### SIGN BLANK VOUCHERS

All contracts should be reviewed by the Campus Organizations Accounting Office prior to signature. We also encourage that all contracts be reviewed by the University Legal Counsel (305 Beardshear Hall • 515/294-5352). The Campus Organization Accounting Office, B4 Memorial Union, (294-1633) is available to assist any adviser with questions regarding an organization's account. A monthly statement is sent to each adviser providing information about the financial activity of the organization and to assist the adviser in working with the treasurer. Advisers are strongly urged to refuse to sign vouchers if the expenditure is unclear, if the account is/would be overdrawn; or if the purchase seems improper or against university policy. (See the section labeled Campus Organizations Accounting Office for more details regarding finances.)

### Legal Responsibilities

The adviser is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or seem to violate university policies or laws.

As employees of the university, advisers are considered to be acting within the scope of their duties and would be protected by the State Tort Claims Act, Chapter 669 of the Iowa Code, so long as their actions are not shown to constitute a willful or wanton act of malfeasance.

Student alcohol and other drug use pose a significant threat to one's health and safety. Advisers and officers are expected to be knowledgeable about, and comply with federal, state and local laws and ordinances and ISU policies. Advisers are to report all violations to the appropriate ISU officials (ISU Police 294-4428 • Dean of Students Office 294-1020).

Questions regarding the ISU Substance Abuse and Violence Program should be directed to the University Program Coordinator, 294-1174. Liability questions should be directed to the University Risk Manager, 294-7674, or the University Counsel, 294-5352.

### DEADLINES AND PAPERWORK

#### Registration

Registration is completed online, and must be updated at least once a year. Organizations are responsible for updating the information when there is a change of officers/adviser(s). Organizations that are dormant over 12 months will be placed in frozen status. Registration information may be found online at: [www.sodb.stuorg.iastate.edu](http://www.sodb.stuorg.iastate.edu)

#### End of the Year Paperwork

At the end of each academic year, all organizations are required to turn in their **fiscal ledgers** to the Campus Organizations Accounting Office. If an organization does not turn in the organization ledger they will be unable to receive GSB funding as well as be considered inactive.

#### Paperwork Examples

There are a number of paperwork examples included in back of the Student Organization Resource Manual. These examples include vouchers, intramurals, activity authorizations and organization registration forms.

### ORGANIZATION STATUS

#### Inactive Organizations

Previously registered organizations, which fail to reregister with the Student Activities Center by October 1, will be considered inactive organizations. Inactive organization accounts will be frozen for a period of five years following registration expiration or until re-registration has been completed, whichever comes first.

If organizations go inactive they will also lose the following registered organization benefits:

1. Recognized as a university affiliated organization.
2. Use of campus meeting facilities.
3. Use of university's name in organization's title.
4. Establishment of an account with Campus Organizations Accounting Office.
5. Inclusion in university publications and ISU Directory.
6. Publication of activities through University newsletter.



## For the Adviser...

7. Use of GSB vehicles in accordance with GSB, university and state policies.
8. Use of Instructional Technology equipment/services.
9. Purchase privilege at Central Stores.
10. University tax exempt status.
11. Use of university purchasing services
12. Use of university printing services.
13. Utilization of university staff and programming resources
14. Utilization of Student Organization Website.  
([www.stuorg.iastate.edu](http://www.stuorg.iastate.edu))

### **UNIVERSITY POLICIES & PROCEDURES**

#### **Out of Town Travel**

As adviser, you should be informed about any trip students are planning that is related to club business. Items to discuss might be:

1. The students' general itinerary.
2. Who is going (keep a list on file)?
3. Where they are staying (including a phone number for emergencies)?
4. Has everything possible been prepaid (hotel bill, registrations, etc.)?
5. If going by private car, does the driver possess a good driving record and insurance? Is the car in good enough repair to make the trip, or are the students taking unnecessary risks?
6. Alcohol usage and liability.
7. Use of the organization's money for the trip.
8. Travellers are enrolled Iowa State University students, not on conduct probation, not on temporary enrollment and have a cumulative GPA of 2.0 and above.

The university considers students as adults, responsible for their own actions. It is in everyone's best interest however, to help students travel safely and have a successful trip.

#### **Death of a Student**

If a death occurs during a sponsored event/trip, immediately contact 911, then call DPS (ISU Police) 294-4428, then contact Dean of Student Office at 294-1020. These offices will contact the appropriate city/university officials. The Dean of Students will coordinate interactions and communications between university offices and relatives of the deceased person, and make necessary referrals.

#### **Student's Behavior**

In cases in which a student's behavior poses a clear and present danger to self or others, contact 911, DPS (ISU Police ) 294-4428 , the Dean of Students Office (294-1020), or the Student Counseling Service (294-5056). If the situation involves physical injury or ingestion of a harmful substance, contact the Student Health Center (294-5801) or call 911. These offices will contact the appropriate officials, who in turn will determine the need for an assessment of the student's ability to continue as a student or will make appropriate referrals.

#### **Academic Achievement**

Research has shown that a student's involvement in campus activities can assist in one's connection to campus and in one's success in the classroom. The struggle for some students is balancing their campus involvement with their academic pursuits.

The Student Activities Center is committed to helping students achieve this balance. At the beginning of the fall and spring semesters, the Student Activities Center will check the grades of student leaders listed on each organization's registration form. Students must have a 2.0 cumulative GPA in order to hold an officer position in a registered organization. In addition, if an officer's semester GPA falls below a 2.0 (and the cumulative GPA remains above a 2.0), a letter will be sent detailing what must be done in order for the student to retain his/her position. This includes attending an intake session at the Academic Success Center. A copy of the letter will be sent to the organization's adviser. Students who receive a 4.0 for the semester will also receive a letter from the Student Activities Center congratulating them for their excellent work and inducting them into the "4.0" club. A copy of the letter will be sent to the organization's adviser.

Iowa State University students represent our campus at conferences and conventions throughout the academic year. We believe that these students must meet the standards that we have set for the university's community of scholars. All students attending conferences funded or supported by the Division of Student Affairs must have at least a 2.0 cumulative grade point average or higher at the time of the trip. The Student Activities Center exists to assist you in becoming your best here at Iowa State. Together-we can do just that!

#### **ADVISER RESOURCES**

- Important Phone Numbers are located in the back cover of the SORM.
- Paperwork can be found online at <http://www.sac.iastate.edu>.
- Various leadership subject areas including program planning, writing a constitution, and dealing with difficult members may be found in SORM pages 3-10
- Utilize the index for easy access to your questions
- Call the Student Activities Center (294-1023) with any general organization or event questions
- Financial Questions? Contact the Campus Organizations Accounting Office at 294-1633
- Check online at [www.sac.iastate.edu](http://www.sac.iastate.edu)
- Event Authorization Process is outlined on pages 16-19 and online at [www.sac.iastate.edu](http://www.sac.iastate.edu)

# Advisers Responsibilities

Organizations require different kinds of advising styles, depending on the stages of development of the organization and its leadership. The list below gives some indication of the range and amount of responsibility that is placed on the adviser. It is recognized that not all that is listed is required all the time. The requirements in terms of time and involvement vary for each of the items from one organization to another.

- \_\_\_ Advisers should agree to serve only if s/he is willing to participate in the work of the organization.
- \_\_\_ Understanding the organizations, its purpose and its goals is a primary obligation of any adviser. S/he should help the organizations evaluate its purpose and goals and the program it is providing.
- \_\_\_ Interest in the organization should be demonstrated by an adviser through his/her attendance at meetings and other functions.
- \_\_\_ Advisers should try to develop a close working relationship with the officers and as many members as possible. Meeting members in social situations can help establish better relationships.
- \_\_\_ Advisers should give attention to the interactions within the group, be available for complaints from members about the group, and serve as negotiator if this is necessary.
- \_\_\_ Advisers should inform the group if they are not receiving notices of meetings, minutes, or materials.
- \_\_\_ An adviser should explain his/her satisfaction or dissatisfaction with anything the group is doing or proposing to do. How this is done is of some importance. In some cases, it is better to discuss concerns with officers. In others, it may be necessary to react during a meeting at the time a proposal is made. How the adviser may handle this depends on the situation and on the personality of the adviser.
- \_\_\_ Of importance is accepting the opportunity to learn from the organization. An adviser must recognize that the individual resources and potential of a group are important. Helping members voice opinions and to make decisions is one of the most important services he/she can reach.
- \_\_\_ An adviser can help identify resources outside of the group. S/he should be sensitive to opportunities that may help the organization become more productive and effective.
- \_\_\_ Advisers who have had long associations with organizations can provide continuity. In some situations, advisers have been associated with groups longer than any of the members. They can help the organization understand the history of the organization and provide a perspective that would otherwise be lacking.
- \_\_\_ Advisers should be aware of university policies/attitudes of the faculty and administration, and help the organization to understand limits, restrictions, and avenues for achieving its objectives.
- \_\_\_ Advisers should be aware of officers' academic progress and intervene when necessary.

Source: "Student Organization Advisors: Facilitators of Student Learning" presented by Stansberry, D., Hall, T., & Broeck, N.T. 1999.

# 20 Tips for Advisers to Increase Group Productivity

1. Know what the student expects of you as an adviser.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goals.
6. Assist each member in meeting his or her needs while helping the group to achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through his or her involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor.

# Where to Call at Iowa State

Academic Success Center (ASC) Student Services Building .....	Lesbian/Gay/Bisexual/Transgender Student Services
Academic Learning Lab .....	Student Services Building .....
Student Support Services Program .....	Library General Information .....
Supplemental Instruction .....	Library Hours .....
Tutoring Services, Student Services Building.....	Memorial Union Guest Rooms .....
Alcohol Education Programs	Men's Outreach Programs .....
Department of Residence, 1214 Friley .....	Minority Student Affairs .....
Substance Abuse Violence Prevention	Parents Association, Student Services Building .....
B6 Memorial Union.....	Printing Services .....
Substance Abuse Intervention Program	Programming
Student Counseling Center	Student Activities Center, B6 Memorial Union .....
3rd Floor Student Services.....	Lectures Committee, 59 Physics .....
Substance Abuse & Violence Prevention .....	Student Union Board (MU Program Department)
Campus Ministers Association .....	MU West Student Office Space .....
<b>Campus Organizations Accounting Office,</b>	Rape/Sexual Assault
<b>B4 Memorial Union.....</b>	ACCESS (Assault Care Center Extending Shelter/Support).....
Copy Center, Memorial Union .....	Crisis Line .....
<b>Cultural Centers</b>	Business Line .....
Centro Latino (1507 Helser)	Sexual Assault Support Services .....
Asian American Cultural Center (1501 Helser)	Student Counseling Center, Student Services Building.....
Indian Student Offices-Memorial Union	Dean of Students Office
Black Cultural Center (517 Welch Ave. 294-1598)	Student Services Building.....
Dean of Students Office	Women's Center, Sloss House .....
1010 Student Services Building.....	Ames Police .....
ISU Police, Armory .....	ISU Police (DPS), Armory .....
Department of Residence, 1214 Friley. ....	Recreation Services, State Gym .....
Disability Resources, Student Services Building .....	Red Cross HELP CENTRAL .....
Discrimination	.....
Dean of Students Office, Student Services Building ...	Sexual Harassment
Affirmative Action, 1350 Beardshear .....	Affirmative Action, 1350 Beardshear Hall .....
<b>EMERGENCY .....</b>	Dean of Students Office,
Event Authorization Process .....	210 Student Services.....
Facilities — Scheduling	Human Resource Services Office
Recreation Facilities and Fields .....	16 Beardshear.....
Room Scheduling (Classrooms & Auditoriums)	Women's Center, Sloss House .....
General Services Bldg.....	Student Counseling Center, 3rd Floor Student Services.....
<a href="http://www.fpm.iastate.edu/roomscheduling/">http://www.fpm.iastate.edu/roomscheduling/</a>	.....
Outdoor Locations, Student Activities Center	Provost's Office, 107 Beardshear .....
B6 Memorial Union.....	<b>Student Activities Center, B6 Memorial Union 294-1023</b>
Public Events and Facility Scheduling	<b>Student ANSWER Center, Beardshear .....</b>
ISU Center.....	Student Legal Services, B11 Memorial Union .....
MU Room Reservations, 210 Memorial Union .....	Vice President for Student Affairs
Government of the Student Body (GSB)	2350 Beardshear Hall.....
Memorial Union.....	Women's Center Sloss House .....
Office of Greek Affairs, B6 Memorial Union .....	
Grievances, Dean of Students Office	
1st Floor Student Services....	
Housing	
On-Campus: Department of Residence Life	
1214 Friley .....	
Instructional Technology Center, 121 Pearson .....	
International Education Services	
252 Memorial Union.....	
<u>Iowa State Daily</u> , 108 Hamilton Hall .....	
Judicial Affairs, Student Services Building .....	
KURE FM 88.5 RADIO, 1199 Friley.....	
Leaders INspiring Connections .....	

## Website Resources:

### **Policy Library**

<http://policy.iastate.edu>

### **Student Activities Center**

<http://www.sac.iastate.edu>

### **Student Organization Database**

<http://www.sodb.stuorg.iastate.edu>

### **Dean of Students Office**

<http://www.dso.iastate.edu>

# Dates to Know 2004-2005

## FALL 2004

CPC Sorority Recruitment .....	August 14-19
Classes Begin .....	August 23
WelcomeFest (Student Activities Center 294-1023) .....	August 25
University Holiday: Labor Day – Offices Closed .....	September 6
ClubFest (Student Activities Center 294-1023) .....	September 8
Hispanic Heritage Month .....	September 10-October 30
Business Week .....	September 15-22
Family Weekend (FW Committee – 294-1023) .....	September 17-19
Cy’s All-Campus Leadership Summit .....	POSTPONED UNTIL 2005
Women’s Week (Women’s Center - 294-4154) .....	September 27-October 8
Homecoming (Student Alumni Leadership Council – 294-8488) .....	October 2-9
National Coming Out Days (LGBTAA – 294-2104) .....	October TBA
Week without Violence (Committee Against Violence - 294-1663) .....	October 17-23
Alcohol Awareness Week (294-1174) .....	October 17-23
Residence Hall Week - IRHA - 294-2040 .....	TBA
NPHC Greekfest (NPHC - 294-1023) .....	TBA
Fall Blood Drive (Blood Drive - 294-7325) .....	October 27-31
Thanksgiving Break .....	November 22-26
University Holiday: Offices Closed .....	November 25-26
Dead Week- No Activities or Meetings to be scheduled .....	December 6-12
Finals Week .....	December 13-17
Commencement .....	December 17-18
No Classes .....	December 20-January 12
University Holidays: Offices Closed .....	December 23-24

## SPRING 2005

Offices Closed .....	December 31
Classes Resume .....	January 10
Offices Closed .....	January 17
Dance Marathon (Dance Marathon - 294-3805) .....	January 22
Winter ClubFest .....	January 26
Varieties (2 <sup>nd</sup> Cuts) (Student Union Board – 294-8081) .....	January 29, February 5 & 12
Varieties (Sweepstakes) (Student Union Board – 294-8081) .....	February 25 & 26
Spring Blood Drive (Blood Drive - 294-7325) .....	March TBA
Spring Break .....	March 14-18
Classes Resume .....	March 21
Greek Week (Greek Week - 294-7325) .....	April 4-10
LGBT Awareness Week (LGBTAA – 294-2104) .....	TBA
Adviser Recognition Reception (Student Activities Center - 294-1023) .....	April 21
Dead Week - No Activities or Meetings to be scheduled .....	April 25-May 1
Finals Week .....	May 2-6
Commencement .....	May 6 & 7

## FALL 2004

CPC Sorority Recruitment .....	August TBA
Classes Begin .....	August 22
WelcomeFest (Student Activities Center 294-1023) .....	August 24
ClubFest .....	September 7
Family Weekend .....	October 7-9
Homecoming .....	October 15-22

REVISED 9/22/04

*All events and dates are subject to change*

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