

Student Organization Handbook

What is a Student Organization?

Student organizations are groups of students that join together for the promotion of a cause or the pursuit of a goal. These groups are comprised of King's students; however, staff, faculty, community members or students from other colleges may be involved. Only full-time students enrolled at King's may hold offices within an organization.

Student Organizations provide opportunities for students to learn how to work together as a team to achieve shared objectives. Each group allows students to pursue goals or interests in connection with other students.

Official Organizations

The Dean of Students grants official recognition to organizations that fulfill the requirements for becoming a student organization at the recommendation of the Student Government.

Student organizations granted recognition may receive the following benefits:

- The use of on-campus space
- Opportunity to apply for grants from Student Government
- Ability to use the College name in conjunction with their organization
- E-mail address and web-site hosting
- Support services from Student Development
- Opportunity to apply for office or storage space
- Participation in the student activities fair at New Student Orientation
- Ability to use the Office of Advancement for receiving tax-deductible contributions

Recognition of New Organizations

The Student Government considers many factors before recommending the formation of a new Student Organization to the Dean of Students. Foremost in consideration is the desire for groups to be in line with the vision of The King's College and to be sustainable from year-to-year. Other considerations are:

1. Potential conflict with College policy
2. Amount of interest within the student body (six fulltime students)
3. Focus of the organization's vision, goals, and objectives.
4. The proposed organization should not duplicate an already existing organization

New Student Organization proposals must include the following components:

- Application
- Constitution
- Proposed Budget for year of operation
- Faculty Advisor Agreement
- Signed Hazing Statement

These forms may be downloaded from the www.tkc.edu (model constitution available for review). After students submit all parts of the proposal to the Student Government Secretary, s/he will schedule a review of the organization to be voted on by the Student

Government at the next official meeting of the Student Government. The President of the Student Government will then schedule an appointment with the Dean of Students to discuss the proposal. A decision concerning each proposal will be made within one week after meeting with the Dean of Students.

Re-registration

Student organizations must re-register each year in order to maintain their active status. The re-registration process must be completed between April 15 and October 1 each year. Student Organizations are not considered active until the re-registration process is complete. The following are the components of the annual re-registration process:

1. Completed Application
2. Updated constitution and by-laws. (A sample copy may be seen on at www.tkc.edu).
3. Detailed financial statement for the previous year
4. Proposed budget
5. Continued compliance with College policies
6. Faculty Advisor Agreement
7. Updated Hazing Statement

Hazing

Student Organizations and House Presidents are required to sign an agreement stating that they are aware of the laws concerning hazing and that they will review the following hazing policy with their members:

No student organization or house shall allow any action or situation which recklessly or intentionally endangers the mental or physical health of a student or that involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization or house. Any student found in violation of this policy will be subject to disciplinary action which may include suspension from the college. Any staff or faculty member violating this policy will be subject to disciplinary action as outlined in the staff and/or faculty handbook.

The above mentioned penalties for students, staff, and faculty will be in addition to any penalties under penal law or any other such law to which an individual may be subject. Student organizations or houses that are found to have authorized any type of activities described above will have their right to exist as a college approved organization or house revoked.

Students having knowledge of a hazing incident are honor bound to report the infraction to college authorities. Students having knowledge of a hazing incident that do not report it may be subject to college disciplinary action. This policy will be considered a part of the by-laws of each house and student organization. The President of each organization or house is required to review this policy with the membership annually.

Advisors

Every student organization is required to have a faculty or staff advisor. The advisor can play an important role in helping you to develop your organization and helping you to harness the resources available to you through the College. In light of this, it is important for you to select an advisor that shares your vision and can help you to achieve your

goals. Each year student organizations should determine what role they need their advisor to play and select an advisor accordingly. Student organizations may change their advisor at any time by submitting a new faculty advisor form and notifying the Student Government Secretary.

While the college has many excellent faculty and staff, your organization needs to find an advisor that meets the current needs of your organization. Developing a list of questions and then interviewing multiple candidates is an excellent way to find an advisor that is a great match. The following are questions that you may want to consider as you evaluate the needs of your organization and possible advisors:

- How much time do you expect the advisor to contribute?
- Do you expect the advisor to attend every meeting?
- What are the greatest needs of your organization?
- Who as an advisor could help with these needs?
- Who shares a passion with you for the mission of your organization?
- What skills will an advisor bring to your organization?

Student Organization Advisors perform two important roles. First the advisor helps an organization fulfill its mission and achieve its objectives for the year. Through coaching student leaders, the advisor can help a student organization clarify its vision, set goals for the semester, and accomplish those goals. The advisor will have an excellent opportunity to help students develop their effectiveness in leadership and management.

Second, the advisor can help to prevent problematic or undesirable situations that may arise by bringing these to the attention of the Dean of Students. These situations typically fall into one of several areas:

Financial: While advisors have no legal responsibility for debt incurred by a student organization, they are often the first to become aware of financial problems. Debt should always be a concern and should be brought to the attention of the Student Government President.

Ineffective: Student organizations that don't meet regularly or do anything may need to refocus or reorganize. Advisors can intervene in these situations.

The role the advisor plays within an organization will vary depending upon the nature and history of the organization. Student publications may require more time and review work than a newly forming organization. Organizations that have large financial undertakings and high visibility may take more time than groups that only meet periodically for discussion purposes. The advisor's role is to serve as an advisor. When a special crisis arises in the life of an organization, the advisor should consult with the Dean of Students to determine the best course of action.

Meetings and Events

Advertising

Organizations must register individual events through the [Event Registration Form](#) on the website. Registered events and meetings that are submitted by Friday morning for the week ahead will be advertised in the following places as preferred:

- Video Kiosk at Student Services
- Publicize Me (weekly email publication)
- Campus bulletin board
- Student Portal Events Calendar (if Academic in nature)
- “Current Events” on the website

Any posters should be submitted to Student Services so the Assistant to the Director of Student Life can approve the poster. The college will then place the poster on the designated bulletin board. Table tents may be placed on the tables in the café for a period of one week before the event. No posters or fliers may be taped, nailed, or attached to the doors, walls, or windows of the college.

Each organization or House is encouraged to develop an e-mail list by collecting the addresses of their members. This e-mail list should be used for informing members about meetings and news. In general the all student body e-mail list will only be used to communicate official college business or special events.

Reserving Rooms

Rooms may be reserved by indicating your desired location on the Event Registration Form. Rooms may be reserved by recognized student organizations and Houses for officially sponsored events. Student Development will respond to your Event Registration Form indicating which room is available for your event. Classes have top priority in scheduling.

Films

Students are asked to use discretion in their choice of music, film, and video that is shown or played on campus. Music and sound should not be played at a level that is disruptive to classes, events, or other students. Films having a rating of “R” require permission from a supervising faculty or staff member before being shown.

Movies are copyrighted materials. Therefore, student organizations should be aware of several important issues. The first issue is the use of a movie for “home-use” vs. a “public viewing.” Movies that are shown in a student’s dorm room are considered to be used for “home-use.” Movies shown on campus may fall under a public use classification if one or more of the following are true:

1. Admission fees are charged to view the movie
2. The entire college community is invited to attend the showing of a film

If either of these conditions is met, then the sponsoring organization is required to obtain public performance rights. Public performance rights may be obtained by:

- Renting the film from a distributor
- Owning a copy of a film with public viewing rights
- Obtaining written permission from the copyright holder

Several major production and distribution companies have given notice that arrangements to show their films publicly on university campuses can be made by calling Swank Motion pictures of St. Louis at 314-289-2102 (www.swank.com).

Invitations

Invitations to prominent individuals to speak on campus should be cleared by the Dean of Students. Hosting guest speakers whether on campus or in conjunction with the college requires the involvement of the college administration. The college has standard protocols that must be followed when hosting prominent individuals on campus. Involving the Dean of Students early in the process may help prevent miscommunication as you organize the event.

Contracts, Insurance, and Liability

Student Organization leaders are not able to obligate the college to pay for contracted services. Therefore, student leaders that sign a contract may find themselves liable for services or goods for which they are unable to pay. If a student organization needs the support of the college for a contract or lease, they should contact the Dean of Students a minimum of two weeks in advance of the date when such goods/services are needed to discuss this option.

Events sponsored by Student Organizations must be scheduled in advance through the completion of an Event Registration Form. If an activity or event is not approved in advance by the Dean of Students, the students organizing the event will be held responsible for liability issues.

Some special events may require a certificate of insurance. The Dean's Office will assist student organizations holding an approved event in obtaining the required certification from the college's insurer. The college does not provide insurance for students renting automobiles for college-related activities. Students are responsible to purchase their own auto rental insurance.

Finances

Each organization is responsible for its finances, records, and debt. The college will assist student organizations in this process, but ultimate responsibility lies with each organization to maintain control and accountability. A system of financial checks and balances has been set up by the college. This system is important to maintain because it provides protection and accountability for organization officers. In the case of unpaid debts, the officers of an organization will be held responsible.

Seminars

Each fall and spring Student Organization presidents and treasurers are required to attend a financial training seminar. These seminars cover important information related to financial polices, risk management, record keeping, and other legal issues. Organizations failing to attend these seminars will not be eligible for grants from Student Government.

Budgeting

Student Organization officers should take time to plan a budget at the start of each school year. The budget will serve as a guide for the financial expenditures of the organization. Projected income and expenditures should be written down in a formal document. Throughout the school year the budget should be tracked to reflect actual expenditures and income.

Audits

To emphasize the importance of strong financial controls, The King's College requires officially recognized student organizations to complete the following financial audit process at the end of each semester:

1. A summary and description of income with a receipt book documenting where the money came from
2. Descriptions and receipts for all expenses
3. Balance sheet
4. A year to date budget analysis showing actual expenditures/income verses budgeted amounts

Collecting Income

Cash receipts include all income received in the form of checks, cash, or credit card transactions. Student organizations should avoid using cash whenever possible. Cash transactions do not provide as high a level of accountability as do check and credit card transactions.

All revenue must be deposited in the organizations checking account and must be tallied in a cash receipts log. The receipt log must be reconciled with monthly bank statements and provided as part of the documentation for semester financial audits. A sample Cash Receipts Log may be printed from the forms section of the Web-site.

Student organizations are also encouraged to provide receipts for sales to customers (see below for tax-deductible gifts). Receipt books are available at the Student Services counter for organizational use. Any funds collected should be deposited in the Student Organization's checking account at least once a week.

At each regular meeting of the Student Organization, the treasurer is required to make a formal report on the state of the organization's finances. The President and treasurer must both approve the financial report and declare that it is accurate.

Ticket Sales

Any time tickets are sold for an event; they must have pre-printed consecutive numbers and have stub receipts. Tickets are like cash. Students selling tickets will be held responsible for the tickets in their possession. They must return either money for tickets sold or the unsold tickets. Ticket sales should be recorded in a [Cash Receipts Log Sheet](#).

Expenses

Recognized student organizations must submit [Check Request Forms](#) or [Expense Reimbursement forms](#) with receipts in order to receive payment. The Dean of Student's Office will review the request, and if approved, sign the check. Only the Dean of Student and Department Administrator may sign checks for Student Organizations. The amount of the check will be deducted from the Student Organization's account.

Organizations that receive a grant from Student Government should submit a debit memo signed by the Student Body Treasurer to the Dean of Student's Office. This amount will then be available to be reimbursed to the organization as they submit check request and reimbursement forms. The check request should be complete and have the signature of the Student Body Treasurer.

The college is required to obtain a 1099 Form from any vendor or individual that is paid an amount in excess of \$600. Organizations requesting payment be made to an individual or vendor must obtain a signed 1099 Form before any payment will be issued. The 1099 form can be downloaded at www.irs.gov/pub/irs-pdf/f1099msc.pdf

Petty Cash Funds

Student organizations are generally discouraged from maintaining petty cash funds. However, if the officers of an organization believe that maintaining a small amount of cash (under \$50) on hand is expedient, then clear procedures must be in place to account for any expenditure. A petty cash fund should be used only to pay for unexpected expenses or to reimburse members for small purchases. Petty cash funds should not be used as an operating fund. Petty cash money needs to be kept separate from all other funds. The following procedures should be followed and will help to ensure proper accountability:

1. The petty cash fund should never contain more than \$50. To obtain cash for this fund, the treasurer should write a check to "cash" and note that the money is to be used for "petty cash."
2. Petty cash money should be kept in a secure location to which only the treasurer has access. A separate ledger should be created to track expenditures and deposits to the petty cash fund.
3. A petty cash voucher should be used to disburse money from the petty cash fund. Anytime petty cash is requested, the person requesting the reimbursement fills out a petty cash voucher. Supporting documentation should be attached to this voucher. The treasurer reviews this form before giving out the cash. The person requesting the cash must also sign the form.
4. The petty cash fund should be replenished when it gets low. The treasurer should first reconcile the petty cash account. The Dean of Students office will review the completed petty cash reconciliation report before signing a new check to replenish petty cash.

Outgoing treasurers will be required to settle all accounts and make a complete reconciliation of the financial matters of the organization before being relieved of office. Outgoing treasurers are also asked to meet with the incoming treasurer to discuss the financial history of the organization, provide brief procedural training, and provide a current financial status report.

Fundraising

Tax Deductible Gifts

Student organizations are unable to accept tax-deductible contributions unless they are categorized as a 501(c) (3) organization. The King's College is registered with the IRS as a non-profit 501(c)(3) corporation. Thus, only the college can receive tax-deductible gifts for contributions. Student Organizations can work with the College to set-up a Student Organization Gift Account that can be used by the organization to receive donations. Organizations that want to open a Gift Account should arrange an appointment with the Dean of Students to discuss the process.

Fundraising projects must first be approved by the Dean of Students and the Office of Advancement at the college. Once a fundraising project is approved, the Office of Advancement will assign an advancement staff member to work with the organization in

raising money. Funds given in exchange for goods or services are not eligible for tax deductible receipts.

Students should use the following procedure to process gifts made to a Student Organization Gift Account:

1. Checks must be made payable to The King's College. The Student Organizations name should be clearly printed on the memo line.
2. Checks should be delivered to the Dean of Students office. The name and address of the donor should be listed on the check or contained within an accompanying letter.
3. Funds earned through sales, raffles, membership dues, advertising, etc. should not be deposited into the Student Organization gift account, but rather should be deposited into the organizations checking account.
4. Receipts will be sent to all donors acknowledging their gift to the college. This receipt will also serve as a tax receipt for use with the Internal Revenue Service. Student Organizations are encouraged to also send a personal thank-you note to each donor.

Money that is raised and deposited into a Student Organization Gift Account may only be accessed through a check request form. The form should indicate how the money is being used for the purpose for which it was raised.

Other Information

E-mail and Website

Recognized Student Organizations are eligible to apply for an e-mail address and web-space through The King's College. To request an e-mail address or web-space please contact the Director of Information Technology: JSamuelson@tkc.edu.

Mailbox

Each recognized Student Organization will receive an organization mailbox. Mail should be addressed to:

Organization Name
The King's College
350 Fifth Avenue, Lower Lobby
New York, NY 10118

Storage Space

Storage space at the college is extremely limited. However, the college will try to accommodate the storage needs of Student Organizations on an "as available" basis. To request space please contact the Dean of Students.