

Student Organization Handbook

2015-2016

TABLE OF CONTENTS

Student Organization Relationship Statement	3
Purpose of Handbook	6
Guidelines for Student Organizations	7
How to Start a Student Organization	8
Requirements of a Registered Student Organization	9
Advantages of Being a Registered Student Organization	10
Termination of a Student Organization.....	11
Student Organization Constitution.....	12
Student Organization Advisors.....	13
Conduct of Student Organizations	14
Facility Reservations	15
Guidelines and Procedures for Facility Use.....	16
Professional Entertainment and Speaker Guidelines	18
Financial and Services Request Policies.....	19
Advertising Policy	20

Student Organization Relationship Statement

Purpose of Student Organizations

- A. Provide an environment that facilitates individual growth and autonomy while fostering social responsibility within a larger community.
- B. Contribute to the fulfillment of the mission of Pepperdine University.
- C. Enhance the quality of student life.
- D. Contribute to the intellectual, social, and moral development of students.
- E. Enhance and support Pepperdine University's curricular programs.
- F. Serve as a vehicle to involve students in service to the campus and the community.

Recognized Role of Student Organizations

- A. Provide programming that allows for personal growth and community enrichment.
- B. Set standards that encourage excellence in each member.
- C. Instill the approved purpose of the student organization in each member and fulfill that purpose.
- D. Provide opportunities for the development of social and leadership skills.
- E. Provide structured opportunities for self-government and effective organization management.
- F. Provide an atmosphere that supports and rewards academic achievement.

Support for the Student Organizations from Pepperdine University

- A. Use of the business services of Pepperdine University including the use of an on-campus account—with proper budget submission.
- B. Use of institutional facilities for programs and meetings.
- C. Advisement in planning and programming support from various School of Public Policy offices.
- D. Acknowledgement of student organization official status in the School of Public Policy Academic Catalog and website.
- E. An officially recognized student organization will receive financial support pending School of Public Policy budget availability, but shall not exceed \$500 per academic year.

Condition of Recognition

- A. Negotiate and sign a relationship statement.
- B. Provide requested reports or other procedures that may be required periodically.

- C. Complete an Event Request Form and get approval for each event sponsored (on-or-off campus).

Obligations of Recognition

- A. Be an active member of the appropriate governance council and comply with its bylaws.
- B. Maintain an accurate list of members with the School of Public Policy Office of Student Services.
- C. Be familiar with and adhere to University policies, regulations, and procedures.
- D. Fulfill the “Requirements of a Registered Student Organization” listed in this handbook.
- E. Submit the Student Organization Roster Form at the beginning of each semester containing the names, phone numbers, and email addresses of all current officers of the organization, in addition to providing a full list of all organization members.
- F. Provide financial and programming reports upon request.

Role of the Student Organization Faculty Advisor Shall Be

Programmer—to assist in developing programs that will contribute to the education of the group’s members. To assess the group’s needs, translate those needs into a framework of goals and objectives, plan, make arrangements, coordinate resources, and evaluate processes and outcomes.

Institutional Representative—to communicate clearly Pepperdine University’s expectations, translate rules, and help students gain an understanding and appreciation of institutional policies and goals.

Counselor—to assist students with their concerns and find solutions to their problems. To listen and respond to students’ needs sensitively and confidentially.

Administrator and Manager—to assist students in understanding and implementing policy development, management of an organization, budget development, operation of Sodexo and other University services, and legal parameters. To be familiar with, and respect, the University’s policies.

Organization Development Consultant—to help organizations examine themselves and how they operate in order to make effective changes.

Conflict Mediator and Manager—to defuse emotionally explosive situations with active listening skills and ethical negotiation practices to reach an effective compromise.

Student Organization Relationship Statement

All parties involved with student organizations at Pepperdine University have been identified and their working relationships defined. Compliance with and adherence to this relationship statement by all parties is necessary for the maintenance and promotion of a student organization that is compatible with and in support of the educational mission of this University. Noncompliance with or disregard for the provisions of this statement will jeopardize the privilege of affiliation and budgetary support.

Pepperdine University and _____ Student Organization
pledge together that the student organization will recognize and adhere to this relationship statement and handbook for the purpose of promoting and maintaining excellence in a student organization compatible with the educational mission of Pepperdine University.

Director of Student Services

Date

Organization President

Date

Faculty Advisor

Date

Purpose of Handbook

The purpose of this handbook is two-fold. It has been designed to lead interest groups through the steps of starting a new student organization, and for existing student organizations; it is helpful in instructing them how to effectively manage their organizations.

Guidelines for Student Organizations

Purpose

The purpose of these guidelines is to provide the Pepperdine University School of Public Policy community, including student, faculty, and administration, with information on procedures and regulations concerning University student organizations.

University Policy

- A. The School of Public Policy recognizes student organizations which adhere to the University goals as stated below:
 1. To strive toward all goals within the context of a university that has a commitment to the Christian faith.
 2. To provide a strong graduate education for each student.
 3. To help each student advance significantly in personal, social, and academic growth through a program of services to students.
 4. To work toward the formation of a true spirit of community at all levels and in all areas of the University.
 5. To be at the service of the community beyond the campus.
 6. To establish a purpose statement that embodies the mission statement of Pepperdine University.
- B. It is the policy of the University to oppose and prevent illegal discrimination by any organization on the basis of ethnicity, race, or creed. This includes membership selection and/or activity involvement.
- C. Please refer to the current academic year's School of Public Policy Academic Catalog for further definition of University policy.

How to Start a Student Organization

- A. Make an appointment with the director of student services for assistance in forming a new student organization. Obtain a copy of the Student Organization Handbook.
- B. Develop a constitution which states the purpose and structure of the organization. Follow the suggested constitutional outline found in this handbook, being careful to include all of the information required.
- C. Submit the completed constitution to the director of student services for approval.
- D. After receiving approval from the Office of the Dean, a student organization must secure a full-time faculty advisor and complete the Student Organization Relationship Statement and submit the Student Organization Roster Form.

Requirements of a Registered Student Organization

- A. Every registered student organization must have an advisor who is a full-time faculty member of the School of Public Policy.
- B. All members of a registered student organization must be registered students of the School of Public Policy.
- C. Alumni of the School of Public Policy may be honorary members but cannot hold office in an organization.
- D. All continuing, active organizations must submit an up-to-date Student Organization Roster Form, which includes the names of the current advisor, president, and other officers; a list of all organization members; and email and phone numbers for all of the above. The form must be submitted to the director of student services by September 30 of the fall semester and January 30 of the spring semester. Those organizations not meeting this deadline may not be recognized by the University.
- E. All organizations must have at least five active members to be recognized by the University.

Officers

- A. All officers of School of Public Policy student organizations must be full-time students and may not be on academic or disciplinary probation.
- B. The names, email, and phone numbers of all organization officers must be on file in the Office of the Student Services. Any change of officers should be submitted to the same office within seven days of the change.
- C. Student organization officers are responsible for the programs of their individual organizations and must insure that all activities are conducted in accordance with the School of Public Policy Academic Catalog and are consistent with University policy governing student organizations.
- D. A student may not occupy more than one officer position.

Advantages of Being a Registered Student Organization

- A. Official recognition by the University.
- B. Use of the University's name in the identification of the organization and in the sponsorship of activities and events.
- C. Ability to hold meetings and social functions on campus.
- D. Use of campus facilities (meeting rooms, etc.) and services (e.g., audiovisual equipment, maintenance services, etc.) at no cost.
- E. Permission to recruit members from the campus community.
- F. Ability to engage in on-campus fundraising activities.
- G. Dissemination of information and literature on campus.
- H. Guidance in program planning and budget management by the School of Public Policy.

Termination of a Student Organization

If a student organization wishes to terminate, a letter stating this fact should be sent to the director of student services. This letter should be signed by the president of the organization and the advisor.

A student organization may be terminated for a number of factors including but not limited to, a failure to follow the guidelines and requirement for student organizations, failure to submit forms and rosters on time, inappropriate use of funds, non-sanctioned events, or any other violation(s) of the School of Public Policy Academic Catalog.

Student Organization Constitution

Constitutional Outline

Article I	Name of the organization
Article II	Statement of purpose
Article III	Requirements for membership and means of selection of members
Article IV	Officers (title, term of office, whether selected or appointed, duties)
Article V	Dues and fees (amount and when they are paid)
Article VI	Rules for amending the constitution
Article VII	Frequency of meetings
Article VIII	Committees (standing; i.e., finance, membership, constitution)
Article IX	Penalties
Article X	Faculty Advisor

Constitutional Guidelines

- A. Membership provisions:
 - Who can be a member?
 - Types of membership (honorary, etc.)
 - Methods of dropping members
 - What constitutes “good standing”?

- B. Officers:
 - Duties and powers
 - Provision for filling unexpired terms
 - Rules for election

- C. Duties and Fees:
 - Amount: annual membership
 - When payable
 - Initiation fees
 - To whom all dues are payable

- D. Meetings:
 - Types (regular, special, etc.)
 - Procedures for calling special meetings
 - Quorum (designate a percentage of the membership)
 - Parliamentary authority
 - Provision for notification of membership if no regular meeting dates are established
 - Who shall preside at special meetings?

- E. Committees (standing):
 - Names (Finance, Membership, Constitution, and Bylaws, etc.)
 - Term of office
 - Quorum (usually majority of members)
 - Meetings (number and how called)

- F. Faculty Advisor:
 - How the advisor is chosen
 - How long is the advisor’s term?
 - Duties of the advisor

Student Organization Advisors

The School of Public Policy requires that every registered student organization select a full-time faculty member of Pepperdine University to serve as an advisor. The advisor needs to be available to assist the officers with problem solving; to aid in the planning of social or fundraising activities; to offer appropriate guidance to the officers; and, in general, to serve as a friend and consultant to the organization's members. Advisors are liaisons between student organizations and the University and are responsible for insuring that the organization follows University policy and procedure.

Responsibilities of a Student Organization Advisor

- A. The advisor must read and sign the Student Organization Relationship Statement.
- B. The advisor is to be familiar with the organization's constitution, this handbook, and the School of Public Policy Academic Catalog.
- C. The advisor is to be present at one organization meeting per semester.
- D. The advisor is to review the minutes from each meeting.
- E. The advisor is strongly encouraged to attend all off-campus, organization-sponsored functions. The advisor is required to attend organization-sponsored, off-campus functions when the Office of Student Services specifically requests that the function be attended by the advisor.
- F. The advisor is requested to have specified office hours during which organization members may consult with him/her.
- G. The advisor is requested to attend a meeting of all organization advisors when called by the Office of Student Services.
- H. The advisor is to encourage the organization to function within University guidelines and not condone any activity which is not in keeping with the letter or spirit of University policy.
- I. If for any reason the advisor is unable to continue with said responsibilities, the Office of Student Services should be immediately notified in writing of the resignation.
- J. The advisor must sign an Event Request Form for each event held by organization.

Conduct of Student Organizations

Responsibility

All student organizations are responsible for reading the School of Public Policy Academic Catalog and other policies and procedures as established by the University.

- A. Organizations must agree that whether activities are on or off campus, they are extensions of the University and subject to the principles and regulations governing University activities.
- B. All activities should be designed to be inclusive of all organization members. Any activities in which four or more of the members or new members of an organization are engaged could be considered an event of that organization and will be subject to all guidelines thereto pertaining.
- C. **Alcoholic beverages may not be served or consumed at any formal/informal meeting or gathering of a student organization, whether on-or-off campus. In planning off-campus events, organizations are to make whatever arrangements necessary to insure that alcoholic beverages will not be served or consumed.**

Discipline

In the event that a student organization violates the above-mentioned responsibilities, the organization will be subject to discipline by the Office of the Dean. The discipline may include any of the following:

- A. Budget Freeze—loss of funding for a specified time.
- B. Censure—verbal and written reprimand to a student organization.
- C. Fines—Payment of charges for violation of regulations. These charges will be added to a student's account.
- D. Loss of privileges—Such loss may include financial aid; seeking or holding elected student office; eating in the cafeteria; participating in the Pepperdine international programs; and use of specific University facilities, equipment, or services.
- E. Probation—status of a student organization indicating that its continued existence on the campus is tenuous and that its activities will be reviewed periodically.
- F. Restitution—Requirement to pay for the repair to and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of reenrollment or refusal to release official transcripts and records).
- G. Suspension—a formal revocation of a student organization's status as an officially recognized and registered University student organization. This will include loss of all rights and privileges which pertain to University-recognized student organizations. A specific suspension period may or may not be designated depending upon the nature of the violation.

A student organization incurring disciplinary action will be informed of the sanction in writing by the Office of the Dean. Individual student members of an organization may also be subject to disciplinary action as outlined in the School of Public Policy Academic Catalog. A student organization incurring disciplinary action may appeal the decision to the dean.

Facility Reservations

To reserve rooms for student organization meetings, the organization must be officially registered and an Event Request Form must be completed and submitted to the director of student services. Room reservations for events on the Drescher Graduate Campus can be made through Mary Jo Hardman in the Office of the Dean, or by email to maryjo.hardman@pepperdine.edu, or by phone at 310.506.7490, at least one week in advance of the event date.

Guidelines and Procedures for Facility Use

Guidelines

Facilities are available to chartered student organizations, on a first-come, first-served basis; generally from 8 a.m. to 10 p.m. Meetings will be scheduled in classrooms. Food is not allowed in classrooms. The Fireside Room, outdoor areas, and in some cases the Drescher Cafe can be used for meetings or events involving food.

All events must be approved by the Office of Student Services in order to avoid conflict with other events taking place on campus (i.e., weddings, filming, and other outside group reservations). The School of Public Policy event calendar is subject to change and select events may take priority over student organization activity.

Student organizations will be held financially responsible for any damage or trash left in the rooms.

Procedures

Room reservations for events on the Drescher Graduate Campus can be made through Mary Jo Hardman in the Office of the Dean, or by email to maryjo.hardman@pepperdine.edu, or by phone at 310.506.7490. Reservations of facilities must be made one week prior to the planned meeting or event. Only authorized representatives may reserve rooms.

Programming Checklist

Step 1: Contact the Office of Student Services to check the School of Public Policy event calendar

- A. Is the date the organization wants free from other conflicting events?
- B. Are alternative dates available?

Step 2: Facility Scheduling

- A. Is the facility the organization wants available? Contact Mary Jo Hardman to reserve a room at 310.506.7490.
- B. Are events which could conflict with the program scheduled in a nearby room or area? The organization may need to check with another scheduling office. Possible conflicts from other events include noise, traffic, etc.
- C. Follow up all verbal scheduling with a memo to the appropriate scheduling office stating the exact times the organization has scheduled the facility.

Step 3: Submit the approved event to the School of Public Policy online event calendar at: community.pepperdine.edu/today/submission/calendar-events/. The form can be found under “Calendars,” then select “School of Public Policy Events.”

Step 4: Physical Arrangements

- A. For audiovisual needs on the Drescher Graduate Campus, contact Drescher Learning Support at 310.506.4029, at least two weeks in advance of the event date.

- B. For physical arrangements such as chair arrangements and special construction in areas other than the Smothers Theatre, contact the Department of Facilities Services at 310.506.4101 at least 10 working days prior to the event.
- C. For food/catering arrangement on the Drescher Graduate Campus, contact the Villa Graziadio Executive Center at 310.506.1100.
- D. Any special setups of evening events or performances must be removed by 6:00 a.m. the next morning unless a special arrangement is made with the appropriate scheduling office.
- E. Daytime events: The areas must be restored immediately after use for other activities.

Professional Entertainment and Speaker Guidelines

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program.

As soon as the terms of an outside arrangement are agreed upon verbally by the promoter or agent and the activities representative and approval is given by the director of student services to draw up a contract (four copies). All copies of the contract must then be signed by the University General Counsel via the Office of the Dean. The Office of the Dean will retain one copy, one copy should be filed with the Campus Life Office, and two copies must be sent to the agent or promoter with a deadline date for return. The agent is to sign both copies and return one to the Office of the Dean. A University-issued contract as well as the agent's contract must be signed by both parties for mutual protection. If an agent or promoter does not issue a contract, a University contract must still be signed by both parties.

As soon as the contract(s) is/are signed by both parties, the organization treasurer is to submit a check requisition request via the advisor for the amount of payment to the Office of the Dean. Attach a copy of the contract as backup. All performers or speakers expect to be, and should be, paid immediately following their performance or lecture. If the promoter or agent cancels the arrangements prior to the event, the requisition or check may be voided. In an event of a breach of contract, please contact the director of student services as soon as possible.

Make sure that *all* physical arrangements are set. This includes sending a Setup Request Form, which is available in the Office of the Dean, to the Department of Facilities Services. The Setup Request Form should be delivered to the Department of Facility Services no later than 10 working days prior to the event.

Consult with the director of student services regarding each of the above facets of program planning. Due to the great variety of legal implications inherent in the programming of professional people, it is impossible to be too careful.

Financial and Services Request Policies

Channels for Request

Requests should be submitted from the organization treasurer or president.

Check Request

A payment requisition is used for payment of lecturers, entertainers, certain vendors, etc. The completed request (signatures, receipts, invoice, etc.) must be submitted to the Office of Student Services at least 30 working days prior to the date the check is needed.

Petty Cash Form

The Petty Cash Form is to be used as reimbursement for out-of-pocket emergency expenses not exceeding \$100. Reimbursements cannot be issued without receipts or invoices. Submit the receipts/invoices to the Office of Student Services. A Petty Cash Form will be issued and can be cashed at the Cashier's Office in Thornton Administrative Center (8 a.m. to 3 p.m.).

Expense Report

An expense report is required in order to receive reimbursement for any official organization activities paid through personal funds (i.e., mileage, meals, speaker gifts, etc.). An expense report and receipts must be turned in to the Office of Student Services immediately following any incurred personal expenses. All personal expenses are subject to approval by the director of student services and reimbursement is not guaranteed. Expense reimbursement typically takes a minimum of six weeks to process. Any request for reimbursement exceeding 90 days from the date of service will not be accepted.

Responsible Use

Student organization activities that require financial commitment should be budget conscious and within reasonable means. Traditionally expenditures per person have been approximately \$15 per person.

Receipts

Two receipts are required: 1) Itemized receipt indicating number of guests in the party and all items ordered, 2) Credit card receipt with meal tally, tip, and total. All names of attendees must be included in the request for submission as well as those individuals' titles and roles. All receipts and additional documentation for reimbursement should be submitted to Mary Jo Hardman in the Office of the Dean for processing.

Van Requests

A shuttle request must be submitted to Business Services (x4561) as soon as the date for a van need is known. There is no guarantee of the van's availability, so the sooner a request is submitted, the better the chances are for reserving one.

Advertising Policy

The Office of Student Services encourages all recognized student organizations to promote their events. The following advertising policy has been adopted in an effort to facilitate the promotion of these events.

General Policies

All advertising must be approved by the director of communication. Any advertisement of an upcoming event will not be approved unless an Events Request Form has been completed and turned in to the Office of Student Services.

- Advertising must be tasteful and in accordance with the policies of Pepperdine University.
- No off-campus business or advertising is permitted on campus.
- The posting of any questionable written or graphic material is not allowed.
- Prior approval of Sodexo is required for all advertising in the Drescher Cafe; prior approval of the Residential Life Office (RLO) is required for all advertising in the residential areas.
- Posters and fliers are not to be placed on any windows, walls, or glass doors of any building on campus.
- Advertisements may not be placed in Firestone Fieldhouse during Convocation.
- Advertising fliers are not to be placed on any stairs, railings, light posts, or walls.
- The use of chalk to advertise on concrete is not permitted anywhere on campus.

Email

Student Organizations will not be granted access to mass School of Public Policy distribution lists. Organizations may request that their event be published in the weekly *Student Services Newsletter* by contacting the director of student services. The newsletter publishes every Friday during the regular academic year and submissions must be submitted by Tuesday of the week of requested publication.

Fines

A first-time violation of the advertising policy will result in a written warning.

Repeated violations of the advertising policy will result in a \$25 fine per violation being charged to the organization's on-campus account.

Repeated abuse of the advertising policy will result in the loss of advertising privileges.

Web Sites

With the exception of Pepperdine Policy Review, the School of Public Policy does not host individual student organization web sites. Should an organization decide to host a site, it will be the organization's responsibility to fund and maintain.