OFFICER'S
HANDBOOK

KIRBY
STUDENT
CENTER

UNIVERSITY OF MINNESOTA DULUTH
OFFICE OF STUDENT ACTIVITIES

2007 – 2008

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Dear Student Organization Officer,

Congratulations on becoming an officer in your organization! Your new role will provide you with many challenges and rewards. One of the challenges that you will face during this academic year is that your actions will be seen as the actions of your organization and, ultimately, UMD. With this in mind, we remind you to use common sense when making decisions and to treat others with respect.

This handbook was created to help you become better prepared to lead your group. The handbook states UMD policies that will help you better understand the University's view of the role of student organizations, provides concise information on areas of common concerns for new officers, answers some of the frequently asked questions we receive in our office, and provides a quick reference sheet on our staff.

The Student Activities Staff is eager to assist you in your endeavors throughout the upcoming year. If you have any questions about your organization, please feel free to stop in one of our offices. If you have a concern about your group, please make an appointment with the Student Activities Advisor. This appointment will ensure we have enough time to talk about your issue.

There is a President's Council that meets periodically to discuss issues that concern all groups. The council also has an alias that keeps all officers informed on such things as leadership training opportunities, additional funding sources, and policy changes. You may sign up for the alias at your group registration meeting or anytime during the year. We hope that you will choose to be an integral part of this organization.

Again, congratulations on becoming an officer in your organization! The Student Activities staff looks forward to working with you this year.

Sincerely,
The Kirby Student Activities Staff

RESPONSIBILITY OF STUDENT ORGANIZATIONS POLICY

The policy on the Responsibility of Student Organizations states that each student organization shall be responsible for the individual and collective conduct of its members and guests in all of its group's sponsored activities and functions. This responsibility shall be exercised on behalf of the organization by the appropriate elected officers/designated representatives of each group.

This policy applies to both on-campus and off-campus events, and participants are expected to act in accordance with applicable University policies, municipal, and state laws.

The following specific regulations and responsibilities of student organizations for social events follow naturally, in the opinion of the Student Affairs and Student Behavior Committees, from the general policy on student organization responsibility.

1. Conduct Unbecoming a Student

   This is a general description covering a wide variety of inappropriate behaviors. There need be no cause for concern about vagueness in this instance. It clearly embraces drunkenness and abusive behavior that infringes upon the rights of others as conduct unbecoming to a student.

2. Sponsoring Student Organization Responsibilities

   It is expected that the organization officers/designated representatives will impress upon all members prior to the event that the organization will be responsible.

   If there is drinking, disruptive/disorderly behavior, etc. during the function and no evidence that the sponsoring organization attempted any restraining action through officers or other members, the organization will be held responsible by the Student Affairs Committee and disciplinary action may be taken.

3. Actions Appropriate for Sponsoring Student Organizations

   It is not the intent of this statement to cause student organizations to assume a police role in the extreme sense. It does, however, expect the sponsoring organization to recognize problem situations and to deal with them in appropriate ways.

   All possible situations or actions cannot be encompassed in any policy. It is hoped that this rather detailed statement will, however, clarify the expectations of the University with respect to student organization responsibility.

Time Management

Time…we all have 24 hours a day and 7 days a week. "I don't have enough time" is not a valid excuse for not reaching your goals. It would be closer to say, "I didn't make time for that project." What each of us does with our hours during the day is what makes or breaks us.

By accepting an officer's position in your organization, you have chosen to add one more job to your daily routine. Time management will be critical to your success as an officer and a student.

Suggestions for Better Time Management

- Develop a daily to-do list and follow it.
- Decide what projects can be delegated.
- Prepare yourself and your group for meetings.

To-Do Lists

A daily to-do list consists of items to be completed in order to stay on schedule. This list may contain items for both yourself and your organization. Smaller items that will lead to the competition of a project should be on this list.

There are many different styles of lists that you can choose from. Some leaders enjoy the "free-style" type of ripping a corner off a page and jotting down a note or two. Others prefer actual forms to complete in a 3-ring binder. Either style is acceptable if it meets *your* needs.

Listed below are several suggestions to keep in mind while preparing your to-do list.

1. Any type of list will suffice: any size, any style, any form. The list just has to be right for you. Keep in mind that you may want to keep your lists consistent in size if you wish to file them for future reference.

2. Put everything you need to accomplish on the list. This will clear your mind and allow you to focus on ideas and relax.

3. Decide what can be delegated to someone else.

4. Prioritize the remaining items on your list. There are many styles for this as well. Some like to give the important items an "A" rating, the semi-important items a "B" rating and the items that do not have to be done today a "C" rating. Others simply place stars next to the really important items.

5. You may want to further prioritize your list. With the letter system, you can add numbers to the system. For instance: A1, A2, A3 and so on. This makes it easier to see at a glance what the most important items are.

6. Make only one list and know where you placed it last.

7. Update your list throughout the day and make a new list each day. Some leaders prefer to remake their lists at the same time each day. Some do it over breakfast and others at the end of their workday.

Delegation

As an officer of your organization, *you* are responsible for getting things done. This does not mean that you have to do everything yourself. It means that you must instruct your members in how to complete the tasks that need to get done in order for your organization to accomplish their goals.

Members sometimes need to be shown how these projects fit into the overall success of the organization. Before this "training" can take place, you must understand the potential of delegation and exactly what you expect out of your members and most importantly – yourself. Once this training is completed, you can delegate tasks to the various members. Delegation is different from assigning. Assigning is basically telling someone what to do, while delegation is a mutual agreement between individuals.

Steps to Effective Delegation

STEP 1: LOOK AT YOUR PRESENT POSITION

A. What decision(s) do you make the most often?
B. What duties can someone else do?
C. In what area(s) do your members need development?
D. Do some of your members need more project variety?

STEP 2: PLANNING THE DELEGATION

A. Delegate a whole project – not just bits and pieces.
B. Consider all the necessary steps to a successful project completion.
C. Decide the level of authority needed by the member to accomplish the project.
D. Think about how this project fits into the overall accomplishment of the organization's goals.

STEP 3: CHOOSING TO WHOM TO DELEGATE

A. What are the interests and abilities of your members?
B. Who needs a challenge? Would this project provide one for this individual?
C. What is the workload of members?

STEP 4: DELEGATION

A. Review all of the details and necessary steps for successful project completion with the member.
B. Decide on a mutually agreeable time-frame for project completion.
C. Explain the level of authority the member will have while completing the project.
D. Decide on a mutually agreeable reporting system during the project's time-frame.
E. Explain how the project fits into the overall accomplishment of the organization's goals.

STEP 5: DELEGATION FOLLOW UP

A. Are you allowing the member the level of authority you agreed upon?
B. Is the project on schedule?
C. Are you using the reporting system you agreed upon?
D. Are you reinforcing the accomplishments of the member?
E. Are you taking corrective measures when necessary?
F. Are you available for the member's questions?

Things to Remember While Delegating Projects:

- Remember that a person may need a different reporting system depending on the project.
- Remember to give all the information needed to complete the project successfully.
- Remember to define the level of authority you are giving the member.
- Remember to be available for the member's questions.
- Remember to reward the member for a job well done.

Proper delegation is definitely something that is learned and must be practiced. At first, delegation may seem more of a bother than what it is worth, especially when you are spending a great deal of time training members. Once the members know how to complete various projects, your time will be freed up. This will allow you to do short and long term planning with the group.

CONSTITUTION

Organizations often draft constitutions to follow in order to ease the burden of projects from the Officers' shoulders. This type of plan not only answers the questions of "Who do I delegate to?" it also gives other members specific responsibilities and holds them accountable in writing to your organization.

A constitution should have your organization's purpose statement, types of officers, and membership/voting requirements if applicable. It should also include other organizations with which you work hand in hand.

On the next page you will find a sample constitution for your modification.

SAMPLE CONSTITUTION OF THE FAR SIDE FAN CLUB

I. Name

The organization shall be called the Far Side Fan Club, hereafter known as FSFC.

II. Purpose

The purpose of FSFC is to provide a relaxing atmosphere for members to read Far Side cartoons, bond in Far Side humor, and exchange Far Side items.

III. Officers

There will be five officers of the FSFC: President, Vice President, Secretary, Treasurer, and Advertising Director.

Article One: President

The President will

a) plan and execute all meetings.
b) be the official external campus contact.
c) be responsible for handling organization problems.

Article Two: Vice President

The Vice President will

a) take over for President when necessary.
b) oversee a FSFC social event each semester.
c) assist President with current projects.

Article Three: Secretary

The Secretary will

a) take minutes at all meetings.
b) reserve rooms for FSFC meetings.
c) oversee the FSFC membership list.
d) assist President with current projects.

Article Four: Treasurer

The Treasurer will

a) oversee all FSFC financial transactions.
b) oversee a fundraiser to buy more Far Side books and calendars each semester.

Article Five: Advertising Director

The Advertising Director will

a) oversee all postings of posters which proclaim the greatness of Gary Larson.
b) Have a working knowledge of the advertising rules on campus.

IV. Membership

Membership is open to all UMD students and to community members who have an undying love for the Far Side and Gary Larson.

V. Voting

Anyone can vote provided they fulfill the membership guidelines as set forth in section IV with the exclusion of non-UMD student members.

VI. Impeachment

Any officer can be impeached for just cause. Impeachment needs ¾ votes of members present. One week's notice must be given to the officer in question.

ORGANIZATION MEMBERSHIP

What are members?

Members are those great individuals that come to meetings and assist with the goals of the organization. They deserve respect, courtesy, and compassion. They also deserve your honesty and tact. Without members you do not have an organization.

How do we get members?

- The reason people join organizations is because of the benefits that are offered. These benefits can be expressive (as in political or service organization), social (simply a place to gather with people) or educational (as in an academic related organization). There can also be a combination between the benefits offered.
- Your organization can hold membership drives for members by setting up an information table in the Kirby Student Center. Advertise for the table and/or your social meetings with your benefits properly displayed. If your organization is strictly social you can advertise that it is a great place to relax from the academic realm.
- You may also plan events such as bowling trips, picnics, or sleigh rides and invite all interested students to come.

How to keep members ("…*they were just here last week*…")

There are many ways to keep members. But they take time. They take commitment. And above all, they take sincerity.

- Find out all of your member's names. Use them. When members come into meetings, if it is feasible, greet each by name and thank each for coming as they enter the room. Call on members by name when recognizing them during discussions. Greet them by name in the hallway.
- Spend a little time with new members before the meeting begins, if possible, but definitely before the individuals leave for the day. Offer to answer any questions they have and give them a list of officers and a purpose statement so they may have a way to reach you. Acknowledge them during the meetings – through a smile or by asking them questions.
- Find out when their birthdays are. This can be easily accomplished if, at each meeting, an attendance sheet is passed around with a "question of the week" on it. This is a great way to find out information without using up meeting time. Compile the birthday information and celebrate all birthdays in each month at the first meeting of each month with cake and cards.
- Notice who is at the meetings and who is not. If a new, *or* a core member, misses a meeting, send the individual a quick e-mail note to say that you missed him/her that day and look forward to seeing the individual. Send a written note saying you have not heard from them in a while and are wondering how they are and if they are still interested in the organization. This will save you time and money contacting them if they are not interested. It also shows that you care about your members.
- Encourage social activities to take place within the group. Camaraderie is the best way to soften future conflicts or to ease problems. It is also a wonderful way to build life long friendships.

MEETINGS

For most groups, meetings are the sole source on brainstorming and "getting projects done." Unfortunately, many people are unsure about how to conduct a meeting and the amount of work that can go into conducting a meeting. Think of it as a play. You cannot produce a play without necessary ingredients: a stage, script, director, stage manager, backdrops, an audience, and actors. There are rooms to reserve, agendas to plan and type, and speakers to contact.

Help! I have Stage Fright! What do I do?

So, in hopes that this essential medium of doing business is successful and does get the results intended, read on to the six steps to conducting an effective meeting.

How to run an effective meeting

- **First, do not call a meeting unless it is necessary.** When a meeting is called, make sure members know what the meeting is called for so they can exchange valuable information, share personal concerns, explain sensitive issues, solve problems, and make important decisions. Limited discussions and uninformed decisions are the results of meetings where participants did not know what was expected of them. If you feel the need to simply "get together" as a group, schedule a social event. This not only fosters cohesiveness and team spirit, but also keeps members from being bored due to unnecessary meetings.

- **Second, prepare an agenda for the meeting**. This agenda should include the order of topics in the meeting to be discussed. The agenda should be sent to the participants far enough in advance to do their background work and come prepared for discussion. *(See sample agenda for a meeting on page 13.)*

- **Third, take "action minutes."** Action minutes record everything including what action the group decided to take instead of just the group's discussion. This will help keep future meetings moving since this information is close at hand. *(See sample set of action minutes on page 14.)*

- **Fourth, provide important handouts.** During a meeting when lists, schedules or other details are discussed, handouts can be beneficial. It prevents people from having to write long lists. It assures that members have accurate dates, and enables them to see the scope of the project. Handouts eliminate the overwhelmed sensation some individuals have when trying to listen, write and comprehend the information at the same time. You want your meeting to be fun and relaxing – not contain the pressure of an academic setting.

- **Fifth, add variety to the meetings.** Sometimes it is necessary to change the normal schedule of a meeting to prevent monotony. Occasionally, you can invite guest speakers to your meeting, including an icebreaker, meet in a different location, provide refreshments, and/or entertainment at the end of the meeting.

- **Sixth, always start and end the meetings at the designated times.** It is not necessary to wait for late arrivals. In addition, make sure you tell speakers what time your meeting starts and even ask them to come a few minutes early so they can find the room and are ready to speak when you reach that point in your agenda. This will allow you to remain on schedule and will be appreciated by your members. *(See a checklist to use before, during and after a meeting takes place on page 15.)*

How to handle a debate on an issue

Debates can be wonderful ways to discuss items of interest within an organization. They can also create hostility if not handled correctly or appropriately.

Below you will find a list of effective ways to keep a meeting in order and still allow for the necessary disagreements and various ideas that will make your organization strong. Keep in mind that even if these tips are followed to the letter, problems may still arise. Just remember to keep your cool and remain neutral so you may better understand the points of view and potential solutions.

1. Give the ground rules. Each person may only have the floor for a certain amount of time – especially if time is of the essence in your meeting. Each individual is allowed to speak only once before being called on again so that all members who wish to speak may do so. Do not allow the debate to become personal. This is an issue-oriented task. It is not about someone's likes or dislikes of another.

2. Ask for the goals of each side and what it would take to achieve them.

3. Write them down and read them back to the group. If one side wishes to sell hotdogs and other side wishes to sell T-shirts, write down the pros and con's of each side.

4. Ask them if a compromise may be reached that hotdogs be sold for the first fund-raiser and the next fundraiser have the T-shirts, or vice versa. Typically, if each side is achieving something out of the deal, the individuals will be happy with the outcome.

5. Thank all members involved in the debate afterwards and again after the meetings. Encourage those who took part in the debate to assist one another in the planning of the desired project. Keep in mind that this is a team effort, it is the organization winning the debate over an issue. It is not a coalition winning the debate over an issue.

SAMPLE STUDENT ORGANIZATION MEETING AGENDA

UMD Far Side Fan Club
October 25, 2007
Kirby 351
5:30pm

I. Call to order

II. Officer Report

A. President

B. Treasurer

III. Old Business

A. T-shirts Sale Update

IV. New Business

A. Kirby Table Sign-up

B. All night readings of Larson

V. Announcements

A. Calendars for next year

VI. Adjourn

SAMPLE STUDENT ORGANIZATION MEETING MINUTES

UMD Far Side Fan Club Minutes
From October 25, 2007 in room Kirby 351 at 5:30pm

Members present were: Kelly Lee, Jay Bookman, Sam Light, Sean George, Andy Turbo, Cindy Palantino, Ayesha Gold, Martha Link, and Patty Peterson

I. Meeting called to order at 5:36pm.

II. Officer Reports

A. President – Lee reported that the mailbox was filled with advertisements for the new bowling team possibilities.

B. Treasurer – Bookman reported the account had $17 in it and we needed money or there would be no new calendars for anybody this year.

III. Old Business

A. T-shirt Sale Update – the "cool cow" design was voted on for the T-shirt sale. It passed unanimously. The shirts will take approximately 12 days to complete and they will cost members $15 a piece. The club makes $3 a shirt.

IV. New Business

A. Kirby Table Sign Up – Gold is heading the information table in Kirby for Tuesday, October 29, 2007. Four members signed up to work at the table from 10:00am – 3:00pm.

B. All Night Readings of Larson – there will be an all night party on Saturday, October 25, 2007 starting at 6:30pm. The club will be meeting at Link's house.

V. Announcements

A. Calendars for next year are now available from Light for the cost of $4.95 each.

VI. The meeting adjourned at 6:34pm

SAMPLE STUDENT ORGANIZATION MEETING CHECKLIST

BEFORE THE MEETING

_____Reserve meeting room
_____Arrange room to accommodate group
_____Prepare and send out a meeting agenda
_____Contact committee members for reports
_____Prepare handouts
_____Prepare necessary visual aids
_____Reserve audio/visual equipment
_____Order refreshments if desired
_____Invite guests/confirm attendance

Important Reminders for you:

AT THE MEETING

_____Greet all members by name
_____Start the meeting on time
_____Introduce guests/new members
_____Conduct meeting
_____Keep order
_____Handout materials
_____Announce time/place of next meeting
_____Log assignments

AFTER THE MEETING

_____Clean up
_____Collect unused materials
_____Return equipment
_____Follow up on committee assignments

CONFLICT MANAGEMENT

Conflict is something that you will face from time to time. It may be as simple as disagreeing over the price of a sale item at your fund-raiser table.

It is important to remember that not all conflict is bad. Conflict is necessary to arrive at a decision that will benefit the organization. There is a difference, however, on what type of conflict you find yourself dealing with. There are two types of conflict: constructive and destructive. Constructive conflict condemns group thinking and is a healthy way to disagree about an issue. This type of conflict can be handled as a general debate over an issue. Destructive conflict fosters coalitions in the organization and creates internal problems such as undermining and immaturity.

There are solutions that may assist with destructive problems or to prevent them from happening, however.

Handling Destructive Conflict Between Members

- You must learn to stay neutral when dealing with serious conflicts. It is not easy, especially if you favor one member over another; however, it needs to be done.

- If a member confides in you that he/she is having a serious problem with another member/officer ask them for the details (keep in mind it will be one-sided) and ask what that individual thinks should be done to solve the problem. *Then ask the individual to give you the problem – in its entirety – in writing*. This has two advantages. First, a member is not allowed to "bring up other issues" later on. And second, tempers tend to cool when one is forced to write out – for the record – what the problem is.

- Speak to the individual in question and ask if there is a conflict occurring – many times an individual has no idea that someone is having trouble with him/her. If the member is aware of the problem, ask the member to follow the same steps you asked the other members to follow.

- Ask the individuals if they would be willing to sit down in a confidential meeting with each other and yourself. This is very important as "getting back on the bike" is the essential to regaining trust and dissolving conflict.

- Set up the meeting with plenty of time for all parties so no one will feel rushed or threatened. Ask both to bring paper and pencil if they wish.

- Set up the rules for the meeting at the very beginning. They are to remain polite to one another (i.e. no name-calling or swearing at one another) and are not to interrupt. They each will get their own turn. It is okay to become angry but, raised voices are discouraged. Remind them that "we are all adults here and we are going to handle this as such."

- After the rules are set, ask the individual who has the problem to explain what the problem is. The member needs to be specific and concise. A sentence such as "he just bugs me at meetings…" will not suffice. Instead, "I feel belittled the way he speaks over me when I am talking during meetings…" *will work.*

- Allow each member to give his/her side of the story. Make sure that they speak to each other – NOT to you. They are the ones who have the problem and they are the ones who are going to solve it. You are there merely to keep the meeting in line and to witness the future agreements. Make sure you take notes of the main points of what is said on both sides of the issue.

- After each member has spoken, ask the member who initially had the problem what he/she can do to solve the other member's problem. This needs to be in specific terms. If the problem was that the member passed notes and laughed at the other member during meetings, a response of "Umm…I will try to be better…" will not fix the situation. Instead, a comment such as "I will respect you during meetings and not pass notes or laugh at you while you are speaking to the club" *will* help the repair process.

- Follow those guidelines for each member. You may be surprised how little each can remember of the other's problem. That is part of your point. They are too wrapped up in *their own* side of the story to listen to the *other* side. This is why it is important for you to take notes. You want to make sure that someone remembers all of the points crucial to this conflict.

- After each solution ask the member with the problem if the solution is acceptable. If it is, move on. If not, ask him/her what they think is a reasonable solution.

- After all the solutions are written down and agreed upon, ask each member to sign the paper with the written solutions below the statement that reads: *"I agree to these solutions and will try my best to live up to them to resolve this conflict."* Sign your name as well and write "Witnessed by" next to your name. Date the copy and make copies for all members involved.

This method will not solve all conflicts, nor can any one method. However, it will resolve some of the more serious ones in an organization. If the problems reappear between members, don't despair. Merely take out your copy of the contract and call a meeting with the members involved and ask what has changed that makes the contract no longer valid. Remain optimistic, sometimes all people need is a reminder.

Handling Conflict Between Yourself and Another Member or Officer

This is a little sticky, however, it can be handled gracefully as well with the correct foundation of understanding.

- Use the same process listed previously, however, ask the advisor to mediate the meeting. This will keep you and the individual on the same playing field and no one will be concerned about rank.

- Keep in mind that you may feel differently about the individual for a short time after such a meeting. It is important that you do not allow your temporary feelings to interfere with the professional workings of the organization.

ADVISORS

Do we have one?

Not all organizations have an advisor. It is highly recommended however that you do, for a few reasons. First, the advisor knows and understands regulations concerning campus organizations and assists organizations with such regulations. Second, the advisor is occasionally the only link a group has from one year to the next. This is especially important when the organization "starts over" with many new members after the older ones graduate or move on.

What do they do?

Advisors are there to advise the group in whichever ways deem necessary by the group. This type of advising should be worked out by the group and the advisor early in the year to save misunderstandings and communication problems.

To assist you in discovering what you would like the advisor to do, respond on a scale of 1 – 4 how important each function is for each of the following statements.

1 – Essential for the advisor to do
2 – Helpful for the advisor to do
3 – Nice, but they don't have to
4 – Absolutely not an advisor's function

The advisor is expected to:

___1. Attend all general meeting.
___2. Attend all executive committee meetings.
___3. Call meetings of the executive committee when he/she believes it is necessary.
___4. Explain University policy when suitable to the discussion.
___5. Explain University policy to the executive officers and depend upon them to carry them out through their leadership.
___6. Explain University policy to the entire membership.
___7. Reserve an appointment with the officers before each meeting.
___8. Help the officers prepare the agenda before each meeting.
___9. Speak up during discussion when he/she has relevant information.
__10. Speak up during discussion when he/she believes the group is likely to make a poor decision.
___11. Remain quiet during general meetings unless called upon.
___12. Exert his/her influence with officers between meetings.
___13. Take an active part in formulating the goals of the group.
___14. Initiate ideas for discussion when he/she believes they will help the group.
___15. Be one of the group except for voting and holding office.
___16. Attend all group activities.
___17. Require the officers to clear all expenses with him/her before the group makes financial commitments.
___18. Request to see the treasurer's books at the end of the semester.

___19. Check the minutes before typing.
___20. Check all official correspondence before mailing.
___21. Get a copy of all official correspondence.
___22. Be custodian of all group paraphernalia and records during breaks.
___23. Keep the official files in his/her office.
___24. Inform the group of infractions of their by-laws and rules.
___25. Keep the group aware of its stated goals when planning events.
___26. Veto a decision when it violates a stated objective, by-law, or UMD policy.
___27. Mediate interpersonal conflicts that arise.
___28. Plan leadership skills workshops.
___29. Announce any leadership skills workshops and conferences and strongly encourage members and officers to attend.
___30. State advisor's responsibilities during the first meeting of the board.
___31. Let the group work out its problems, including making mistakes and "doing it the hard way".
___32. Insist on an evaluation of each activity by those students responsible for planning it.
___33. Take the initiative in creating teamwork and cooperation among the group.
___34. Let the group thrive or decline on its own merits.
___35. Represent the group in any conflicts with members of the UMD staff.
___36. Remain familiar with UMD facilities, services, and procedures that affect group activities.
___37. Recommend programs, speakers, and campus activities.
___38. Take an active part in the orderly transition of responsibilities between old and new board members.
___39. Approve all candidates for office.
___40. Cancel any activities when he/she believes they have been inadequately planned.

Please add any other ideas you have on the advisor's role:

Adapted from: Organization *& Advisor Manual*. California State Polytechnic University, San Luis Obispo.)

FREQUENTLY ASKED QUESTIONS

1. What precedence has been set regarding a student organization event receiving an alcohol-related violation?

In the event of a student organization event receiving an alcohol-related violation, UMD has mandated members of that organization or team must attend an alcohol education class prior to consideration of any future activities.

2. Can the officers and advisor of an organization be named in a lawsuit if something goes wrong at a student organization event?

Yes, officers as well as the advisor can be sued in a lawsuit when something happens at a student organization event such as breach of contract, property damage, injury, or loss of life. The lawsuit will be stronger if student organization funds were used for such things as buying alcohol for a party.

3. How do I set up a fund-raiser?

The first step in setting up a fund-raiser is to reserve table space for your day(s) with Laura Young in the Student Activities Office. Laura will also give you a fund-raiser request form. She will then either approve or deny your fund-raiser request. The main reason requests are denied is that another organization has already booked the same type of fund-raiser for that day. You may resubmit your fund-raiser for another day that is open on the Laura's master calendar of fund-raisers. Your organization must also meet with the Catering Office staff if food is involved for your fund-raiser.

After your fund-raiser is approved, you must complete a cashbox request form and return it to Laura Young. On the day of your event, pick up your cashbox at the Kirby Information Desk. Return the cashbox, with all of the money intact, to the Kirby Information Desk once your event is completed. Please pick up this money within three days of your event. Each group is allowed six fundraisers per year and no more than three per semester.

4. What is the regulation of selling merchandise with logos and how can I obtain the official bulldog logo?

Anything that is sold with a logo (i.e. T-shirts, mugs, ice scrapers, etc.) must be approved by Student Activities Staff. A sample of the logo must accompany your fund-raiser request form. To obtain an official version of the UMD Bulldog logo you contact John Brostrom (7175).

5. **How can we receive additional leadership training?**

The Kirby Leadership Institute at UMD offers a variety of leadership seminars, workshops, symposia, and community learning partnerships designed to help students develop strategies and skills for success. A certificate in leadership, called the UMD Leadership Certificate, can be earned by interested undergraduates. Three new academic courses are being developed, and will shortly be offered through the College of Liberal Arts for academic credit. The workshops are open to all students, staff and faculty at UMD.

The leadership process begins by strengthening the leadership skills of the individual. We offer opportunities for students to learn the basic, fundamental skills that support successful personal relationships, contribute to campus organization leadership, and participation as citizens in the community and beyond.

6. **Do we have to re-register our organization every year with the Office of Student Activities?**

Yes, each organization has to re-register every year. All four officers of record must attend one of the scheduled one-hour registration meetings. Though the four officers may attend different registration meetings, the organization is not considered registered until all four have attended a session and provided a signature on the registration document.

7. **How can we get more involved with events such as the Student Activities Fair, Homecoming, and OutCold?**

Contact the Student Activities Office. Also, announcements for meeting times and places will be placed in the organization's mailbox and sent out via the President's Council alias.

8. **What happens if our group is carrying outstanding bills from last year?**

Your group is financially obligated for all debts incurred by your organization for past years' services and merchandise. Your officers will be notified of the overdue bills. The staff of the Office of Student Activities (7169) will be happy to help your organization work out a payment plan to your creditors.

9. **Can we seek out and advertise co-sponsorship of an event with an establishment or enterprise, which manufactures or sells alcohol?**

Registered student organizations and University students may not associate the name, logo, or any identifying symbol of the University of Minnesota Duluth with any enterprise or establishment engaged in the manufacture or sale of alcoholic beverages. This includes advertisements, announcements, meeting notices, or any other public media.

10. What do we need to leave for next year's officers?

- *The Officer's Handbook*
- Organization registration procedures
- The organization's current constitution
- Records of last year's activities
- Last year's goals and objectives
- A list of resource people
- Recommendations for next year

11. What should I do if the officers do not fulfill their responsibilities?

Please notify the Office of Student Activities at 726-7169 if you are having trouble with your officers. We will work with you to solve any problems that arise.

12. Can a student organization receive a University of Minnesota proof of insurance form if they are holding a fund-raiser off-campus?

No. A student organization will never be issued a University of Minnesota proof of insurance form. Student organizations are considered independent and autonomous from the University.

13. Can I show video tapes from the local video stores at my table in Kirby or as a fund-raising event?

No, you may not show local video stores' tapes in Kirby Student Center or as a fund-raising event. These titles are licensed to film distribution companies and they will sue your group should they find out about your event. There are lists of public domain films/videos at the public library and at the UMD library. These films/videos may be shown without a charge to your organization because the ownership license has expired. If you want to show a current film/video, please talk to one of the Student Activities Staff. They will assist you with the lawful rental of the title you are interested in showing.

14. Do I need to obtain a liability insurance policy if I am sponsoring an event at UMD?

As long as your event is held in either Kirby Student Center or the Recreational Sports facility your group does not need to purchase a liability insurance policy. If your event is held outside of Kirby or the Recreational Sports facility you will need to purchase a policy. Policies can be obtained through Kirby Student Center. Please talk to one of the Student Activities Staff it you need to obtain a policy.

15. How can we receive additional funds from the Student Association Loans (S.A.) and Grants Committee?

Each semester, the S.A. Loans and Grants committee gives monetary awards to registered student organizations that wish to participate in and/or organize programs and activities that promote the growth and development of their group and the UMD community. Announcements for the loans and grants application period will be put in your student organization mailboxes and announced over the President Council's alias. Your organization must sign up for an appointment at the time your application is turned in.

16. What is the university's policy on hazing?

Hazing is a fundamental violation of human dignity. Hazing is committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person is order for the student to be initiated into or affiliated with a student organization. (Minnesota Statute 127.46). Hazing is not be tolerated at the University.

17. As an advisor, should I have something in my personal file that states that advising the student group is part of my work duties?

Yes. The Office of Risk Management and Liability has recommended that all advisors have their department heads write a letter stating that student organization advisement is part of the work duties. This letter should be placed in the advisor's personnel file. This will allow the University's legal counsel to represent the advisor should the advisor be sued.

18. Can student organizations use the University’s tax exempt number?

No, student organizations may not use the University’s tax exempt number. The group may apply for a tax exemption number by filling out exemption forms with the IRS.

KIRBY STUDENT CENTER STAFF

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Building Manager: Nate Langemo
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Kirby Information Desk
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Kirby Games Room
726-7163, KSC 134B

Late Night Kirby
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