

# **CCAD STUDENT ORGANIZATION HANDBOOK**

**2017-18**

**OFFICE OF STUDENT ENGAGEMENT & INCLUSION | COLUMBUS COLLEGE OF ART & DESIGN**

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## Introduction

Congratulations! If you are reading this, you are officially the leader of a student organization here at Columbus College of Art & Design. It is a unique and rewarding privilege to serve in a leadership role. You are making an impact on the college by making a mark, helping to educate and orient new students and helping each other make connections that can lead to life-long friendships. Leading a student organization is a big commitment; one that you will find will be a rewarding and important learning experience and memory of your time here at CCAD. You are a vital part of what makes CCAD so successful. I want to make sure that you have the information you need at your fingertips as you lead your student organization. In this handbook you will find information about event planning, to useful contacts of staff across the college, and pertinent forms and policies that your student organization should abide by and utilize to the fullest. You will also find information pertaining to faculty advisers, organization recognition, funding rules, and other important information.

The purpose of this guide is to help students manage their student organizations or collectives as efficiently as possible. Accordingly, please take advantage of the information in this guide. Students should always check this handbook first with questions about something before they reach out to an advisor or staff member at CCAD. Once a student organization feels as though they have completed an adequate search of the guide, then they should reach out to their faculty advisor(s) or to me! Please refer to the CCAD Student Handbook if you would like more general information about student activities and organizations. Thanks for your engagement!!

Sincerely

Maria D'Apolito, Director of Student Engagement

## Mission Statement:

All student organizations, collectives, or other should be maintaining a respectable reputation across the college, and the local Columbus community. Therefore, as part of the mission of each organization the mission statement of the college should be kept in mind.

THINK. DO. THRIVE

In order to maintain the mission of the college, students should keep in mind that student organizations are an extension of their education. Student organizations provide students with the opportunity to think, do, reflect, and unleash their power beyond the classroom setting and apply their skills to practical situations like event planning and organization management.

## Student Affairs Division Staff Directory

| Name                     | Title   | E-mail             |
|--------------------------|---|--------------------|
| <b>Chris Mundell</b>     | Vice President of Student Affairs and<br>Dean of Students | cmundell@ccad.edu  |
| <b>Maria D'Apolito</b>   | Director of Student Engagement                            | mdapolito@ccad.edu |
| <b>Taylor Watkins</b>    | Assistant Director of Student<br>Engagement & Inclusion   | twatkins@ccad.edu  |
| <b>Erin Vlach</b>        | Director of Counseling and Wellness<br>Center             | evlach@ccad.edu    |
| <b>Lisa Hayes</b>        | Counselor   | lhayes@ccad.edu    |
| <b>Wallace Tanksley</b>  | Director of Campus Security                               | wtanksley@ccad.edu |
| <b>Tiffany Sperring</b>  | Director of Career Services                               | tsperring@ccad.edu |
| <b>Jordan Bell</b>       | Assistant Director of Career Services                     | jbelle@ccad.edu    |
| <b>Athena Sanders</b>    | Assistant Dean of Students for Support<br>Services        | asanders@ccad.edu  |
| <b>Susy Adams</b>        | Students Affairs Office Manager &<br>Learning Specialists | sadams@ccad.edu    |
| <b>Mallorie Klemm</b>    | Learning Support Coordinator                              | mklemm@ccad.edu    |
| <b>Lydia Rall</b>        | Senior Academic Advisor                                   | lrall@ccad.edu     |
| <b>Kasey Daniel</b>      | Academic Advisor  | kdaniel@ccad.edu   |
| <b>Allyson Hays</b>      | Academic Advisor  | ahays@ccad.edu     |
| <b>Mickey Hart</b>       | Director of Residential Life                              | mhart@ccad.edu     |
| <b>Jennifer Bermudez</b> | Residential Community Coordinator                         | jbermudez@ccad.edu |

### Other Important Contacts:

|              |   |                   |
|--------------|---|-------------------|
| Security     | Main Office/Emergencies                                 | 614-222-6165      |
| Facilities   | Room reservations, set-ups,<br>cleaning                 | 614-222-3246      |
| IT Help Desk | Classroom computer help                                 | 614-222-6174      |
| Copy room    | Copies using your budget<br>(get permission from Maria) | copyroom@ccad.edu |
| Supply Store | Large roll prints, paper for<br>print lab               | 614-222-3253      |

## Organization Recognition and Policies:

### A) *New Student Organization Recognition:*

New student organizations should be equipped with an executive board consisting of at least a President, Vice President, Secretary, and Treasurer, and a faculty advisor(s). Please see *Appendix One* to view the New Student Organization Recognition Form that must be submitted for review by the Director of Student Engagement. New student organizations must also come equipped with a Mission/Purpose statement that details the goals and mission of the organization. Once this is submitted, and reviewed by the Director of Student Engagement, your organization may begin to operate an official student organization of the college, thereby which, may or may not begin to submit requests for budgets, and other needs of the student organizations.

### B) *Social Impact Promise:*

Student organizations are highly encouraged to think beyond the CCAD community. Accordingly, a student organization should show a level of engagement with the local community at some point during the school year. This can be in the form of an even off-campus, an event that is open to the public, community service, etc. Please speak with your advisor about ways in which a student organization can complete the Social Impact Promise.<sup>1</sup>

### C) *Membership:*

The strongest student organizations are those that encourage, and embrace the most diversity possible, whether it be visible or invisible diversity. Therefore, student organizations are not allowed, under any circumstance, to discriminate against any student for admittance into their student organization. All students are allowed to join any student organization regardless of any race, color, religion, national and ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, or age.

### D) *Student Code of Conduct:*

From the Student Handbook:

*CCAD expects students to conduct themselves in a manner consistent with the high ideals and standards that the college has set for its community and its students. Students who violate college policies, cause harm to others, commit criminal acts, or engage in disruptive behavior on or off campus premises may be subject to disciplinary sanctions by the institution.*

To view the Student Code of Conduct in its entirety, please refer to the Student Handbook. Should a student that is member of an organization feel uncomfortable, or that their safety is at risk, they may contact the Director of Student Engagement to voice their concern. The institution reserves the right to ban a student(s) from an organization should they violate the Student Code of Conduct.

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<sup>1</sup> *Adapted from the Rhode Island School of Design Center for Student Involvement, Club Policies + Event Planning, 2015.*  
[http://csi.risd.edu/Club\\_Policies](http://csi.risd.edu/Club_Policies)

## Faculty Advisor(s):

The mission and goals of the faculty advisor(s) for student organizations is provided a lending hand in operating a student organization. The students and the faculty advisor(s) are responsible for creating a rapport that best suits the needs of the students and the student organization. They are to be a liaison for students between faculty, staff, and other administrators across the institution.

## Student Government Association:

The SGA is responsible for maintaining a relationship with students, student organizations, and other entities on campus that involve students. All student organizations are expected to file a budget to the SGA on an annual basis. Should a concern ever arise, student organizations are responsible for voicing the concern to the student government.

## Organization Documents:

### *A) Constitution*

All student organizations are required to maintain a mission and/or purpose statement that is part of their New Student Organization Recognition Form. Furthermore, for the purposes of maintaining order, establishing roles and responsibilities, and voting procedures, student organizations are highly encouraged to create a constitution or bylaws that provide a foundation for the organization to operate on. Please see *Appendix Two* for a sample constitution that may be used as a guide to create an individualized student organization constitution.

### *B) Roles and Responsibilities of Executive Members<sup>2</sup>*

Please note that not every student organization requires all of the listed positions, but they should they require the position that these points provide some guideline as to the role and the responsibilities of a student leader. Furthermore, that all executive members are expected to work as team, and that one position is not more important than another executive position.

#### *i. President:*

1. Conduct all official business meetings
2. Distribute and process the communications between members
3. Assist in expediting the general business of the organization
4. Appoint members to committees
5. Delegate activities, tasks, and other responsibilities to the executive board
6. Responsible for keeping faculty, staff, and administrators aware of the proceedings of the student organization
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism

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<sup>2</sup> Adapted from *The Outlook Executive Manual* and Brian Allen, 2015.

ii. **Vice President:**

1. Preside over meetings in the absence of the President
2. Assist the President in delegating tasks
3. In charge of amending the constitution and bylaws
4. Provide assistance in completing all Guest Artist Contracts, Appearance Contracts, Tax Forms for the organization, and seeing that they are processed properly through CCAD in a timely manner
5. Be in constant communication with the President
6. Take into account all voices, whether in the general body or executive board
7. Encourage and allow for constructive criticism
8. Aid in creative ideas for meetings, advertising, etc.

iii. **Secretary:**

1. Official Record Keeper of the organization
2. Official Record Keeper of organization's committees
3. In the case of the absence of both the President, and Vice President the Secretary will preside over the executive or general body meeting
4. Record meeting minutes and send out pertinent information via email to the members of the organization
  - a. Keep records of what was done, or assigned – not what was said
5. Send weekly to general body at least 24 hours in advance of the weekly meeting
6. Oversee the organization email, and respond to correspondences
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism
9. Aid in creative ideas for meetings

iv. **Treasurer:**

1. The organization's banker
2. Provide a Bi-Annual Report for the organizations funds at the first official executive meeting of each semester during the academic year
3. Provide a regular treasurers report with weekly, monthly, and yearly spending and earnings
4. Oversee the budgeting process during the academic year, and ensure that the budget is complete and filled out correctly
5. Provide assistance in completing all Guest Artist Contracts, Appearance Contracts, Tax Forms for the organization, and seeing that they are processed properly through CCAD in a timely manner
6. In charge of gathering supplies for meetings
  - a. Food, drinks, crafts, etc.
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism

v. **Public Relations Director:**

1. Oversee all Social Media Accounts
  - a. Facebook, Twitter, Instagram

- b. Must post on a regular basis
2. Provide assistance with organization email, if needed
3. In charge of student organization webpage, if available
4. Coordinate and organize events, speakers, and collaborations
5. Responsible for reserving event spaces, completing Work Order forms for events, and gathering Tech/AV accommodations
6. Be in constant communication with Secretary about upcoming events
7. In charge of advertising events, and other important information to the CCAD community
8. Take into account all voices, whether in the general body or executive board
9. Encourage and allow for constructive criticism

### **Managing a Student Organization:**

#### *A) General Body Meetings and Agendas*

Student organizations are encouraged to have regular general body meetings where attendance is taken. The President of the organization is responsible for conceptualizing the general body meeting agenda with the input of the executive board and other members. The Secretary of the organization is responsible for outlining the meeting agenda, and sending it out to the members of the organization. General body meetings should remain consistent throughout the semester and academic year. The frequency in which student organizations meets is at the discretion and need of the organization, however, it should remain consistent.

#### *B) Retention and Recruitment*

Retaining students in your student organization is one of the most difficult parts about managing a student organization. That is why it is important to be mindful, and plan ahead. The best student organizations have a plan for the semester on where they want to take their student organization. General body meeting outlines should be in place fairly early in the semester to ensure there is something to look forward to at the next meeting. If you give students a reason to come back and spend time with your organization they will, but if you don't really know what you will be doing for your next meeting then students will begin to feel it is a waste of their time.

Another great trick for recruitment and retention is giving students something to do. For example, a student organization has a major event coming up at the end of the semester, but is in the planning phase of the event. Here is where you can get the general body involved, and keep them coming. The trick is to organize sub-committees that oversee different aspects of the event. Sub committees could be for anything from PR and Advertising to A/V and Technical Work. To make the most out of a student sub-committee, make sure the sub-committee is headed by an executive member of the student organization, as they will have the most knowledge about the event. For students to come back week after week, they have to feel that they have purpose, and are working towards a greater good.



### C) Student Organization Best Practices

#### 1. Invite people to the conversation

- a. It is far too easy to create an Us vs. Them dynamic in student organizations between the Executive Board and the general body of the organization. It is in the best interest of the student organization to take into account the wants and needs of the general body, as they are the audience that you are serving. It is never an Us vs. Them dynamic in a student organization, but a collaborative effort to achieve a common goal.

#### 2. Be Prepared and Organized

- a. Students are keen on recognizing when things are not prepared or organized. It is best to have a plan, and be ready with that plan for general body meetings or events so that in the case of the plan not being implemented the way that the executive board envisioned it, at least they will have some sort of structure to be flexible with, instead of no structure at all. All general body meetings should have a meeting agenda that outlines the business for that particular meeting. An example of a general body meeting agenda, and an executive meeting agenda can be found in *Appendix Three*.

#### 3. Take Attendance

- a. Seeing who is showing up to your meetings, and who is not is such important for your organization's livelihood. When you take attendance ask students for their first and last name, and email on a sign-up sheet that why you can send them reminders of when your events will take place, and where they will take place. If you are getting the same five or ten people a week, ask your general body to think outside the box to try and reach more students.

#### 4. Provide incentives

- a. The easiest way to get students to keep coming to your meetings is to give them a reason to. Perhaps one week you challenge students who attended the meeting to come to the next meeting with a friend, and if 90% or everyone comes with a friend there will be a Pizza Party or something similar. An example like this not only keeps students coming back, but also brings more students to the student organization.

#### 5. Be Creative!

- a. Not every general body meeting should be boring and business based. Some of the best meetings are those in which students just come to together and share a common interest, invite a faculty member or alumni for an artist talk or demo, or just hang out.

#### 6. COLLABORATE.

- a. Another best practicing student organization is one that collaborates with other student organizations, departments, or faculty members across the university. Not only will attendance be higher at collaborative meetings, student organizations also have the opportunity to find common interests with people they might not see on a regular basis. Plus collaborating means more resources, and more funding. Be mindful of this during the budgeting season. A collaborative event is much more successful than an event with just one student organization.

#### *D) Succession Plans*

One of the keys to a successful student organization is longevity. Student leaders should be educating younger members of the student organization about managing the student organization. Identifying those underclassmen in the organization that are interested to take on the leadership is KEY to keeping your student org a thriving success. So many student organizations have come and gone because one or two people were solely running the org and when they graduated, no one was willing or able to take over the leadership. Spreading the responsibilities and involving younger students is vital.

Student organizations are encouraged to create a First-Year Student Representative Board (or executive board position). The purpose of this board/position is to allow younger students to learn about being an executive member of an organization, and what it takes to manage a student organization. The board should be tasked with special projects that help move the organization forward, and also help alleviate some tasks from the official executive board. Student organizations are encouraged to have younger students go through an application process to determine who should be on the board/hold the position. The board/position should also have some of its own plans and initiatives it would like the student organization to take on.

Ultimately, the goal of a succession plan, whatever form it may take, is to ensure that the hard work that a student leader has dedicated does not go to waste due to lack of knowledge of leadership when and if a student leader decides to vacate their position.

### **Funding:**

#### *A) Creating and Managing a Budget*

Student organizations that require funding are responsible for creating and managing an annual budget. The budget must outline all of the expenditures the student organization expects to have throughout the academic year in order for the student organization to function properly. It is imperative that the student organization be extra cautious in requesting funds from the student engagement office. Student organizations are reminded to be creative and think of ways that are financially savvy options for expenditures rather than simply purchasing new items every year. Furthermore, student organizations should not think in a mindset of how much funding can they amass to use, but think more broadly by instead asking – how will the funds we request impact the student body for the upcoming year?

Student organizations that require a budget must also have a treasurer, as the role of the treasurer is to manage the budget requested on behalf of the student organization from the student engagement office. The treasurer should remain in consistent contact with the Director of Student Engagement in regards to the funds of the student organization.

To create a budget, consider the following items:

- What activities/events do we (the student organization) want to host for the year?
- How much funding will we need?
- Is the event/activity we are proposing a viable option?
- Have we thought about collaborating with another student organization to connect with more of campus?
- What is most important for the organization to function?

It is important to consider these questions and more when determining what funds should be requested in the budget. Student organizations can find the form to request a budget from the student Engagement office in *Appendix Four*. Student organizations should keep in mind that items at the top of budget request form will be received as most important to the functioning of the student organization, and will become less imperative as the list descends.

#### *B) Budget Guidelines and Funding Rules*

1. The Student Engagement Office will only fund student organizations that have been formally recognized by the institution, and whom have gone through the recognition process.
2. Brand new student organizations are offered “seed money” for the first semester. This money is intended to help you get the organization off the ground and thriving. Once the organization has been a successful and regularly meeting org for 1 semester, you may apply for additional funding.
3. Student organizations must remain in contact with the Student Government Association, and the Office of Student Engagement about major changes, or updates to events, or officer position changes.
4. Only budget requests in the proper format will be reviewed.
5. Student organizations must seek approval from their respective faculty advisor(s) prior to submission to the Student Engagement Office.
6. Definite plans are required. Student organizations should show thoughtful and intelligent research about items requested in the budgets. This includes including more than one price quote for an item, should that apply.
7. The Student Engagement Office encourages collaboration between student organizations.
8. The Student Engagement Office will not fund personal gifts, or charitable donations.
9. All organization transactions and expenditures must be maintained in an Excel Spreadsheet. Copies of all receipts must be kept.
10. Food will be funded by the Office of Student Engagement under the utmost scrutiny, and will be funded sparingly. Students should not request food for every general body meeting for the academic year.
11. Ultimately, funding will be given to the student organization who demonstrates, through their requested budget, actual need that matches with the overall mission of the student organization, and that aligns with the mission of the college. Funding is left to the discretion of the Student Government Association, and the Office of Student Engagement.

#### *C) Additional Funds Request*

Should a student organization find itself in need of extra resources for an event, or find that the student organization has been burden by unforeseen expenditures, they reserve the right to present their case to the Student Government Association. In order to be considered to receive additional funding the student organization must show need to the SGA, and must schedule a meeting with the SGA during one of the regular business meetings. To schedule a meeting with the SGA, please contact the Student Body President with at least one week’s advance notice. Should the SGA’s meeting agenda allow for time to present a case, the student organization will be invited to present their case for requesting additional funds for an event or the student organization. After the case is presented the SGA will make the decision as to whether or not to provide additional resources for the student organization.

#### *D) Student Reimbursement:*

Any student wishing to seek reimbursement for their personal funds that they spent in order to carry out an event or activity may submit a Student Organization Reimbursement Form found in *Appendix Five*. Students seeking reimbursement will only receive reimbursement from the college if the amount requested is more \$10, and the proper forms have been turned into the Director of Student Engagement with 48 hours after the duration of the event, and/or purchased items. Please do not wait to turn in receipts until the end of the semester. Students are encouraged to purchase all the items need for the event at one time, by one person for ease of reimbursement.

#### *E) Guest Artist Policies and Procedures*

##### *i. W-9 Form*

For any Guest Artist to receive an honorarium for presenting at the college, they must also fill out the W-9 Tax Form. Please See *Appendix Six* for this form.

##### *ii. Guest Artist Accommodations*

CCAD is not responsible for the housing, or lodging of guest artists. Student organizations may request lodging in their annual budgets, however, students are reminded to review the guest artist's contract before requesting funding for lodging because the guest artist may include a lodging fee as part of their honorarium.

CCAD is solely responsible any technical, and Audio Visual technology that they can provide readily within the institution. They are not responsible for accommodating to guest artists needs that exceed the resources of the college.

Student organizations are reminded to treat their guests with the utmost respect, and are expected to remain ambassadors of the university at all times.

#### *F) Student Conferences*

Student Organizations may request in their annual budget resources to attend a conference(s) throughout the academic year. The office of Student Engagement does not fund fully student conference fees. For example, a student organization may request lodging and travel for a conference, and may be approved for that in their annual budget; however, the students would personally be responsible for providing funds to cover the conference entrance fee, etc. If a student organization is interested in attending a conference, they are expected to communicate this with the Director of Student Engagement to ensure the request for funds process is as seamless as possible. Student organizations are responsible with supplying the Director with pertinent information regarding the conference, such as fees, transportation, lodging, etc. The Office of Student Engagement reserves the right to deny funding for attendance to a student conference.

## Transportation:

### *A) Off-Campus Travel*

Throughout the academic year, student organizations may be required to travel off-campus for an event. If a student organization is in need of a university owned vehicle, they must speak with their Faculty Advisor(s) to ensure that the proper documentation is submitted to the college prior to the students leaving campus. Additional forms like the Emergency Contact form, Student Medical Form, etc. may also need to be filled out for the purposes of the off-campus event. Student organizations are responsible for collecting all of the necessary documents to travel off-campus.

## Events and Programming:

Events and programs are one of the most useful tools that a student organization has access to. Any event or program is a unique opportunity to bring students together for a purpose that they would not otherwise come together for on a regular basis. Consequently, the importance of creating a successful event or program is crucial for the student success of the student organization.

### *A) Planning 101*

Executing a phenomenal event does not come without a series of integral planning steps. Thoughtful and well-developed plans usually equate to an overall successful and fun event for both the student organization and the audience they are catering their event towards. With that in mind, here are couple of keys to planning a successful event:

- **Identify the type of program you want**
  - Think about the audience of students you are trying to reach. What would they like to see? What would they not like to see at their event? How big do you want the program to be? Where would be the best place to have it?
- **Organize and refine your program idea into manageable and workable tasks**
- **Review the budget for the event, and create a plan to make sure that you are staying in budget.**
- **Create a planning timeline**
  - This should detail when certain tasks will be executed leading up to the event, and who should be working on completing them
- **Reserve Spaces on campus or elsewhere in advance**
  - It is best to reserve spaces sooner rather than later, especially if you have a date that is negotiated by another party that does not have the ability to change. Student organizations will want to ensure spaces, or venues are available and able to cater to their exact programming dates and times.
- **Work with the Guest Artist or other collaborators through the entire process.**
  - Successful event planning has a lot to do with communication. All parties involved in the event should be in the loop at all times. No exceptions. Communication is key to make sure that there is not a break down in planning or executing the event.

Students working to create a successful event are highly encouraged to take the above steps seriously, and think through all of the aspects of an event. The best event planners are those that think about an event or program holistically, but also pay attention to the details involved to create a successful event. Student organizations are encouraged to create inclusive

programming, that is, programs for all, regardless of disability, gender, sexual orientation, age, race, or another other distinguishing identity factor.

### *B) Event Space Requests*

Should a student organization need to reserve a space on campus for an event, the following procedures are in place to reserve a space. First, email Heather at [hbray@ccad.edu](mailto:hbray@ccad.edu) with date, time, length, location and set-up needed. You will then be asked to fill out one or more of the following forms:

1. Complete a Facilities Reservation Form
2. Complete an Audio/Visual Equipment Checklist
3. Complete a Facilities Layout Form

This information will be forwarded to the Facilities Coordinator. These forms need to be turned into Facilities at least 10 days in advance. The Facilities Coordinator is responsible for the setting up of chairs, tables, and will forward the forms to IT for your A/V needs. However, it is recommended that you also contact IT to ensure the A/V and technical needs are met for your event. If you are trouble accessing the forms, please contact your Faculty Advisor. Please note a fee may occur for the use of spaces, equipment and A/V equipment.

### *C) Events with Alcohol*

The following has been accessed from the Student Handbook:

*CCAD prohibits the unlawful use, possession, distribution or sale of ... alcohol by students on or off the premises. No alcohol is permitted at student events such as student exhibitions ... Students may not be under the influence of alcohol or illegal substances while on college property. Additionally, students may not be in them immediate vicinity of alcohol or other drugs when such substances are knowingly being used in a prohibited manner.*

Student organizations are not permitted to have alcohol at events nor may you use your budget to purchase alcohol. Student organizations should strive to maintain the utmost professional standard of student, and should represent the college at times in a positive manner.

### *D) Campus Security*

Campus Security is committed to ensuring the safety of all students, at all times. As a curtesy to the office of Campus Security, known events or programs should be reported to them should the event require attendance beyond the general body of the student organization. The office of Campus Security reserves the right to end an event should it feel necessary to do so. To contact the Campus Security office please call 614.222.6165.

### *E) Advertising*

Student organizations are encouraged to get creative with advertising their event or program to the CCAD community and beyond. Advertising is crucial for letting students,

faculty, and local communities aware of events that are happening on campus. Don't miss out on the opportunity to advertise your event well, make sure that you are planning ahead to ensure advertising is creative and correct.

- a. E-mail: Creating a Gmail account for your group is smart (like [ccadstudentgov@gmail.com](mailto:ccadstudentgov@gmail.com)), this can be passed down from year to year and you don't lose communication with members and the Student Engagement office when someone graduates and takes all that information with them. Keeping important documents, posters, agendas, etc on a Google Drive is also very smart for archiving the activity of the group. TIP! Create a document that all Exec Board members have of all the passwords for any email and social media accounts and save it on the Google Drive- many groups have lost accounts because no one could remember the password!!
  - b. Posters: Here at CCAD posters are the thing. 11 x 17 posters may be hung in approved places (see Appendix 6) prior to your event or meeting open to the whole campus. If hanging on any approved wall, please use blue painters tape ONLY.
  - c. Facebook pages: Any CCAD student organization FB page/group need to be private, as per a new rule from Marketing & Communications. Please assign a person in your group to monitor the requests to join the group and approve as appropriate. Tip: Watch out for spammers. If the person doesn't go here or works for a company or doesn't have any English on their page, don't approve!
  - d. Other Social Media: Instagram and Snapchat are great but again, be sure to keep track of passwords and be active! No one follows a boring IG.
- F) Use of MYCCAD
- a. Please utilize the intranet, <https://my.ccad.edu> to advertise events that are open to the public or to recruit new members to your organization
  - b. Email the title, time, date, location and a description of your event, along with your organization name to [myccad@ccad.edu](mailto:myccad@ccad.edu) at least 10 days before your event and it will be placed on the calendar of events.

**A) Additional Contact List:**

| <b>Name:</b>       | <b>Department:</b>         | <b>Title:</b>                | <b>Email:</b>        |
|--------------------|----------------------------|------------------------------|----------------------|
| Jessica Boggs      | Academic Affairs           | Administrative Assistant     | jobbg@ccad.edu       |
| Anne Julian        | Admissions                 | Administrative Assistant     | Ajulian.1@ccad.edu   |
| Cheryl Kleva       | Business Office            | Accountant                   | ckleva@ccad.edu      |
| Lisa Steward       | Communications & Marketing | Social Media Specialist      | lsteward@ccad.edu    |
| Joseph Spybey      | Facilities                 | Director of Facilities       | Jspybey@ccad.edu     |
| Eileen Galvin      | Information Technology     | Help Desk Technician         | egalvin@ccad.edu     |
| Eileen Galvin      | Information Technology     | Tech Support Special         | egalvin@ccad.edu     |
| Cameron Williamson | Information Technology     | Audio Visual Technician      | cwilliamson@ccad.edu |
| Leslie Jankowski   | Library                    | Director of Library Services | ljankowski@ccad.edu  |
| Sheri Lucas        | President's Office         | Executive Assistant          | slucas@ccad.edu      |





## Appendix Two<sup>3</sup>:

### Columbus College of Art and Design Student Organization Model Constitution Revised 2016

This model outlines a sample constitution, and wording for all sections of a constitution. The constitution should be a document that provides a foundation for the student organization to operate on. Should you wish to make major changes to the constitution they should be approved the Student Government Association.

#### [Name of organization] Constitution

#### Article I-Name

The name of this organization shall be [name].

#### Article II-Purpose and/or Mission Statement

The purpose of this organization shall be: [state or list the purpose and goals of your organization]

#### Article III-Affiliation

*Section 1. This organization shall be affiliated with [insert name of national or regional organization] and shall abide by its constitution and bylaws in all cases where there is no conflict between their constitution and bylaws and this constitution and/or the rules, regulations or policies of Columbus College of Art and Design.*

Section 2. This organization shall abide by the constitution and bylaws of the Denison Campus Governance Association and the regulations and policies of Denison University.

\*Section 3. If it is suspected that this organization has violated its own constitution or the constitution and bylaws of DCGA, it will be subject to an audit and investigation by the DCGA Rules Committee.

#### Article IV-Membership

Section 1. Membership in this organization shall be open to any full-time or part-time student, faculty member, staff member or administrator of Columbus College of Art and Design. *(Can be further qualified: Who meets the following [State criteria])*

Section 2. No person shall be denied membership on the basis of any race, color, religion, national and ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, or age.

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<sup>3</sup> Information provided by, and adapted from "The Denison University Campus Organization Model Constitution, Revised 2010," Denison Campus Governance Association.

Section 3. Methods of membership revocation. *(Be clear when defining what constitutes grounds for removal.)*

## Article V-Executive Members

Section 1. Officers of the organization shall be as follows:

- A. President *(or equivalent)*
- B. Vice President *(or equivalent)*
- C. Treasurer *(or equivalent)*
- D. *(Any other officers you wish to include)*

Section 2. Officers of this organization shall be elected [**Designate approximate date**] by a majority vote, a quorum being present. Officers shall take office [**Specify length of time**] after being elected and hold office for a period of [**Specify term length**]

Section 3. Should it be found that an office is vacant, whether by removal or resignation, then [**describe process for replacing vacancies**].

Section 4. [**Clearly define grounds for impeachment, votes required, ect**]

Section 5. Should an office become vacant, then [**describe process for replacing vacancies**]

Section 6. Duties of officers.

A. The President shall:

- 1. *Conduct all official business meetings of this organization.*
- 2. *Process communication among the membership*

B. The Vice-President shall:

- 1. *Preside over meetings in the absence of the President.*

C. The Treasurer shall:

- 1. *Keep minutes and records of all official financial matters and dues.*
- 2. *Keep accurate records*
- 3. *\*Co-sign all checks with [either the president or vice president].*
- 4. *\*Serve as liaison to the DCGA Finance Committee*

## Article VI –Meetings

Section 1. A regularly scheduled general meeting shall be held at least [**specify an amount which is at least twice a semester**]. The officers may call additional meetings when the need arises.

Section 2. A quorum, 50% of regular members, shall be present in order for any official business to be conducted. Official business shall include election of officers and any other major decisions affecting the organization as a whole.

## Article VII –Advisor

Section 1. This organization shall have one advisor who shall be a Columbus College of Art and Design faculty member or professional staff member. If the position becomes vacant, then **[Describe method for choosing a new advisor]**

## Article VIII – Finances

Section 1. If the organization dissolves, any accumulated funds will be returned to the Office of Student Engagement.

## Article IX – Amendments

\*Section 1. All amendments to this constitution require notice of **[specify a period of time, at least 1 week]** prior to being discussed and voted upon.

Section 2. Amendments become effective only after a 2/3 vote by the organization, and a quorum being present.

Appendix Three<sup>4</sup>:

Official General Body Agenda

Date: Weekday, Month DD, Year

Time: 00:00 am/pm

**Attendance:**

**Old Business:**

1. Recap of Last General Body Meeting
2. Update on questions/information/action items from last meeting
3. Guests at meeting?

**New Business:**

1. Topic One
  - a. Details
  - b. Supplies needed
  - c. Instructions
2. Topic Two...

Action Items for Next Meeting

1. Task, person responsible, timeline etc

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Official Executive Board Meeting Agenda/Minutes

Date: Weekday, Month DD, Year

Time: 00:00 am/pm

**Attendance:**

**Old Business:**

1. Recap of Last Exec Board Meeting
2. Update on questions/information/action items from last meeting

**New Orders of Business:**

1. Main Topic Ex. *Big Boo*
  - a. This level is for general notes/tasks that still need to be done Ex. *Get Contracts*
    - i. This level is for who is assigned to it Ex: *Amanda*

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<sup>4</sup> Adapted from Brian Allen, "Minutes Template," Outlook.

Appendix Four:



Student Organization Reimbursement Form  
Please PRINT

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

CellPhone: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Date of purchase(s) \_\_\_\_\_

Location of purchase(s): \_\_\_\_\_

Amount (total if more than one receipt) \_\_\_\_\_

Description of item/service: \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor signature (if over \$100): \_\_\_\_\_

You MUST attach the original receipt(s) in order to be reimbursed. Please purchase personal items and student org items on different receipts. Each person being reimbursed must fill out a separate sheet. Please allow 7-10 business days for processing.