

# STUDENT ORGANIZATION HANDBOOK

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## **0.1 Introduction**

The purpose of this booklet is to help student groups become or stay organized. Each student organization is a separate entity with varied goals and objectives. While each is separate, all must work together on the campus. The Office of Student Activities is the starting point for any project.

The information that is included applies to any student organization of The Ohio State University Mansfield or North Central State College. If any additional clarification is needed, do not hesitate to discuss any rules/regulations with the Coordinator of Campus Life.

The guidelines in this booklet will inform everyone of the requirements and current procedures related to campus groups.

### **0.11 Purpose of Student Organization**

The purpose of a student organization is to add to the college experience. Involvement in organized student groups encourages the development of interpersonal skills, expansion of knowledge, as well as, having fun.

### **0.12 Definition of a Student Organization**

A Mansfield Campus student organization is defined as a group which:

1. has a stated purpose which is related to the academic environment on campus;
2. has a constitution that is reviewed by the group on a yearly basis;
3. has current students of The Ohio State University Mansfield and North Central State College as officers;
4. has at least one current campus faculty or staff member as advisor
5. has one USG representative
6. has current students as at least 75% of the active membership;
7. meets the group requirements as listed in this booklet (Section 1.1 - 1.8).

Any groups that do not meet these criteria may not be registered as Student Organizations and will not be awarded the privileges of currently registered organizations.

## **1.0 Group Requirements**

### **1.1 Registration**

All campus groups must register with the Office of Student Activities in the fall. Registration forms will be sent to the advisors of campus groups in September. Registration forms are due by the last class day the fourth week of fall quarter. Additional registration forms can be picked up anytime in the Office of Student Activities (E-214). See Appendix for form.

Required on the registration form are the following: name and purpose of the organization; names, addresses, social security number/student I.D., telephone numbers of officers; and signature(s) of advisor(s) and USG member. Any new group which has not received a registration form may pick up one in the Office of Student Activities (E-214).

#### **1.11 Provisional Registration**

Newly created organizations will be provisionally registered upon receipt of name and statement of purpose; name of advisor and at least one temporary student officer. New groups will then have 60 days in which to meet, prepare a constitution, and elect officers. Once all registration materials are complete the organization will be officially registered.

#### **1.12 Termination of Registration**

Registration of campus groups will be terminated upon:

1. discontinuance of the student organization;
2. failure to re-register in the fall of each year;
3. proof of disregard for campus, state or federal laws and policies;
4. request of a sponsoring off-campus organization;
5. inability to meet criteria of a student organization (see definition).

A student group may appeal termination of resignation by contacting the Coordinator of Campus Life.

#### **1.13 Change of Officers**

In order to keep communication open between campus organization leaders, notification of officer changes is requested by the Office of Student Activities staff. Change of officer forms are available in the Office (E-214) and should be completed immediately following election of new officers. See Appendix for form.

## **1.2 Membership**

All campus groups must be open to any Ohio State University Mansfield or North Central State College student who complies with the stated purpose.

No student shall be excluded from membership based on race, color, national origin, religious creed, age, political views, veteran status, sexual orientation, handicap, school affiliation, or major.

No student shall be excluded from membership on the basis of sex, unless the primary purpose of the organization is to engage in sports, the major purpose or activity of which involves bodily contact, or the organization is otherwise exempt under Title IX of the Education Amendments of 1972.

### **1.21 Non-Student Members**

Campus groups may accept non-student members. These members may not, however, represent more than 75% of membership. Non-student members must comply with all university/college regulations and policies while participating and shall not have voting rights or be officers of the club. Exceptions will be made for National Organizations with Local Chapters on campus. Regardless of whether group members are students at the Mansfield campus or not, if they have national membership to the organization, they are entitled to the same privileges as student members.

## **1.3 Advisor(s)**

At least one faculty/staff member of The Ohio State University Mansfield or North Central State College must be designated as group advisor. Groups may also choose an advisor from both institutions. It is the responsibility of the officers to keep the advisor(s) informed of their action (suggested meeting at least monthly).

## **1.4 USG Representative**

Every group must have a USG representative as a member of the group.

## **1.5 Officers**

All groups must have 2 student officers, one of which should be a treasurer. Groups that will not be handling money are not required to elect a treasurer. The duties and responsibilities of these officers should be outlined in the constitution.

### **1.51 Eligibility of Officers**

In an effort to ensure that student leaders are managing their curricular as well as their co-curricular life, all stated officers, as listed in the organization's constitution, must hold a minimum overall Grade Point Average of 2.0 at time of election and throughout their term in office. Continuing students (i.e. sophomores, juniors, seniors) serving as officers must have a 2.0 minimum GPA, and students new to their institution are expected to maintain a 2.0 GPA once a grade point average has been established. Leaders must also be enrolled in 6 or more credit hours of course work at Ohio State or NC State each quarter of participation. In rare cases exceptions to minimum GPA and enrollment status can be made. Eligibility of officers will be checked each quarter by the coordinator of Campus Life.

### **1.6 Constitution**

All organizations must submit a constitution and by-laws at the time of formation. Revised constitutions should be on file in the Office of Student Activities. All Constitutions must include a statement of mission and purpose. (See Section 5.2 for sample.)

A student group that is affiliated with a non-campus (or national organization) must also submit a copy of that organization's constitution and by-laws.

### **1.7 Legal Compliance**

All organizations and their membership must abide by federal, state and local regulations and any other restrictions set by The Ohio State University Mansfield and North Central State College. (See Appendix and the appropriate school's Code for details of these regulations. See chapter on Legal Compliance for more information.)

All student members, non-student members, spouses and guests must comply with these regulations while participating in a group function.

\* All group members are civilly liable for harm resulting from dangerous activities.

### **1.8 Financial Management**

The Treasurer of each organization is responsible for maintaining clear and up-to-date financial records for the organization. The Office of Student Activities reserves the right to organization books on a regular basis. Student organizations must use funds solely in accordance with the group's purpose and not to benefit any of the members. See sections on Funding and Finance Responsibility.

### **1.9 Reporting**

All student organizations are required to keep the Office of Student Activities informed of all events and fund-raising projects. Each fund-raising project or event should be registered at least one week in advance to avoid competition, and special events should be registered as soon as possible to avoid conflicts on campus. Groups are also expected to keep historical records which can be passed on to future officers. See chapter on Record Keeping.

## **2.0 Registration Privileges**

All groups in good standing may enjoy certain privileges on campus.

### **2.1 Special Programs and Projects**

Registered groups are welcome to hold special programs and fund-raising projects on campus. The groups must, however, abide by all campus policies regarding such events. For more information regarding fund-raising projects, see the Fund Raising section of this document; see the Event Planning section regarding special program planning.

### **2.2 Use of Facilities**

Registered student groups may schedule classrooms and facilities free of charge. All arrangements are made through either Elise Riggle (for OSU space) at 419-755-4313 or Stevie Bowler (for NCSC space) at 419-755-4542. Scheduling is done on a “first come, first serve” basis with academic classes and related projects given priority. Requests submitted must have the faculty advisor name on it. See Appendix for Special Event Set-Up Request form.

#### **2.21 Classrooms**

Campus classrooms may be scheduled for regular organization meetings or one-time events. Scheduling of classrooms is done on a quarterly basis after regular class needs are accommodated. Room requests for the subsequent quarter should be made no sooner than finals week of the prior quarter.

#### **2.22 Conference Rooms**

The campus offers several conference rooms for use on an occasional basis for programs.

#### **2.23 Founders Auditorium**

Music and theater productions, rehearsals, and classes take precedence over non-academic uses. Scheduling for this space should be done as early as possible. Fees may be charged for lighting and technical services provided.

## **2.24 Student Union**

Eisenhower Center's Student Union (E-214) is available for weekend use, and occasional week night reservations. Any use of Union or Gameroom equipment must be arranged through the Student Activities Office, and a charge for game room supervision is may apply.

## **2.25 Cafeteria**

The Cafeteria in Eisenhower Center is available for scheduling outside of serving hours. Any use of serving areas or equipment must be made through the Food Service manager. All catered events must be arranged with the contracted college food service. A fee will be charged unless they choose not to handle the event.

## **2.26 Physical Activities Center (PAC)**

Use of the gym facilities may be available for student organizations. Organized team sports, intramurals, and classes will take precedence. Groups may wish to contact the Coordinator of the Physical Activities Center at 419-755-4877 for input before making a request for the space in the P.A.C.

## **2.27 Lobbies**

Student organizations may schedule building lobby areas for fundraisers and informational drives. Any table set-up requirements should be submitted on the room set-up form.

## **2.3 Bulletin Boards/Posting**

The following guidelines exist for the use of bulletin boards:

1. All posting must be approved and stamped by the Coordinator or Secretary of Student Activities.
2. Postings may be placed on non-restricted bulletin boards, stairwells, and designated wall areas. Postings in other locations will be removed. Glass surfaces and elevator areas are off-limits for posting. Masking tape is to be used for wall postings. See Appendix for list of appropriate places to hang flyers.
2. Initials of Student Activities Coordinator or Secretary and stamp from the Office of Student Activities must be displayed on the bottom right corner along with an expiration date.
3. Postings over 11" x 14" in size are to be placed at the bottom edge of the bulletin boards only.

4. No postings are to be placed over other materials.
5. Nothing is to be placed on glass doors.

Postings not in compliance with these regulations will be removed and discarded.

#### **2.4 Campus Printing Services**

Registered Student Organizations may request services of the Duplicating staff for the printing of flyers, tickets, and programs on paper up to 11" x 17" in size. A completed Duplicating form, with number of copies, color and special cutting or collation needs listed must accompany the original to be duplicated. Only camera ready originals will be accepted. At least 24 hours notice is needed for printing, and special services (i.e. folding, perforating, collating, use of card stock or special paper) will require a longer turn-around time. Check with Duplicating at 419-755-4766 prior to submitting a large job. Student groups may request materials be delivered to the Office of Student Activities (E-214) or to the faculty advisor's office. See Appendix for form.

#### **2.5 Outdoor Event Boards**

Registered student organizations may use the outdoor boards for publicity of special programs and events. Due to the number of groups and departments using the sign, announcements may be limited to only one day on display. Space is tight on the board, therefore, use should be limited to short congratulations, reminders of campus events, or easily abbreviated announcements.

Requests are taken on a "first come, first serve" basis in the Office of Student Activities (E-214). Outdoor Event Board request forms should be submitted in writing, at least 3 days before needed. See Appendix for form.

#### **2.6 Assistance with Off-Campus Publicity**

Assistance with news releases about current events and projects of student organizations is available through both The Ohio State University Mansfield and North Central State College. Student groups currently working on a special project or having received special honors are encouraged to meet with a Public/College Relations staff member of the appropriate institution.

Information for releases should include the basic times, dates, and background of the project and any personal information about winner/honorees. Information about special events should be submitted at least 4 weeks in advance to allow for printing, mailing and publication in area media.

#### **2.7 On Campus Advertising**

Registered student groups may submit press releases for the weekly newsletter. Information about upcoming events should be submitted at least 2 weeks in advance to allow for printing, mailing and publication. Information can be submitted to Ohio State's *InterSpeak* and/or NC State's *NewsBriefs*. See publications for submission deadlines

## **2.8 Maintenance Assistance**

Registered Student Organizations may request assistance with room set-up. Requests are to be submitted, via a Special Event Set-Up Request Form at least 2 weeks prior to an event, to the Room Scheduling Office located in 143 B Ovalwood Hall. See Appendix for form.

## **2.9 Audio-Visual Equipment**

Registered student organizations are eligible to use equipment provided by the A/V department. Equipment requests can be directly on the Special Event Set-Up Request Form. A/V is limited to the items listed on the form.

## **2.10 Computer Facilities**

Student leaders of registered student organizations may use the Student Activities computer for creation of flyers, tickets, invitations, etc. Several software programs and hundreds of clip art graphics are available. The Office of Student Activities can also create flyers, tickets, invitations, etc. for student organizations via a Student Organization Sign Order Request form. See Appendix for form.

## **2.11 Distribution of Materials**

Registered student organizations can set-up booths on campus for fund-raising projects and awareness campaigns. Distribution of materials related to their stated purpose may be made in non-academic areas only. The name of the student organization and identification of members must be visible at all times.

### **3.0 Funding Sources**

Although minimal funds are available for allocation to student organizations, student organizations are expected to be self-supporting. The following are typical means of funding:

#### **3.1 Collection of Membership Fees**

Organizations may decide to charge members for participation. This fee must be set fairly and must not be used to discriminate against membership. Non-student members can be charged an additional amount for membership.

#### **3.2 Charging Admission to Events**

Charging admission at events is an excellent way of recovering costs for a project. The Office of Student Activities is available to help determine reasonable ticket prices. Often organizations charge an additional fee for admission of non-students. If admission is charged, tickets should be used as a method of accounting for funds. After any event, the organization's treasurer is required to submit a post program report of finances to the Office of Student Activities. \*Remember, admission charges require more helpers (ticket taker, door control, etc).

#### **3.3 Sales of Products**

Sales of products are somewhat risky and require planning and discussion with advisor and administration. A fund-raising application must be completed and returned to the Activities Office at least two weeks prior to making any commitments regarding a fund raising campaign. Only one organization may sponsor a product sale at a time.

##### **3.31 Sale of Food Items**

The State Health Department oversees all food sale projects. Only soft drinks, cookies, desserts, cotton candy, nuts, waffles, frozen confections, and popcorn can be sold without special license. Any other food sales require advance testing and approval by the Health Department. A temporary (five day) license must be filed at least ten days prior to food service operation for a \$50.00 fee. Contact the Richland County Health Department for additional information. A group may sell pre-packaged food from a permit holding food service operation (i.e. restaurant, grocery store, catering service). If food sales will take place during Cafeteria serving hours, the campus food service company must be contacted regarding possible serving changes.

Bake Sales - all baked goods must be individually wrapped or covered at all times prior to purchase. Bake Sales may be set up in any building lobby by reserving the space with the appropriate scheduler (Elise Riggle or Sue Paynter).

### **3.32 Raffle Drawing**

According to the Ohio Regulations, only registered tax exempt organizations may sponsor raffles. Campus organizations may sponsor drawings which ask for a donation rather than a purchase of a chance to win.

Only one group may sponsor a drawing at any given time. Each ticket must include the following:

1. Name of sponsoring group
2. Date, time, and place of drawing
3. Price of ticket - Donation: \$xx.xx
4. Stub to be kept by organization as a means of notification of winner
5. Description of all prizes
6. Notation that winners need not be present to win
7. Please use the term "DRAWING" in any ticket sales campaign

Length of sales is limited to 2-3 weeks. The treasurer will be responsible for the accounting of the drawing. Names of winners must be announced publicly either via *InterSpeak* and *NewsBriefs*

### **3.4 Advertising**

Many area businesses are willing to support campus groups by advertising in programs and publications or by co-sponsoring events. Advertising arrangements should be made in writing with copies kept on file. Sponsors must be handled with care and appropriately thanked.

### **3.5 Limited Campus Funding**

The Student Activities budget may have some available funds for specific projects by groups and organizations. Requests for such funding cannot be more than 50% of the projected costs and may not exceed \$75 per year. The project must impact the entire campus. Funding is unavailable for programs or events whose sole purpose is to support political candidates or issues. See Appendix for Student Organization Allocation Form.

### **3.6 Solicitation Of Goods and Services**

Area businesses are often willing to donate supplies. If a campus group plans to contact local merchants to solicit goods and services (such as, but not limited to prizes, trophies, publicity, and food), a fund-raising application and a list of merchants who will be contacted must be submitted to the Office of Student Activities prior to making contacts.

### **3.7 Prohibited Fund-Raising Activities**

Student organizations are not encouraged to solicit funds from community sources. These activities are limited to the Development Offices for both The Ohio State University Mansfield and North Central State College. Organizations may contact the appropriate development officer for assistance.

### **3.8 Project Applications**

Every fund-raising project should be registered with the Office of Student Activities at least 14 days prior to the project. The purpose of registration is two-fold: to avoid conflict and competition with another project and to assist with publicity and planning. Applications are available in the Office of Student Activities and require the advisor's signature.

## **4.0 Financial Responsibility**

### **4.1 Responsibility**

The treasurer is responsible for sound financial management. Up-to-date financial records must be kept. Records of each organization may be audited at the end of each quarter. The books are to be returned to the advisor at the end of the year. Each organization is responsible for financial matters undertaken as neither The Ohio State University Mansfield nor North Central State College will assume these responsibilities.

### **4.2 Event Budgeting**

The treasurer is responsible for assisting the group in budgeting for specific events. The signing of contracts is a responsibility limited to only a few individuals on campus. Contact The Coordinator of Campus Life for assistance with contracts and event planning. See Appendix for form.

### **4.3 Use of University/College Monies**

Any group receiving university monies must abide by the rules of the appropriate Business Office for equipment purchases and money usage. Funds in these accounts will be kept group specific, but the balance will not carry over from year to year. Groups receiving such funds should check with the Office of Student Activities before making purchases.

#### **4.31 Prohibited Expenditures**

The following are representative of expenditures of allocated student activity funds that are prohibited:

1. Any expenditure of funds or payment of compensation in any form for legal services;
2. Any gift, donation, or allocation from one student organization to another student organization;
3. Any purchase of alcoholic beverages for consumption on or off campus;
4. Any direct supplement to the account of an academic or administrative unit;
5. Any expenditure of funds or payment or compensation in any form to support political candidates or issues in any national, state, or local election;
6. Expenditures for tickets to appreciation dinners, banquets, or similar events;

7. Donations to charitable organizations, profit or non-profit organizations, or to any person(s);
8. Salaries to the advisor, elected officers, or any student organization;

#### **4.4 Off-Campus Bank Accounts**

Campus groups not receiving any University funds may open an account at a local bank. These accounts should have the advisor's name as co-signer. Groups choosing an off-campus account must apply for a permanent Federal I.D. Number which serves as a "social security" type number for the organization. This number, however, does not classify the group as a non-profit organization. The off campus accounts should use the following format on bank statement and checks:

Ohio State University Mansfield  
 \_\_\_(insert club name here)\_\_\_  
 1680 University Drive  
 Mansfield, OH 44906

**OR**

North Central State College  
 \_\_\_(insert club name here)\_\_\_  
 2441 Kenwood Circle  
 Mansfield, OH 44907

Monthly bank statements are to be sent to the campus address. The Coordinator of Campus Life may examine these statements before forwarding them to the group's advisor.

#### **4.5 Contracts**

Whenever a group or organization is purchasing goods or services, a contract should be developed. Copies of a general agreement form for purchase of entertainment or services are available from the Office of Student Activities. A contract should include at least the following: name(s) or parties, address, social security number or federal identification number, date written, statement of what will be done, the agreed upon price, a statement outlining definition of breach of contract, signature of the Coordinator of Campus Life and a representative from the other party, and date signed. Each group should keep a copy of all contracts on file for at least one full year after the event. See Appendix for form.

## **5.0 Record Keeping**

### **5.1 Historical Records**

It is advisable for organizations to keep historical records of activities. The secretary is responsible for organizing records. The following are suggested means of record keeping:

#### **5.11 Minutes**

A copy of each meeting agenda and minutes should be on file with the secretary. Minutes of the meeting should include: date, attendance, description, agenda items, nature of the meeting, announcements, non-member guests, members present, and motions passed.

#### **5.12 Annual Report**

An annual report of programs and activities should include an outline of each event presented (see Section 5.14 Event Reports), samples of advertising, and tickets, and copies of contracts and other documents.

#### **5.13 Income Statement**

A financial report of income and expenses of each of the various projects should also be kept.

#### **5.14 Event Reports**

Program reports should be on file for each event held listing suggestions for the future, suppliers, hidden problems, etc. Include copies of advertising, tickets, and bills incurred also. A report of attendance and income/loss is also to be attached.

### **5.2 Constitution**

A constitution outlines the principles that govern the group's operations. By-laws are more specific rules by which the group functions. There is no correct way to prepare a constitution, since each organization functions differently; however, the constitution and by-laws must be clearly written and understandable to all members. It is also very important that the constitution is kept up-to-date. Generally a group's constitution should be reviewed annually for any changes.

The following is a suggested outline for organization constitutions:

## Constitution for XYZ Club

- Article I                      Name of Organization and Affiliations.
- Article II                     Purpose of the Organization. A complete statement of purpose should be included with a list of goals.
- Article III                    Membership (qualifications and type). List rights and responsibilities of members. State that voting membership will be limited to current students of The Ohio State University Mansfield and North Central State College.
- Article IV                    Officers (titles of officers, terms of office how selected, and duties). Each organization must have at least two officers, and one must be the Treasurer.
- Article V                     Meetings (regular, special, and quorum needed). In the constitution, list an outline of major meetings and how they are called.
- Article VI                    Advisor (term of service, selection). Each organization must have a designated advisor from the campus faculty or professional staff.
- Article VII                   Executive Committee. List the representatives on the committee, and the rights thereof.
- Article VIII                 Parliamentary Authority: Usually stated: "The rules contained in Robert's Rules of Order Revised shall govern this organization unless they are inconsistent with the constitution and by-laws of the organization."
- Article IX                    Amendments. List the method of amending the constitution (methods of proposal, notice, and voting requirements.) Generally, amendments are not acted upon until all members have been notified and 2/3 or 3/4 of members vote in favor.
- Article X                     By-laws. List how the general membership or Executive Committee may adopt or amend the by-laws.

date adopted

### 1.1.1 By-Laws

Since many groups change aspects of the group's functioning on an annual basis, By-Laws allow for flexibility within the group. By-Laws may not, however, contradict the Constitution.

- Section 1      Membership (selection requirements, resignations, replacement, dropping members, and length of membership).
- Section 2      Dues, if any (amount, collection procedures, when payable).
- Section 3      Duties of Advisor
- Section 4      Duties of officers (power, responsibilities, rules for election, procedures of filling unexpired terms, removal from office).
- Section 5      Committees (standing, special, how formed, chairpersons, meetings, functions).
- Section 6      Order of business and rules about conducting business.
- Section 7      Amendment (means of proposal, notice required to amend, voting requirements).

date adopted

## **6.0 Legal Compliance**

### **6.1 Violation of Student Rights**

Student organizations, their officers, and members may not violate, interfere with, or abridge the rights of students granted by Federal and State law, expressed in either institution's policies, rules or guidelines, or inherit in an academic community. Student organizations that engage directly or indirectly in such activities are subject to termination of the organization's registration and non-academic misconduct charges.

### **6.2 Organizational and Personal Liability**

Officers and advisors should be aware of liability when planning a project. Sponsoring members, officers, and advisors are subject to all criminal statutes including those pertaining to criminal liability. Any event that creates an unreasonable risk of injury may result in a liability situation. Groups are encouraged to know the laws, especially regarding alcohol and vehicle operation, and to resist activities that are potentially harmful.

Officers and groups may limit some liability by using "waiver of liability" statements. Whenever a campus group travels off-campus to an event or to participate in an event, individual students must complete the appropriate institution's specific form.

Whenever possible, student groups should attempt to contract for services with a professional vendor. Legitimate companies such as caterers, travel services, hotels, and amusement establishments normally are better insured and knowledgeable on liability issues.

### **6.3 Sexual Harassment Policy**

1. Sexual contact of any nature which is not freely and mutually agreeable to both parties; or
2. Communications of sexual nature, whether physical, verbal, written, or pictorial which are made for the purpose of threatening, intimidating, or humiliating the person receiving such communications.

Sexual harassment by students or actions by registered student groups directed to other students, to staff members or to faculty on campus premises is a violation and subject to disciplinary action. There are two types of grievance procedures that may be utilized: informal and formal. Complete details are available from the Student Services/Affairs Administrator from the appropriate institution.

#### **6.4 Organizational Use of University/College Name, Seal, Logo**

A registered student organization may use the names of North Central State College and The Ohio State University Mansfield in its title and indicate on its publications and letterhead its affiliation, but may not use the university/college name or designation in any way which could reasonably be construed as approval, endorsement, or underwriting of any activity, product, service, or contact by The Ohio State University or North Central State College. For example, a student organization may be the XXX Club at the NC State & OSU-M campus but may not be the NC State & OSU-M XXX Club.;

#### **6.5 Hazing Policy**

At no time, whether on campus or off, will a student organization participate in or condone the participation in any act which might be defined as hazing.

Hazing is a crime that can result in criminal charges. The State of Ohio law authorizes civil damages resulting from hazing. The law has serious implication for the liability of organization members, officers, and advisors. Additional information on hazing can be found in the Code of Student Conduct for each institution.

#### **6.6 Non-Discrimination Policy**

The Ohio State University Mansfield and North Central State College affirm the right of each student to be free from discrimination on the basis of race, color, national origin, age or handicap. Title IX of the Education Amendments of 1972 prohibits sexual discrimination, and Section 504 of the rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in education programs and activities. All registered organizations must abide by these non-discrimination policies; see appropriate Code of Student Conduct for further clarification.

#### **6.7 Fire-Safety Policy**

Any organization planning an event involving torches, bonfires, incendiary devices, or other fire-related devices must obtain approval from the Campus Security Office and notify the Mansfield Fire Department.

#### **6.8 Dangerous Activities Policy**

Dangerous activities involving car smashes, live animals, trampolines, explosives, or other dangerous weapons are not permitted on campus.

## **6.9 Drug and Alcohol Use Policy**

It is unlawful for students to possess, use, produce, distribute, or sell drugs or alcohol on the campus of North Central State College/The Ohio State University Mansfield or as part of its authorized off-campus instructional programs or student activities. Procedures enforcing this policy and applicable disciplinary sanctions are outlined in the Code of Student Conduct, Such sanctions are consistent with local, state, and federal law and may include dismissal from the college and referral to the appropriate law enforcement authority for prosecution.” Specific information about the campus alcohol policy is listed in 7.0 Alcohol Policy and Guidelines.

## **7.0 Event Planning**

### **7.1 Project Planning**

Careful planning and organization are the keys to successful events. Be sure that the entire group supports a project before beginning to plan. Carefully discuss and outline procedures for the event, so all members are informed of responsibilities. A checklist of steps needed to ensure a successful program is available from the Office of Student Activities.

### **7.2 Registering Programs and Activities**

All activities of campus organizations must be registered in Eisenhower 214, where a calendar of activities is kept. A simple form is used to register events. The purpose of registration is twofold: (1) to avoid having two or more similar events at the same time, thus harming all organizations, (2) to assist in publicity for the event.

### **7.3 Types of Events**

#### **7.31 Inter-Club Events**

Groups interested in having an off-campus event just for members, need only to inform their advisor.

#### **7.32 Social Events**

Starting time for the event must be at a time that does not disturb classes going on in that building and the ending time must not be past 2:00 AM.

#### **7.33 Campus Cultural Events**

Some organizations sponsor programs that would be of interest to the entire campus. The Coordinator of Campus Life may be of assistance in planning this type of event.

#### **7.34 Prohibited Activities**

Lotteries and games of chance are only to be held by eligible charity organizations. Dangerous activities such as car smashes, trampolines, explosives, loaded firearms and other dangerous weapons are not permitted on campus property. Also, social events with the sole purpose of promoting excessive drinking are prohibited.

## **7.4 Planning Hints**

In planning an event, remember the following:

1. Schedule a room for the event (E-214).
2. Register the event in E-214 and pick up event checklist.
3. Prepare a budget and understand the requirements.
4. Complete a Special Event Set-Up Request (including room and AV needs. Submit room layout and special needs at least two weeks prior to the event.
6. Clean-up after the event is the group's responsibility!!!
7. Publicity is the key.
8. Be sure that enough workers are assigned and that they know their responsibilities.
9. After the event, complete an event evaluation as a reference for the event in the future. See Appendix for form.

## **7.5 Pre-Sale Tickets**

When selling pre-sale tickets for a social event, be sure to include the date, time, location of event, name of sponsoring group and ticket price. All tickets must be numbered and approved by advisor. Pre-sale tickets are a good method of forecasting attendance and interest in the event, and offer limited funds for decorations, change for cash box, and other miscellaneous items.

## **7.6 Security**

Security officers patrol the campus on weekdays and weekends. They are responsible for opening and closing facilities for a scheduled event. The security officer must be notified when off-duty sheriffs are hired for an event with alcohol or for crowd control.

## **7.7 Food**

Arrangements for food and drink should be made early in the planning. Anytime alcoholic beverages are served, snacks and an alternative beverage are required to be available. It is suggested that no more than 75% of the total beverages served be alcoholic. Food items of some substance, such as fruit, hors d'oeuvres, and meat items should be chosen over "salty" foods.

The kitchen facilities are run by a contract food service. Contact the Manager if the group wishes to use any equipment. There will be a charge if food service supervision is needed for which the sponsoring group is responsible.

## **7.8 Publicity**

Often the success or failure of an event lies with the amount and quality of advertising. On a commuter campus, it is often difficult to spread information about events. Don't overlook the campus newsletters as an excellent promotion device. Flyers on bulletin boards seem to be effective also. Any program that has a substantial admission fee should be announced at least one month in advance, so students can save money and arrange work schedules. Social events often do not need more than 2 weeks notice if well presented. Be creative but tasteful in advertising. Hint: the best source of publicity is "word of mouth" on this campus. If someone they know is going, chances are they will too.

If the community is welcome to an event, off campus publicity assistance is available through the Public/College Relations Office at either campus. See Section 2.6 for more information.

## **7.9 Contracts with Entertainer/Speaker**

When contracting entertainment or speakers, discuss time, date, price and any necessary requirements. A letter of confirmation should follow along with a contract or agreement form. Be sure to confirm details a few days prior to the event as an extra precaution, and be sure to formally thank the entertainer for participating. See Financial Responsibility, Section 4.5 for more information.

## **8.0 Leadership**

Leadership skills are generally learned rather than inherent in individuals. A good leader should be able to work with a group, accomplish goals, and involve a large percentage of the members in decision making and planning. It is important for officers to work on developing leadership skills, but the officers are not the only group members who need these skills.

If officers of campus groups remember that their members are capable of leading in certain situations, the leaders will not feel as pressed for time. The most common complaint by Ohio State University Mansfield and North Central State College leaders is that they do not have enough time to do everything. In order to avoid an overload of responsibility on just a few people, a group leader must develop a style which will encourage other members and officers to assist with projects, decision making, etc.

### **8.1 Leadership Styles**

#### **8.11 Democratic**

Democratic Leadership Style - in this style of leadership, the leader shares decision making with other officers and members of the group. Delegation of responsibility is used often, and equal emphasis on both task and member personality is stressed.

#### **8.12 Autocratic**

Another leadership style is autocratic. In autocratic style, the leader controls decision-making. This style puts a lot of pressure on the leader and often causes members to feel unnecessary.

#### **8.13 Laissez-Faire**

The laissez faire style of leadership requires little control by the leader and allows decisions to be made and tasks to be accomplished as they may. Often this style of leadership is slow to accomplish anything and can lead to disinterest among members.

There is no rule to leadership style, it depends entirely on the personality of the officers. In some instances, the laissez faire or autocratic style is necessary within a group. For example, in the beginning of the year, new group members may not understand how projects are accomplished; in this situation the group leader may need to be autocratic and give considerable direction. Once committee chairpersons and members become familiar with decision-making processes, a more democratic style can be used. A laissez faire style may be necessary when some members of the group seem very interested and clear on a certain project. The leader may want to stay out of the decision making process for a while and let the members go. This will allow the members to learn all that is involved with a project.

## **8.2 Characteristics of a Leader**

Characteristics helpful in campus leaders are intelligence, dependability, belief in self, enthusiasm, sense of humor, confidence, appreciation for differences, flexibility, ability to delegate responsibility and people orientation. Since few possess all of these, each leader is different from another. It is vital, however, that a campus leader possess enthusiasm and confidence regarding their organization. Without a sense of pride for the organization, members may question the need for a group.

## **8.3 Important Leader Skills**

Since leadership is a combination of dealing with people and accomplishing goals, several skills are important to learn and/or develop while involved as a campus leader.

### **8.31 Time Management**

Of all personality traits and skills, the most important skill needed by group officers is an ability to manage time. As you begin the year or term of office, take some time to examine your available time and how your time is normally divided. Make a list of the events in a typical day (including travel time between campus and home or job), then arrange your schedule to include time for all commitments. Do not forget to schedule personal time (to relax) and time to sleep. Set priorities, over estimate time needed for studying and group projects, and be sure to schedule time to organize for group meetings and projects.

By examining all aspects of your life, managing time becomes easier. Without some idea of what needs to be accomplished in a day, the hours seem to disappear without any results. Of course, problems will always arise and schedule conflicts occur. In those instances be sure to be open and enlist the help of other members.

### **8.32 Assertiveness**

The definition for assertiveness is the ability to make your opinions known without infringing on the rights of others. There is a fine line between assertiveness and aggressiveness and between assertiveness and passivity. An assertive leader is able to share personal thoughts without dictating to the group. This is a learned skill, which requires constant practice. It is very easy for group leaders to be left doing all the work. As assertive leader will ask for help or even assign duties to others. Remember, it is OK not to have enough time to do everything, and it is also OK to decline a request.

### **8.33 Delegation**

As a result of improving time management and assertiveness skills, a campus leader must be ready to delegate responsibility. This is another difficult skill to master, since many leaders either feel that only they can accomplish tasks, or that they are not fulfilling their duties if they do not do everything. Remember, leadership is a people oriented position and everyone has specific strengths. By delegating responsibility, a leader is involving group members, gaining new ideas, and developing skills among the members.

### **8.34 Organization**

In addition to time management, assertiveness, and delegation, a campus leader must remain organized in the day-to-day operations of the group. This requires communication with officers and advisor(s), regular meetings, and clear agendas for such meetings. Taking a few minutes to plan an agenda for a meeting will save time in the end. With a formal agenda, everyone in attendance can see what needs to be accomplished. Also, an agenda can keep a group on target by not dwelling on just one or two items.

An organized meeting will go more quickly with more results. Generally, it is suggested that meetings not run longer than 45 minutes. After this time, concentration is often lost. Be sure to estimate a time limit for each agenda item, so that the agenda does not become too extensive for the allotted time.

## **8.4 Leadership Development Programs**

In order to help current and potential student leaders practice and learn new skills, the Office of Student Activities occasionally sponsors topical programs. These programs offer, in addition to information, a chance to meet with other campus leaders and share successes and failures. Program topics include: time management, publicity, evaluation, and motivation.

## **8.5 Group Building**

Even with a tremendous leader, a group cannot meet its potential without assistance from the membership.

### **8.51 Retreat**

In the fall of each year, or after expansion of membership, the group should plan a retreat or planning meeting as a means of developing group trust and cohesion. As a result, members will develop friendships and commitment to the organization. A retreat can be a formal day-long program, or just an informal social gathering, depending on the group's needs.

### **8.52 Purpose and Goal Setting**

Officers, members, and advisors should work together to set obtainable goals. The purpose of the group will stay constant, but goals change with new focus or new membership. Long-range goals should be agreed upon by membership at the beginning of each new year. Long-range goals are usually general ideas such as: off-campus trips, monthly speakers, community service projects, etc.

### **8.53 Short Term Objectives**

With the long range goals in hand, a group must develop plans for projects and events for the year. All ideas for membership should be considered (brainstorming), and a feasible list should be selected, based on budget, manpower, logic, and resources available. Remember to be realistic about how much can be accomplished (2-3 planned projects per quarter is a good rule).

### **8.54 Quarterly Review**

Check status of projects at the end of each quarter. If members seem to be unhappy about the progress, redefine goals and projects. Do not be discouraged if the group does not obtain all the goals by the time listed. Groups constantly change and require adjustments in planning.

### **8.55 Year-End Evaluation**

At the end of each year, time should be spent evaluating the projects. By looking at the past, the group will learn how to improve the projects for the future.

## **9.0 Advisor Styles**

### **9.1 Role**

Advisors play a crucial role in the effective and efficient functioning of student organizations. The campus requires at least one faculty or professional staff member to be the designated advisor of a group. Main responsibilities include maintaining contact with the group and advising based on the objectives of the group and purpose of the campus. Advisors perform a variety of roles depending on personal preference and skill:

1. Official College/University Representative - by interpreting policy and enforcing campus rules and regulations.
2. Organizational Consultant - by advising the group members working closely with officers in program planning, problem solving, structure, budget analysis, etc.
3. Leadership trainer - by teaching leadership skills, effective meeting management and sharing personal experiences.
4. Counselor - by advising on time management, problem solving and interpersonal problems within the group.
5. Advocate/support - by assisting the group members in developing internal and external support systems.
6. Resource - by informing the group of referrals, and opportunities for training, growth and development, also by being somewhat of a historian for the group, and knowing the constitution well.
7. Friend - by knowing the members as individuals and being willing to assist in a variety of matters.

### **9.2 Terms**

A mutually agreeable plan regarding time commitment, organization and structure must be discussed by the group and advisor.

The advisor must be regularly informed of the activities, policies and organization of the group, but the officers and members should manage the day-to-day operations.

In order to prevent the group from violating campus policies, the advisor should have input into goal setting, program planning and fund-raising projects.

The advisor should assist the officers and members in the development of leadership skills. The officers and advisor should meet regularly to evaluate the processes occurring within the organization.

In order to set these terms, a negotiation process must be undertaken. The amount of interaction between club and advisor must be divided between all persons and must be comfortable to all. In a student organization, the principle role of advisor is not to control the group, but rather to assist them in goal setting and goal accomplishment. The best help can be in keeping the group optimistic, realistic and focused.

It is strongly encouraged for advisors to have regular, set meetings with the president each week. The advisor may wish to attend executive meetings with officers as well. The advisor is often the point of contact by the college/university to the group - regular interaction with the officers can help keep communication open.

### **9.3 Steps to Negotiation**

Suggested steps for negotiating advisor role:

1. After election of officers, advisor and officers should meet and record goals, purposes and objectives for the year. The advisor should share information regarding campus policies particularly in regard to sexual harassment, sexual discrimination, hazing, alcohol and financial management. A general discussion of advisor styles and leadership needs should be held. Be sure to discuss expectations of each individual leader and advisor.
2. At the first meeting, encourage the leader(s) to brainstorm ideas with general membership and clarify objectives/projects for the short-term. It is wise for the group to determine meetings for the entire quarter so members can plan accordingly.
3. If the advisor will not attend each group meeting, he/she should be present at the first organizational meeting of all group members. A short discussion of the advisor role can be held involving all group members.
4. As the year progresses, the advisor should evaluate for him/herself how the roles are being handled. Do not be surprised if the advisor role changes according to skill development of leadership.
5. At the end of the year, advisor and officers should meet and evaluate the progress. The advisor can offer suggestions for the future, and the officers can make suggestions to the advisor also. It is very important that the outgoing and incoming officers meet together for the year-end evaluation in order for a smooth transition to occur.

## **10.0 Student Media Groups**

A Student Media group is one that provides a written document edited and published by students for distribution to the campus community, and/or uses telecommunication devices managed and operated by students for dissemination to the campus community.

### **10.1 Authorization**

No student group may distribute a publication without express permission of the campus. The campus administration may grant probationary approval or yearly approval of the media group. Those on probationary status will be kept under close supervision for no longer than two years. All media groups must keep in close contact with their advisors.

### **10.2 Advisory Board**

All media groups are required to have an operating advisory board. The board should consist of at least one faculty, administrative or professional staff member (may be an advisor), two area representatives from a related media, and two students, none of whom may be an officer in the organization. The board's responsibilities include (but are not limited to) approval for major expenditures, advising on matters of ethical accountability, and suggesting improvements to the organization. The Advisory Board is not, unless provided in the organization's constitution, to engage in censorship or to control the editorial policy of the organization.

The Editor will be a non-voting member of the Advisory Board. Meeting frequency of the Advisory board should be outlined in the organization's constitution.

### **10.3 Editorial Policy**

Recognizing that creativity can best flourish in an atmosphere of freedom of expression the campus has refrained from establishing detailed rules governing editorial content for student media. The campus expects good judgment and a sense of responsibility by the student editors and managers and expects them to adhere to high standards of journalistic and broadcast ethics.

In general, the student editors and managers will determine topics and literary and artistic approaches to be used. The advisors will provide technical guidance and determine the quality of production.

### **10.4 Acknowledgments**

Student Publications must include the following:

1. The name of the editor and names of all other persons responsible for its publication and distribution.
2. A statement indicating that all opinions expressed are not necessarily those of the campus.

## **10.5 Commercial Suppliers**

The group's advisor will be responsible for contracting professional services and supplies for the student media group. It is expected that bids from several contractors will be sought to assume a competitive price. If university funds are to be used, the group must consult the Business Office to determine whether formal bids must be taken or to initiate the purchasing process.

## **10.6 Advertising**

All student business managers, advertising managers and salespersons are expected to follow sound business practice and to use restraint in their relationships with off-campus merchants. The student media group should not attempt to pressure a business into buying advertising space purely as a matter of goodwill toward the campus or as charitable support to the group.

The following kinds of advertising are considered inappropriate and may be ordered deleted from a publication or dissemination.

1. Educational institutions unless sanctioned by the proper department or office of the campus.
2. Establishments or individuals offering to "help" students in preparing thesis, term papers or other academic work.
3. Employment advertisements, with "help wanted" or "job wanted", in which there is any reference to discrimination.
4. Housing or real estate advertisements, either for sale or for rent, in which there is any reference to discrimination.
5. Advertising from out-of-town firms offering merchandise on a cash-in-advance basis, unless the firm has the approval of the Better Business Bureau or area Chamber of Commerce.
6. Advertising in which persons are asked to send money in advance, especially to a post office box number, for lists of jobs and other information, advice or other doubtful schemes.
7. Advertising which seeks to charge student for services that the students may obtain free of charge from the campus facilities, such as career planning.

## **11.0 Safety & Security**

The Campus has set policies and procedures in place for everyone's safety and security.

### **11.1 Security**

Security personnel patrol the campus, buildings, and grounds on a 24-hour basis. The security officers investigate criminal acts on campus property; report traffic accidents; enforce parking regulations; provide for the security of campus buildings; and lend assistance in many other ways to the faculty, staff, students, guests, and visitors of the campus. You are encouraged to seek their assistance when needed. Security may be reached by contacting either the NC State or OSU operator, or after hours for emergencies by calling **419-755-4346**. In case of emergency, **DIAL 9-911** from any campus phone for immediate assistance. You may be stopped after normal school hours and asked for identification. The **Campus Safety & Security Report** can be found online at <http://www.mansfield.ohio-state.edu/safety/safety.htm>.

### **11.2 Campus Emergency Procedure**

OSU-M/NC State encourages prompt, accurate reporting of crimes or suspicious incidents. Crimes, suspicious incidents, minor illness, or minor personal injury should be reported to Security by dialing **419-755-4346**. Students and staff at the Kehoe Center in Shelby should make these reports by dialing **419-755-5692** or **419-755-4855**. At either location, critical and life-threatening emergencies should be reported by dialing **911**.

If there is a fight or other emergency situation, **remain calm** and notify your organization advisor or other campus staff immediately. If a serious matter, you may call 911. If you know that an alarm is a tornado warning, do not leave the building, but head for the first floor restrooms, coffee house area, kitchen area, or lower stairwells. **DO NOT BE A HERO!** If there is a life-threatening situation, contact 9-911 from any campus phone to report an emergency.

### 11.3 Tornado Safety and Shelter Information

If there should be a "tornado emergency" seek shelter in the following locations. These designated areas will be marked by "tornado Shelter Area" signs that are printed on fluorescent paper.

- **Bromfield Hall:** Library interior under tables away from windows, lower level hallways and restrooms
- **Campus Bookstore:** Inside the Bookstore, rooms 102, 106T, 107T, hallway leading from 101, 110, 107-T, 102 and 103-M
- **Child Development Center:** The main hallway and rooms 14 and 15
- **Campus Recreation Center:** Leave the GYMNASIUM AREA and go to the locker rooms, weight room and restrooms.
- **Eisenhower Center:** First floor restrooms, coffeehouse area, kitchen area, lower stairwells
- **Fallerius Center:** Basement (lower level area), interior classrooms on the lower level floor
- **Health Sciences Center:** Persons should exit from the third floor if time permits; if not, the main hallway should be used. Second floor shelter areas: 211, 215A, 215D, 225C, 235B, 245A, 245C are away from windows and should be used. First floor shelter areas: hallway and stairway area on east end, 103T, 110T, 112A, 120, 122, 132A, 144 and 146.
- **Kee Hall:** go to interior classrooms 123,125, 137, 138 and 144 away from windows. Restrooms may also be used.
- **Ovalwood Hall:** Basement floor classrooms, interior hallways, and restrooms.

### 11.4 Fire Drill/Emergency Evacuation

We are responsible for clearing the entire building (including the Boardroom next to the cafeteria. The back stairwell (next to elevator) should be used for someone that is in a wheelchair or is otherwise physically challenged (on crutches, etc.) The back stairwell is locked on this floor and the first floor. It's open on the ground level and roof. Please use the exit on the ground level for clearing of the building.

## **12.0 Student Conduct and Privacy**

### **12.1 Sexual Harassment Policy**

Full information on The Ohio State University's and North Central State College's **Sexual Harassment Policy** can be found on their respective websites. OSU's website is [www.ohr.ohio-state](http://www.ohr.ohio-state) (click on "Policies). The NC State website is [www.ncstatecollege.edu](http://www.ncstatecollege.edu).

Some general points to emphasize:

1. Sexual harassment will not be tolerated.
2. Investigations will be conducted as confidentially as possible.
3. There will be no retaliation against anyone who reports sexual harassment.

Situations that come to the attention of either school must be investigated, even if the victim does not press charges. If you have any reason to suspect a violation may have occurred, you should bring it to the attention of your supervisor, or report it to the Director of Human Resources at OSU or NC State.

### **12.2 Disruption and Disciplinary Misconduct**

If a student is disruptive, threatens or inflicts bodily or emotional harm, damages or threatens to damage property, engages in sexual harassment, or otherwise violates the law or university rules so as to interfere with university activities, formal disciplinary procedures should be invoked. At the time, you should call upon the student to cease the activity. You may tell the student that continued disruption could result in removal from the premises, dismissal from the university/college or arrest. If disruptive behavior continues, notify Campus Security by dialing the extension 4346, or by calling the campus switchboard operator.

Any such incident should be speedily reported to the Dean/Director.

Additional information for OSU can be found in the Course Offerings Bulletin (Book 3), pp. 6-7.

### **12.3 FERPA**

Many people in the University have access to student personal and academic records. In fact, it would be impossible for many to do their work without this information. However we are not at liberty to disclose just any information from records to which we have access. The Family Education Rights and Privacy Act (FERPA) governs disclosure of information from student records, and is intended to protect the student's right to privacy.

Information which may be released without a student's prior consent is information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. The following information may be released without the student's permission:

- A student's name
- Address (local/permanent/e-mail)
- Telephone numbers
- Major field of study (including college of enrollment and campus)
- Enrollment status (e.g. full-time, part-time, withdrawn)
- Dates of attendance
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Honors received (e.g. Dean's List, Latin Honors)

Everything in a student record that is not included in the aforementioned list of "public information" is considered confidential. Policies also permit students to have the University treat some or all public information as confidential, so third party access to the above information maybe limited if a student so requests. In addition, degrees (any honors, majors, minors, and specializations) are considered public information since they are conferred in a public ceremony.

Student organizations are asked to be aware of the above information and to take special care with any student information given to an organization. If you have further questions regarding the disclosure of information from student records, please contact:

Office of University Registrar  
3<sup>rd</sup> Floor Lincoln Tower  
1800 Cannon Drive  
Columbus, OH 43210  
614-292-9330  
Registrar@osu.edu