



# Black Hills State University

## STUDENT ORGANIZATION

### MANUAL

## 2024-2025



# **BLACK HILLS STATE UNIVERSITY**

## **STUDENT ORGANIZATION HANDBOOK 2022-2023**

### **STUDENT ENGAGEMENT & LEADERSHIP CENTER**

*The information contained herein is believed to be accurate at the date of publication. In case of any difference between the information contained and the current policy or procedure, the current policy or procedure shall be the one(s) which must be followed. Which will be communicated to organizations at the monthly all org meeting. The reader should confirm in advance any policies with the Student Engagement Coordinator.*

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# Welcome

Dear Student Organizations,

Black Hills State University Student Engagement & Leadership Center is here to serve students, support organizations, and the BHSU community through organization advisement and support, involvement activities, leadership development and a wide range of program offerings. Such efforts, implemented in collaboration with students, faculty, staff, and alumni, aid in the growth and development of the individual. They are an integral part of the educational mission of Black Hills State University.

We view students as partners in the creation and implementation of cocurricular endeavors at BHSU. This shared responsibility encourages organizational involvement, promotes student decision making, fosters leadership and celebrates the achievements of our students.

The information contained in this handbook is meant to serve as a resource to student organizations, their officers, and advisors. Our goal is to build a partnership with you that will ensure success for your organization. We hope that you will attend our various programs, training and workshops that have been tailor made to meet your needs. If you have questions throughout the year, do not hesitate to visit our offices and the staff will be happy to provide you with assistance.

Best wishes for a prosperous year!

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# Student Organization Rights & Responsibilities

## Fundamental Rights of Individuals Involved in Student Organizations

- The right to disagree with group members without being belittled.
- The right to say “no” or “I need to think about this,” whether it is about expectations of members, dues, activities, or time requirements.
- The right to ask questions and to express opinions.
- The right to know the history of the organization.
- The right to be respected as an individual.
- The right to withdraw from the organization without fear or humiliation.

Along with the benefits of becoming a registered student organization at Black Hills State University, there are certain responsibilities that must be fulfilled. These responsibilities are outlined below:

## Responsibilities of Organization

- Student organization officers must be currently enrolled full time BHSU students (not staff/faculty, community members, or alumni).
- Any recognized student organization must be in compliance with all regulations of the University, Board of Regents, and the laws of the State of South Dakota.
- Student organizations must file, and keep current, their officer and membership rosters and constitution with the Student Engagement Coordinator.
- Organizations and their members will comply with the University’s anti-discrimination and anti-hazing policies.
- Officers will develop honest and open lines of communication with the organization’s Faculty/Staff Advisor, keeping them apprised of the group’s activities.

# Organization Formation and Recognition

## Policies for Forming a New Student Organizations

Students, if they are unable to find an organization that meets their specific interests, may form a new organization. The following criteria must be met to form a new organization:

- Must have a minimum of 5 members
- Must have a membership that is 75% BHSU students
- Must have an advisor that is a full-time faculty or staff member of BHSU
- Must have a written constitution

## Procedure

Students interested in starting a student organization should make an appointment with the Student Engagement Coordinator to talk through the process as well as receive important information regarding the policies and procedures.

Members of the organization must submit the following information to the Student Engagement Coordinator to begin the process:

- Constitution
- Submit the online Recognition Form
  - The recognition form contains student contact information, advisor's name, membership roster, and short description of the organization
  - The form is found here:  
<https://bhsu.tfaforms.net/217844>

When all the required information is received, the Student Engagement Coordinator will review it to ensure adherence to BHSU and BOR policies. If any changes or suggestions are needed, they will be made to the group. Upon satisfactory completion of all required documents, the information will be forwarded to Student Senate with a recommendation to approve or deny. Senate will take two weeks to approve/deny, the first week they will read the proposed constitution and vote on the second week. Upon approval from Student Senate, the organization has all the privileges granted to recognized student organizations.

### Inactive/Defunct Organizations

Organizations can be made inactive or defunct two different ways. The first would be if a representative and the advisor of an organization contact the Student Engagement Coordinator and request the group be made inactive. The group will then be immediately classified as inactive. The second way is when an organization fails to submit their recognition form within the fall semester of the current year. This form must be submitted at the end of every spring semester or very beginning of fall semester; failure to do so makes the group inactive.

To reactivate a group, representatives must meet with the Student Engagement Coordinator to complete a constitution review and submit an updated constitution as well as a new organization recognition form. Upon receipt of the required material, the organization is reinstated to active status.



**Constitution Outline:** A constitution is a set of rules and guidelines that outlines how your organization functions. A good constitution has fundamental information on the structure of your organization, as well as the rules you follow to perform your stated goals. It should include information about membership, elections, removal or dismissals, special appointments, finances, and voting.

Organizations may request a constitution template from the Student Engagement Coordinator. The following is a suggested list of components to be included in your constitution (all italicized phrases **MUST** be in all constitutions).

#### **Article I - Name**

Section 1. This organization shall be known as (organization name) please spell out the entire name of the organization

#### **Article II - Purpose/Mission Statement**

Section 1. *It is the responsibility of (Organization Name) to uphold the Student Code of Conduct and the educational mission of Black Hills State University.*

Section 2. The purpose of (Organization Name) is:  
A. **List purposes here.**

Section 3. The goals of (Organization Name) are:  
A. **List goals here.**

#### **Article III - Membership**

Section 1. *We, members of (Organization Name), will not discriminate on the basis of a person's race, religion, color, creed, veteran status, national origin, sex, sexual orientation, age, marital status, disability or status due to receipt of public assistance. Discrimination also includes any allegation that, because of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability, has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services or with respect to the participation in the activities of officially recognized organizations.*

Section 2. *The members of, (Organization Name), agree to comply with Black Hills State University and South Dakota Board of Regents' policies governing organizational use of alcohol and other drugs.*

Section 3. *Membership is open to all enrolled BHSU students, and BHSU students must comprise 75 percent of the total membership.*

Section 4. Describe your types of members here. Who can be members and what rights are they entitled to?

Section 5. The process for member or officer removal is as follows:

A. Grounds for expulsion include a member who: **(insert your organization's reasons for removal here)**

B. *The offending member or officer will have a chance to address the membership in defense of the charges.*

## **Article IV - Voting Procedures**

Section 1. Elections will be held in the following manner

## **Article IV - Officers**

Section 1. *To be eligible for office, members must have the following qualifications: currently enrolled BHSU student, (insert other officer qualifications here)*

Section 2. The **(Organization Name)** will have the following officers and subsequent duties:  
(insert officer duties here)

## **Article V - Advisor**

Section 1. *The (Organization Name) will have an advisor registered with the Student Engagement Office who is a current staff or faculty member at BHSU.*

Section 2. *In the event of the need to consider removing an advisor, the organization will consult with the Student Engagement Coordinator regarding possible options.*

## **Article VI - Finances**

Section 1. *The ultimate responsibility for financial obligations of (Organization Name) rests with the membership.*

Section 2. *The (Organization Name) will utilize an on-campus account only to deposit and expend its funds. If (Organization Name) shall become and remain inactive for a period of eighteen consecutive months all funds in accounts belonging to (Organization Name) shall be transferred back to the University.*

## **Article VII - Quorum**

Section 1. What amount of members will constitute quorum?

## **Article VIII - Method to Amend Constitution**

Section 1. How will your organization change their constitution if the need arises?

**Article IX - Statement of National or Local Affiliation** (this is only needed if you are affiliated with a national organization whose rules you will need to follow as well)

Section 1. The **(Organization Name)** is affiliated with a national chapter of:

Section 2. *In the event of a conflict between the (Organization Name) constitution and BHSU policies and procedures, BHSU policies and procedures shall supersede.*

## **Article X - Statement of Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order which the organization may adopt.

**Article XI - Effective Date** Section 1. Define when your constitution will be effective.

# Student Engagement & Leadership Center (SELC)

**Our Mission:** The mission of Student Engagement & Leadership Center is to create an environment in which all students and student organizations are encouraged and aided in the development of positive social, cultural, intellectual, recreational, and leadership programs and activities. The Student Engagement Coordinator supports programming which promotes learning, personal growth, self-governance, social responsibility, and understanding.

**General Information:** Several resources are found within the SELC for student organizations. These include the following:

- Work room with many different supplies available for use all supplies need to stay in the work room unless prior permission is granted
- Meeting space, available on a first come-first serve basis
- Workspace cubicles
- Storage and file cabinets, contact the Student Engagement Coordinator for available space
- Student organization mailboxes
- Work offices
  - Student Engagement Coordinator
  - Student Senate office
  - Campus Activities Board (CAB) office
  - Swarm Days Committee
- Study and Relaxation space
  - Board Games
  - Basketball Hoop
  - Popcorn Machine

**Monthly Student Organization All Org Meeting:** The Student Organization All Org Meeting was created as an opportunity for student organizations to discuss program ideas and needs, share information, and keep updated on other organization's events and activities. In addition, organizations are able to gather necessary forms and information for program planning and obtain answers to various questions on policies and procedures.

The Student Engagement Coordinator will host monthly meetings throughout the year for student organization officers. Guest speakers and community leaders may be invited to participate in various sessions to offer their expertise. These meetings are the ideal way to network with other student organizations.

Attendance at these meetings is a requirement of remaining in good standing as a Student Organization.

**Monthly Report Forms:** The Student Organization monthly reports are an essential tool in helping to assess the impact of student organizations monthly at BHSU and in the community. This report is vital to our assessment at the end of each semester. **Reports of due by the 7<sup>th</sup> day of each month for the previous month.** They can be found on the website [here](#)

**Attendance & GAF Funds:** All organizations are required to send at least one representative to every meeting and to complete the monthly reports. A sign in sheet will be passed around at each meeting and will be kept by the Student Engagement staff. Those organizations that do not have representatives at every meeting may be penalized when requesting GAF funds for the upcoming year.

# Program Planning

**Reserving Student Union Space:** Student organizations may reserve rooms within the Student Union free of charge during regular business hours. Larger events, technology use, and after hour programs may incur a fee for use. Contact the Student Union for more information regarding any potential fees and for any large-scale events at 605-642-6102. To reserve a room in the student union, you need to fill out the online room request form, found [here](#):

The following spaces are available in the Union:

- Lobby Tables
- Upper Conference Room (206)
- Swarts Conference Room (213)
- Trump Conference Room (212)
- Lower Hive \*Select Hours Available
- Club Buzz
- Jacket Legacy Room
- President's Conference Room

**Reserving Academic Space:** To reserve a classroom, you must fill out the on-line request form found [here](#). You may also contact the Senior Computer Support Specialist who schedules classroom space and will confirm the meeting time with the organization advisor. She can be reached at 605-642-6064.

**Technology Needs:** When completing the online reservation forms, indicate what technology needs your event will have. It is possible that you will need to coordinate with the **Digital Media Specialist** at 605-642-6240 and/or the Senior Computer Support Specialist at 605-642-6064 to schedule additional needs beyond what the room supplies.

**Other Event/Program Location Reservations:** The following locations require a special reservation process:

- **Campus Green/Outdoor Spaces:** To reserve the campus green or other outdoor spaces, reservations must be done through Facilities Services at 605-642-6560.
- **Young Center:** To schedule events in the Young Center, other than designated classroom space, you must contact the Assistant Director at 605-642-6196 or 605-642-6882.
- **Woodburn Theatre/ Black Box Theatre:** To schedule an event in the Woodburn Theatre, you must contact at 605-642-6268.
- **Meier Recital Hall:** To schedule an event in the Meier Recital Hall, you must contact the band director at 605-642-6888.

## Program Planning Checklist

When planning an event or program, the following checklist may be of use. Please note that not all sections may apply to every program, however they are included to ensure they aren't forgotten.

Program Name: \_\_\_\_\_

Date: \_\_\_\_\_ (Check the campus calendar to ensure no conflicts)

Location Reserved: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Activity Grant Request submitted: \_\_\_\_\_

Budget: \_\_\_\_\_ Contract Needed (Y/N): \_\_\_\_\_

If contract needed, BHSU contract sent to artist/agent date: \_\_\_\_\_

Contract(s) sent to VP of Finance (date): \_\_\_\_\_ Signed (date): \_\_\_\_\_

Copies of all signed contracts sent to artist/agent (date): \_\_\_\_\_

Security Request: \_\_\_\_\_

Sales & Solicitation Form Completed (48 hours in advance): \_\_\_\_\_

Black Hills State Catering: \_\_\_\_\_

Supplies Purchased: \_\_\_\_\_

Payment Request sent to Business Office: \_\_\_\_\_

Promotion Options:

- ☐ Posters created
- ☐ Posters delivered to SELC 28 total (6 to SU & Jonas, 2 Young Center, 1 Library, 1 Welcome Center, and 18 to Residence Life)
- ☐ Atrium Banner created
- ☐ Sidewalk Chalking
- ☐ E-Newsletter submitted
- ☐ Campus Calendar
- ☐ Social Media
- ☐ Liability Waivers printed and signed
- ☐ Event Wrap-up
- ☐ Thank-you notes written and sent

Evaluations of Event completed: Evaluation link can be found [here](#).

**Advertising Activities and Events:** Several different opportunities exist to help organizations publicize their events and activities. Please ensure your group reviews the campus posting policy thoroughly to help make promotion smooth and easy. **All posters must be delivered to the Student Engagement and Leadership Center for approval.** The staff will then deliver the posters across campus. Posters received before 3:30pm are delivered the same day. If the poster is dropped off after 3:30pm, it will be delivered the next day.

**Campus Posting Policy:**

*This policy and its procedures set forth the guidelines to provide Black Hills State University students, faculty, and staff with maximum opportunity and space to advertise campus-sponsored activities and events at locations throughout the campus. It is expected that all advertising material posted will be reasonably neat, attractive, and in the interest of the campus community.*

**1. Policy**

- a. Poster and Flyer size is recommended to be 11" x 17" or smaller and in a portrait orientation.
- b. Posters and Flyers must provide the name of the BHSU sponsoring department or organization or other partnership institutions. For events, the event time and location must also be included.
- c. All posters must adhere to the campus [visual identity standards](#) and all posters promoting an event must include the University's ADA Compliance statement, "Persons with disabilities requesting accommodations for this event should contact <person in charge of event> at <phone number> at least 48 business hours prior to the start of the event."
- d. There are approximately 28 bulletin boards at the BHSU main campus designated for campus activities available to post BHSU posters/flyers. The boards are located in the Student Union, Jonas, Residence Halls, Young Center, and the Library. Posters must be delivered to the Student Engagement and Leadership Center to be hung on the proper boards.
- e. There are approximately 5 locations at BHSU-RC designated for BHSU (or partner institution) posters/flyers. Materials must be delivered to the BHSU-RC Administrative Suite for distribution.
- f. There are community boards designated for off-campus entities to advertise community events, ads, and classifieds. These posters must be dropped off at the Student Engagement and Leadership Center (BHSU) and/or BHSU-RC Administrative Suite (BHSU-RC) to be hung on the proper boards.
- g. Posters, flyers, and table tents will be posted for a period not exceeding two weeks.

- h. For guidelines related to the advertisement of gaming and alcoholic beverages on campus, refer to BHSU Policy 6:2.
- i. Posters may be posted in areas designated for posters only (i.e. bulletin boards and strips). [Publicity may not be attached to windows, doors, walls, floors, trees, light posts, or any other part of the University grounds.](#)
- j. Chalk on the sidewalks is permitted only for promotion of university-related programs and activities. The Student Engagement and Leadership Center in Spearfish and/or the BHSU-Rapid City Administrative Suite Front Desk must be notified of chalking.
- k. Due to Spearfish City Ordinance ([Article I. Sec. 3-29](#)), [“No person shall throw or deposit any handbill in or upon any vehicle.”](#)
- l. Table tents must follow campus visual standards and all the above-listed policies.
- m. Special exemptions from any of these policies may be requested at the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk.

## 2. Procedures

- a. All Posters and flyers must follow university policies as listed above.
- b. Posters, flyers, table tents, and any other printed items that require adherence to the BHSU Identity Standards must be printed through BHSU Print Services. Place your order online at [BHSU.edu/Print-Services](https://BHSU.edu/Print-Services).
- c. All poster, flyers and table tents are to be left in the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk for proper distribution.
- d. Community posters are to be left in the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk for proper distribution.

## 3. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 6/8/2020. Revised 1/12/2021.



**In the Know While You Go:** Events and club meeting times can be placed on the Know While You Go Newsletter by entering the information into the burgundy binder located at the main Student Engagement Desk. The newsletter is updated once every two weeks and are located in the bathroom stalls in the Student Union, Woodburn Hall, Jonas Hall, and Meier Hall. We encourage organizations to put their events in the binder for the entire semester so none of the events are forgotten. All events are due on Thursdays at 12pm to ensure that your event is put in the newsletter. This is a great opportunity for many students to know about your organization and the events you are holding.

**Sidewalk Chalking:** As per the posting policy above, sidewalk chalking may be done with permission from the Student Engagement & Leadership Center to promote University Events only. The chalk may only be on the sidewalk surfaces and may not be applied to any buildings. It is the responsibility of the sponsoring organization to remove the chalking following the event.

**Student Union Atrium Banners:** Organizations may create a banner using the supplies in the workroom located in the Student Engagement & Leadership Center to advertise their events in the Student Union Atrium. The banner may be displayed for one full week before the event. Contact the Student Engagement & Leadership Center for more information about creating a banner.

**Campus Weekly Snap Update:** Announcement may be placed in the “newsletter” by submitting the online form: These updates will be added to snap every Tuesday. Updates going to students can also have a graphic and must be 600X460  
[http://www.bhsu.edu/FacultyStaff/FacultyStaffAnnouncements/AnnouncementsEmail/tabid/16684/Default.aspx?utm\\_source=eNewsletter&utm\\_medium=CampusUpdate&utm\\_campaign=Campus%20Update](http://www.bhsu.edu/FacultyStaff/FacultyStaffAnnouncements/AnnouncementsEmail/tabid/16684/Default.aspx?utm_source=eNewsletter&utm_medium=CampusUpdate&utm_campaign=Campus%20Update)

**Campus Calendar:** Events can be placed on the campus calendar in several different ways. When a room is reserved in the Student Union, the event is placed on the calendar by the Student Union Office Manager. Events can also be placed on the calendar by the Student Engagement Coordinator and the Marketing and Communications Department. The entries on the calendar are promoted to the campus and community through several different avenues, making it very beneficial to get all events listed.

**Social Media:** BHSU maintains a presence on social media sites such as Facebook, Twitter, and YouTube, Instagram. To have your event promoted or featured on these sites, contact the Marketing and Communications Department. Also, ensure the event is listed on the Campus Calendar, as quite often events from there are promoted through these channels.

**Visual Identity Standards:** When creating posters and promotions for events, all groups must adhere to the BHSU Visual Identity Standards. These standards provide the campus with comprehensive guidelines on how Black Hills State University represents itself in printed publications as well as on the web and other multimedia formats. The intention of the standards is not to have all visual communication be identical, but to share visual elements that identify them as coming from BHSU. By defining the framework by which visual communications are created, some design options are limited but ample room for creativity remains. When creating posters please make sure that you use the BH logo that has the small TM on it. For full information on colors, fonts, logos, and other information on the visual identity standards: <http://www.bhsu.edu/FacultyStaff/MarketingandCommunications/VisualIdentityStandards/tabid/7749/Default.aspx>.

**Printing Posters with AGC Funds:** When an organization reserves AGC funds you have the option to have a poster created for you or to send one that you created. After you receive notification that your organization has received funds if you have opted not to have a poster created for you. Please send a copy of your completed poster to the AGC Director and the Student Engagement Coordinator and they will get your posters printed and distributed on campus.

# Finances

This section of the handbook will attempt to make it as easy as possible to do business on campus or on behalf of the organization however questions always arise. If that happens, please contact the Student Engagement Coordinator to find the answers to your questions.

## On-Campus Account

There are two different accounts that student organizations may have on campus. These are Buzz Cards and Revenue Accounts. Each account fulfills different needs and not all may be needed. Please read the definition of each below to determine which is most useful for your specific group.

**Buzz Cards:** All organizations have the option of having a Student Organization Buzz Card issued. Most organizations opt to have their Student Senate or Activity Grants allocations deposited on their Buzz Cards, **as they can be used anywhere on campus as well as to pay for any Walmart purchases.** Most of the Student Organization Buzz Cards are kept at the Student Union Information Desk and may be checked out by any organization member with their own personal Buzz Card.

**Revenue Accounts:** A revenue account is a FOP (Fund, Org, Program). It consists of three different sets of numbers: a 6-digit fund, 6-digit org, and 2-digit program. These numbers denote several different things regarding where the funds came from, which institution they are located at, and what group it is for. This account would primarily be used to pay an entertainment fee from contracted entertainment, or to order items that may not be purchased on campus or at Walmart. These accounts can have deposits made. Once the funds are deposited, they may be utilized in the same manner as the funds in an FOP. Make sure to contact the budget office to assign these funds before they can be utilized. In order to use these funds, you will need to work with your Advisor who will work with the business office to access those funds.

**Funding Sources:** Student organizations have several different methods of obtaining funds to operate and provide programs. Below are the most common sources as well as a brief description of policies regarding them.

**General Activity Fee (GAF):-** Every Spring Student Senate Appoints student representatives to the GAF allocation committee. The General Activity Fee paid by all students taking classes on campus is the funding source. This fee is meant to be allocated out to the various student organizations and departments on campus to help promote extracurricular activities, encourage development of civic skills and responsibilities, and basic operations of student services. Below is the policy outlined by the South Dakota Board or Regents regarding funds for Student Organizations:

*Only recognized student organizations may receive GAF funds to finance the organizations' general operational expenses and to subsidize cultural, social, recreational and information activities and events sponsored by the organizations. The Activity Grants Committee is one entity that receives GAF funds. That then provides organizations with funding for student org programs*

- A. The institution may only distribute funds to support the general operational expenses of a recognized student organization if the organization's activities
1. Have a valid secular purpose;
  2. Do not have the primary effect of advancing or inhibiting religion; and
  3. Do not foster excessive entanglement between the state institution and religion.

If a funding request by a registered or recognized student organization fails to meet any of these requirements as determined by the institution, until circumstances warrant otherwise, that particular organization shall not be eligible for funding of its general operational expenses.

- B. The institution may not distribute student activity fee proceeds to support the general operational expenses of a recognized student organization affiliated with a political party or of other recognized student organizations if such organizations use the funding to:
1. Advance any candidate or ballot issue in an off-campus election; or
  2. Finance off-campus lobbying or political activities of non-students.

This section does not prohibit a student governance body, recognized by the institution, whose leadership is popularly elected by the students, from using student fees to communicate its position on behalf of all students, either through lobbying efforts before legislative bodies or through publicity communicating its positions on initiated or referred measures.

- C. The institution may distribute student activity fee proceeds to support on campus cultural, social, recreational and informational activities and events that are open to all members of the campus community and that are sponsored by a recognized student organization, even if the organization would not be eligible for fees to support general operational expenses, but only if the activity or event has a valid secular purpose and does not have the primary effect of supporting a religious ceremony. For purposes of this section, the incidental or passing invocation of deities shall not be deemed to require than an otherwise secular student organization sponsored activity be deemed a religious ceremony.

- D. Each institution that elects to provide activity fee support pursuant to section 3(C), above, shall develop a procedure that will distribute monies without regard to the content of a proposed activity or to the positions advocated. Such content-neutral mechanisms may include, without limitation, random selection from among student proposals or prioritization based upon frequency of funding or other objective factors unrelated to the content or purpose of proposed events or activities.

### **Fundraisers:**

All Student Organizations conducting fund raisers in the community must be preapproved by the Vice President of Institutional Advancement, located in the Joy Center. This includes solicitation of donated good from local and national corporations.

For organizations wishing to sponsor a fundraiser that involved food, please refer to the Food Based Fundraiser section of this handbook.

**Activity Grant Request:** Student Organizations may request allocations for a project or activity from the Activity Grants Committee. These forms may be found on the Student Organizations page on the website. The forms must be received a minimum of two weeks before the event or activity if the proposed funds do not exceed \$100. A minimum of 3 weeks is needed if proposed funds exceed \$100. For more information on this process, contact the Activity Grants Director or the Student Engagement Coordinator.

**On-Campus Purchases:** Purchases on campus may be made using your organization's Buzz Card if you provide the funding on your departmental card. You may use this to purchase items at the university bookstore, printing, Black Hills State Catering, and technology/facility charges.

# Food Guidelines

**Black Hills State Catering & Catering Services:** Black Hills State Catering is the exclusive food service provider for the BHSU campus. This means that all food served on campus, in the dining halls or during special events, is required to go through them. Student organizations who wish to have food for any event must visit with Black Hills State Catering to order food or receive approval for food from an off-campus source.

To order food for an event you must contact the catering coordinator, Julia Symonds. She will help with the process as well as ensuring you receive the discount given to student organizations on campus. Ron Showman, Director of Dining Services, will be your contact to receive approval to order food from an off-campus source.

**Food Based Fundraiser:** Often times organizations desire to hold fundraisers involving food, such as a bake sale or a special meal. Due to health concerns serving food to the general public, the following guidelines have been established by the university.

**Student Organizations CAN:** Sponsor a bake sale or candy sale and sponsor any nonperishable food sale (i.e. prepackaged popcorn/nuts in a tin, etc.)

**Student Organization CANNOT:** Sell perishable food without special permission.

**Special Requests:** For exception to this policy, student organizations must submit a written request with The Director of Dining Services, or their designee, will review your special request.

# Contracting for Services

**Contracting Process:** When organization opts to bring a special event to campus, such as a speaker, comedian, DJ for a dance, or hypnotist; quite often contracts are involved. Listed below is the process that must be followed when executing contracts. It is important to work with the Student Engagement Coordinator PRIOR to agreeing to any contracts or working with a vendor.

- Contact the individual or agent you wish to contract for their services and discuss the following:
  - Dates
  - Price
  - Technical Requirements (to ensure BHSU can accommodate their needs)
  - Hospitality Requirements (we cannot pay for hotel, transportation, or food separately, this must be negotiated into the total price, usually called a “buyout”)
- Once all the details have been agreed to, a copy of the BHSU Performance Contract ( must be completed with the negotiated details and sent to the artist/agent to be signed.
- Often, entertainers/agencies will have their own contracts. This can be sent at any time, but it must be signed first by the artist/agent.
- Once the BHSU Performance Contract and artist/agency contracts have been signed by the performer/agent, **both copies need to be sent to the Vice President for Business and Finance to sign on behalf of BHSU.** This office is the only authorized place to have contracts signed. **NO ONE** else is authorized to sign contracts!
- When the contracts are signed by the VP, copies of everything need to be sent to the artist/agency for their records.
- It is very important that the terms of the contract are fulfilled as written, unless otherwise negotiated. The items in there are requested for a specific purpose and are vital to the show/performance.

## Travel Policy

All students who are traveling as part of a student organization must complete a travel request form and the trip **MUST** be registered in the Student Engagement & Leadership Center for insurance purposes. Failure to do so could result in cancellation of the trip or failure to be reimbursed for travel expenses.

**Travel Request Form:** A travel request form is required for all individuals who will be traveling on behalf of the organization. The form can be found on-line here: [https://www.bhsu.edu/Faculty-Staff/Campus-Services/Business-Services/\\_docs/BHSU\\_fillable\\_travel\\_request.pdf](https://www.bhsu.edu/Faculty-Staff/Campus-Services/Business-Services/_docs/BHSU_fillable_travel_request.pdf). It needs to be filled out in its entirety, although assistance from your advisor may be needed for some areas. When completed, it needs to be taken to the and a copy needs to be submitted to the Student Engagement & Leadership Center.

**Out of State Travel:** Student organizations must be preapproved for out of state travel by their advisor, Dean, or Vice President of the department and the President of the university. The organization advisor **MUST** accompany the students on out of state trips unless special permission has been granted. All paperwork for out of state trips must be completed a minimum of 2 weeks prior to travel.

**Student Insurance:** All organizations that travel are required to purchase student insurance. The cost for this insurance is minimal, \$0.20/student/day, and is billed directly to their organization account or Buzz Card.

**Vehicle Request & Proof of Insurance:** If a vehicle is needed for travel from the University Fleet, it must be indicated on the Travel Request Form and requested via the online form here: <http://www.bhsu.edu/FacultyStaff/CampusServices/UniversitySupportServices/TravelRequestManual/TravelRegulations/VehicleRequest/tabid/10729/Default.aspx>. In addition, if a student will be driving the vehicle, they will need to complete a Volunteer Agreement Form (found on the vehicle request form page above) as well as provide a valid driver's license and proof of valid auto insurance.

## General Policies & Procedures

**Board of Regents Policy for Alcohol, Marijuana, and Controlled Substances:** The privileges of official recognition by South Dakota public universities may be extended to student organizations including those that maintain residences for their members only if such organizations agree to adopt and to enforce policies that, at minimum:

1. Prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21;
2. Prohibit the manufacture, possession use or dispensing of marijuana or illegal controlled substances at organizational functions or in the organizational residence;
3. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or illegal controlled substances.
4. Prohibit the informal collection from the members or residence of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances;
5. Require that whenever this section permits consumption of alcoholic beverages at organizational functions or in the organizational residence, the function must adhere



to the Board guidelines for alcohol usage set out in Board Policy 4:27(E) at page 4 and 5;

6. Establish disciplinary policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under Board policies, except that limited use of alcoholic beverages is permissible as set out above, and except that, in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership, including residence privileges;
7. Require that a report be filed with the Senior Student Affairs officer each semester identifying all actions taken pursuant to the disciplinary policies required in this code;
8. Refer to South Dakota Board or Regents Policy Manual, Section 3:4 for additional guidelines pertaining to disciplinary policies.
9. Institution may impose additional or more restrictive conditions on official recognition.

**Disciplinary Measures for Infractions of Drug & Alcohol Policy:** When an officially recognized student organization has abrogated any of the conditions of recognition established, it shall be disciplined as follows:

1. On the first offense, the organization shall be required to forego the use of alcohol at any of its functions, to remove all alcohol from the residence or both for one calendar year from the date on which this conduct sanction is imposed. Additionally, the organization may lose the right to conduct social functions for a period of time or, at the discretion of local officials, may incur additional sanctions including the loss of recognition.
2. A second offense within four years against any of the conditions of recognition or a violation of a sanction imposed following a first infraction shall result in the suspension of the privilege to solicit and to accept new members for one calendar year from the time the sanction is imposed and may result in the loss of recognition.
3. A third offense shall result in the loss of recognition.
4. In monitoring the enforcement of the foregoing conditions, the universities shall advise student organizations promptly whenever they learn of infractions to afford the affected organization an opportunity to initiate appropriate disciplinary measures. Imposition of disciplinary measures by a student organization will not prevent a university from imposing institutional disciplinary measure as it deems appropriate.
5. Where the universities find cause to impose a discipline, they shall notify the affected organizations in writing of the basis for that belief. The organizations shall then be afforded an opportunity to respond to such charges prior to the imposition of any sanction contemplated hereunder.

**Free Speech Policy:** The University acknowledges the right of students and others to assemble in groups for peaceful purpose. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of exchanging thought and opinion. It is the right of the University to expect that such assemblies will be conducted in an orderly manner, with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes in a manner that prevents the disruption of regular University business, including classes, study, residential living, and the operation of the institution. The University does not have a policy on free speech. Therefore, the South Dakota Board of Regents policy (3:3) governs speech on campus.

**Hazing Policy:** Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation, or other risks of emotional or physical harm; willing participation in a hazing exercise by the person being hazed does not excuse hazing. Any student, group of students or student organization found to have committed the following misconduct is subject to the conduct sanctions outlined in Section 3, Student Conduct Policies of the BHSU Student Handbook.

### **Public Viewing of Films/Movies:**

Purpose: This policy and its procedures set forth the guidelines regarding public viewing of films/movies on university property or at university controlled facilities.

#### **1. Policy**

- a. By law, as well as by intent, the pre-recorded videocassettes, DVDs, Blu-ray, download or streaming platforms which are available for purchase throughout the United States are for home use only, unless you have a license to show them elsewhere.
- b. Rentals or purchases of home videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license, which specifically authorizes them.
- c. These simple, straightforward rules are embodied in the [Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code](#). Any institution, organization, company, or individual wishing to engage in non-home showings of home videos should be aware of the Copyright Act's provisions governing showings of video material, which are highlighted below. The Copyright Act grants to the copyright owner the exclusive right "to perform the copyrighted work publicly" (Section 106).

- i. The rental or purchase of a home DVD or Blu-ray, including download or streaming platforms, does not carry with it the right “to perform the copyrighted work publicly.”
- ii. Home videos may be shown, without a license, in certain narrowly defined “face-to-face” teaching activities (Section 110.1) because the law makes a specific, limited exception for such showings. There are no other exceptions.
- iii. Other showings of home videos are illegal unless they have been authorized by the license. Even “performance in ‘semipublic’ places such as clubs, lodges, factories, summer camps, and schools are ‘public performance’ subject to copyright control” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).
- iv. Institutions, organizations, companies, or individuals wishing to engage in non-home showing of home videos must secure licenses to do so, regardless of whether an admission or other fee is charged (Section 501). This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, Page 62).

## 2. Procedures

- a. Showings of home videos, DVDs, Blu-ray, download or streaming platforms without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a Federal crime (Section 506). In addition, even innocent or inadvertent infringers are subject to substantial civil damages (at least \$750 for each illegal showing) and other penalties (Section 501-505).
- b. If clubs and organizations are unsure if a license is needed or how to go about obtaining a license, please contact the Student Engagement and Leadership Center. The Student Engagement and Leadership Center will be able to assist with issues pertaining to movie/video licensing for public showings of copyrighted materials.

## 3. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 11/25/2019.

## Resources & Services

**Student Union Services:** The Student Union offers numerous services to student organizations, several which have been previously mentioned. These services include:

- Hosting office and meeting space within the Student Engagement & Leadership Center
- Leadership Training
- Event promotion through online calendar and newsletters
- Poster approval and distribution throughout campus
- Customized trainings and seminars for organizations, free of charge, through the Student Engagement & Leadership Center

**Mail Services:** All student organizations are entitled to a mailbox in the Student Engagement & Leadership Center. The address format for organizations is as follows:

Name of Organization  
Black Hills State University  
1200 University Street, Unit 9000  
Spearfish, SD 57799-9000

If a group wishes to mail items, they may do so in the Mail Center located in the lower level of the Student Union, using their Buzz Card to pay postage.

**Marketing & Communications Services:** The Marketing and Communications Department offers many different services to student organizations. These services include:

- Assistance with setting up a bhsu.edu website for your organization.
- Publicity on the campus calendar and through social media.

# Advisor Information

**Philosophy of Advising:** The organizational advising model at BHSU represents a collaborative and interactive relationship between Student Life - Student Involvement and faculty/staff in the university who volunteer to serve as organization advisors. This partnership allows student organizations to benefit from the expertise and insight from a team of professionals, with each having distinct roles and responsibilities to the organization.

**Role of the Advisor:** As an advisor to a student organization, it is sometimes tough to determine exactly what students are expecting. The specific roles of an advisor can vary from group to group. However, the roles that an Advisor takes on will depend on the relationship that is developed. The following list consists of common functions/roles that an Advisor may serve.

## **Teacher/Coach**

- Serve as a resource in your area of expertise
- Challenge the organization to build upon previous accomplishments
- Challenge students to meet high performance standards and expectations
- Congratulate successes and provide feedback on possible improvements

## **Leadership Development**

- Assist in the development of the “whole” individual by developing leadership skills, ethical and moral judgments, community responsibilities and an appreciation for diverse cultures, lifestyles, and opinions
- Help plan retreats and training programs

## **Financial Guidance**

- Remain aware of organization budgeting, expenditures, and income
- Assist the Treasurer with accurate record keeping

## **Transition Assistance/Continuity**

- Assist with elections and orienting new officers
- Encourage written reports and evaluations on programs to be kept on file
- Maintain historical information to be passed on to future officers

## **Interpretations of Policy**

- Be familiar with university policies and procedures and educate students
- Serve as an agent of the university as well as an advocate for students to keep the best interests of both

## **Program Planning**

- Play an active role in planning meaningful and successful programs

- Openly offer ideas and suggestions for areas of improvement

**Counseling**

- Interact with students on various levels to encourage honest communication
- Provide appropriate referrals if students have personal or academic problems