



STUDENT CLUB HANDBOOK

STUDENT AND CLUBS AND ORGANIZATIONS

FOR ACTIVE
CAMPUS CLUBS AND ORGANIZATIONS

Dear Student Organization Members:

Thank you for your interest in being involved on campus! Participating with student organizations can be both a rewarding and educational experience. Bowie State University welcomes and encourages the formation of student clubs, especially when they are well-matched with our mission, vision, and core values.

Student organizations at Bowie State University provide students with leadership opportunities, world-of-work experience, and a chance to enhance their interpersonal, organizational and decision-making skills. By becoming a recognized student organization at Bowie State University, you are meeting the social, cultural, recreational, educational, political and religious needs of our student body; thereby enriching the academic environment and cementing the educational experience.

The Office of Student Life serves as the primary resource for campus student organizations. OSL staff is available to assist you with general event planning, budget requests, publicity strategies, fundraising opportunities, space requests, and community service opportunities. Through-out the year, we facilitate workshops and offer trainings that will assist you with functioning as a recognized student organization at Bowie State University.

This handbook outlines the roles and responsibilities of student clubs and their advisors, policies and procedures established by the Office of Student Life, and techniques to enhance your effectiveness as a student organization.

Again, I thank you for your dedication to being an active part of this community and a vital part of the educational process. I look forward to partnering with you and your organization as we help BSU students Race towards Excellence and Find Strength and Take Pride. Good luck on a successful academic year!

Sincerely,

The Office of Student Life

Part One

Student Organization Requirements and Responsibilities

DEFINITION OF A STUDENT ORGANIZATION

A student organization is defined as any recognized group/organization at BSU which is directed and controlled by students and whose programs and activities are well-matched with the University's mission, vision, and core values. The relationship between the University and recognized student organizations generates neither a contractual-relationship between the University and the organization, nor a property right or expectancy in the organization of any sort. Duties performed and activities undertaken by recognized organizations are not those of the University.

Please note: The name, logo or symbol of your organization cannot duplicate that of an existing organization or University department.

MEMBERSHIP

All student organizations (with the exception of fraternities and sororities) shall be open to all BSU students regardless of race, creed, disability, sexual orientation, age and sex. All student organizations must adhere to the rules and procedures set forth in the organization's constitution, and the Student Government Association (SGA) constitution, including the non-discrimination requirements for membership. Active membership in recognized student organizations shall be limited to currently enrolled, full-time and part-time Bowie State University students. BSU faculty and staff are not eligible for membership nor can they hold an office in student organizations.

STUDENT ORGANIZATION RECOGNITION

Recognition is the process through which a student organization receives "active" status within the Office of Student Life and the University. Recognition is a privilege given to student organizations that successfully complete the registration process and comply with University guidelines at all times. Organizations apply to be recognized annually during the fall term and the Office of Student Life reviews all applications and determines recognition.

Each organization must have and maintain a minimum of four (4) currently enrolled BSU full-time students at all times, in order to be considered "active." Organizations that fall below the minimum of four (4) members will be considered "inactive" and will lose all programming and funding privileges.

Registration of student organizations shall not be construed as agreement, support or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to the conditions established herein.

No organization shall obtain or maintain recognition that discriminates on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status with respect to its membership, programming or operations.

Every student organization is bound to all rules of the University System of Maryland, Bowie State University, Bowie State University's Office of Public Safety, City of Bowie, Prince George's County, and the State of Maryland including, but not limited to, the Maryland State Penal Law, the Maryland State Vehicle and Traffic Law, the Alcohol Beverage Control Laws, and applicable Federal Laws.

TYPES OF RECOGNITION

Continuing: Continuing Recognition is granted to groups that successfully complete the annual registration process implemented by the Office of Student Life. Failure to do so will result in automatic denial of the respective organization to become a recognized student organization. Every student organization must submit the following to the Office of Student Life for review:

1. Organization Officer and Membership Form
2. Letter of Intent
3. Advisor Consent Form - Primary
4. Calendar of Events

In addition, student organizations must attend the mandatory Student Organization Summit, held the last Saturday in August. For specific dates and access to these forms, please visit the Office of Student Life's website at <https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>.

Probationary: Probationary status is placed upon a recognized student organization which has been involved in judicial violations and/or violations of University policies, procedures and guidelines. While placed in this status, privileges granted to the organization, may be partially or totally restricted or withheld for a specified period of time. The probation is placed and may be removed and registration granted only after review and approval from the Dean of Student Life.

SERVICES AVAILABLE TO RECOGNIZED STUDENT ORGANIZATIONS

Registered Organization List: The student organization list is a record of all the current registered student organizations. This list is updated periodically as changes in student organizations occur.

Student Organization Guides: The Office of Student Life provides valuable resources for student organizations and their advisors. We offer several handouts, brochures, and guides that contain detailed information regarding facilities scheduling, advertising policies, fundraising guidelines, community service projects, event planning, and vendor purchasing policies.

Mailboxes: SGA has a limited number of mailboxes available for active student organizations. The mailboxes are located in the Student Organizations room, which is on the third floor of the Student Center. Students are encouraged to check their boxes daily.

Publicity/Advertising: Recognized student organizations have the benefit of free publicity and advertising of their activities and events through University mediums. All flyers or other forms of advertisements/announcements must be approved by the Office of Student Life and stamped by the Student Center before it can be posted on campus.

Events Management: OSL staff members are available to assist and advise organizations and advisors on methods to manage, sponsor, advertise, sell tickets, and plan events.

Funding: Although limited, recognized student organizations may request financial assistance from the Student Government Association. Students may also fundraise with prior approval from the Office of Student Life. Only incorporated organizations may obtain off-campus bank accounts.

Publications: Free copies of various publications, booklets, brochures and magazines relating to student leadership, community service, career exploration, and organizational development are provided to recognized organizations.

REQUIREMENTS OF STUDENT ORGANIZATIONS

- Each organization is required to register with the Office of Student Life, Campus Activities Board and the Student Government Association. Details about the registration process can be found on the clubs and organization website page (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>).
- All organizations are members of the Legislative Branch of Student Government Association and are required to send a representative to each meeting. Organizations may be suspended by the Vice President of the Campus Activities Board for non-attendance and non-submission of monthly reports. The suspension can only be lifted by the Vice President of the Campus Activities Board.
- All organizations are required to complete a minimum of 6 programs.
- All organizations are required to complete 4 community service programs. These programs can count toward the 6 required programs.
- All organizations are required to actively participate in the following events:
 - Homecoming Coronation & Parade
 - Convocation
 - Club Elections
 - Community Service Projects
 - Constitutional Convention
 - Organizational Fairs
 - Any Designated Events specified by the Vice President of SGA and CAB

Failure to actively participate in the events listed above will result in suspension of the organization.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- Maintain active and up-to-date files with the Office of Student Life (e.g. membership list, constitution, advisor consent, calendar of events)
- Participate in mandatory activities and events sponsored by SGA and CAB, including, but not limited to, leadership workshops, retreats and Senate meetings
- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Assure that all promotion and advertisement of events involving the use of University property, or facilities shall identify the group sponsoring the event
- Accept responsibility for costs associated with hosting events (e.g. security, facilities, damaged property, and cleanup), or other contingencies related to the utilization of University-owned property and facilities
- Refrain from conducting activities or events, in which, the purpose or result is financial gain for

individual members or associates of the organization

- Abide by all state financial guidelines when receiving funds from the University
- Comply with University policies and regulations as defined in the BSU Student Code of Conduct, and the Office of Student Life Policies and Procedures Manual, as well as local, state, and national laws

Please Note: The University's policy on HAZING applies to all student groups and organizations. Hazing is defined as any action taken or situation created intentionally or recklessly, whether on or off University premises, which endangers the mental or physical health or safety of a student, or produce harassment or ridicule. The hazing policy can be found on the Office of Greek Life website (<https://www.bowiestate.edu/campus-life/office-of-student-life/greek-organizations/>).

Please Note: The Office of Student Life may suspend or revoke an organization's recognition at any time for violating any of these regulations. The Office of Student Life can also bring charges against organizations and/or its members through the judicial system for violations of the Student Code of Conduct. Sanctions for violations of the Student Code of Conduct may result in suspension or termination of an organizations' existence at the University.

Part Two

Student Organization Advisor's Roles and Responsibilities

Roles & Responsibilities of the Advisor

General Advising

- Effective advisors are those who render advice, offer counsel and serve as a resource person. Advisors should offer ideas and suggestions that students can consider. Advisors should realize that, on occasions, students might not accept his/her advice and should expect to be respectfully challenged; however, this should not be interpreted as an indication that his/her services are no longer desired.
- Advisors should attend workshops, meetings, and social events to become acquainted with members of the organization, its mission, and operations. These opportunities are designed to bring members of the group together.
- Advisors should provide input when organizations are planning events. They should point out the difficulties inherent in the plan, suggest other ideas, and ensure that the group is following University policies. Advisors should always seek clarification from appropriate members of the Office of Student Life when needed.
- Advisors should provide constructive criticism when it is deemed necessary; however, positive organizational accomplishments should be appropriately acknowledged as well.
- Advisors should be given an opportunity to make closing remarks at the end of meetings. These may include evaluative statements, commendations, inspirational statements, or just general comments.
- Advisors should refrain from becoming "one of the gang" and/or noticeably distant from the group.
- Advisors should not hesitate to contact the Office of Student Life to discuss organizational problems, changes in organizational membership, or any other concerns that may be of interest or importance to the University.

Attendance at Events

- **Advisors must approve all events hosted and facilitated by the student organization. Advisor's signature of approval must appear on ALL space requests, catering, and budget request documents** related to that prospective student organizations' requested activity.
- **Advisors are required to attend all approved student club activities** (i.e. social events, workshops, parties, retreats, information tables, community service). **For parties, retreats and some social**

events, advisors are expected to attend for the ENTIRE duration of the event.

- If an advisor cannot be present at an approved activity, he/she must submit the Event Substitute Chaperone form to the Office of Student Life. This form must be submitted at least two (2) University business days prior to the date of the approved activity.
- Failure of the advisor or substitute chaperone to attend for the duration of the event, could result in cancellation of that activity by authorized University personnel (i.e. Campus Safety, Dean of Student Life, and/or the Vice President of Student Affairs) and suspension of the student organization for the remainder of the academic year.
- One advisor is required to be present for the entire event duration; however, two to five advisors are suggested for large events (i.e. Parties).
- Advisors are expected to be present at the location of the event when the scheduled building/room is first opened. Before the start of the event, the advisor should familiarize themselves with any equipment being used.
- For events where security personnel have been secured, advisors should meet with members of the security team and discuss their duties. The number of security required at an event is pre-determined by the Director of Public Safety and/or designee.

Withdrawing from Being an Advisor

- If any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Dean of Student Life to seek mutual understanding. The final decision rests with the Office of Student Life.
- If for any reason an advisor is unable to continue to serve, they must verbally notify the student organization and submit a written resignation to the Dean of Student Life, indicating the reason(s) why they are stepping down and the effective date.

What the University Expects of Advisors

The following are provided as basic and rather obvious areas of responsibility. It is assumed that one who accepts the role of advisor:

- Is a current full-time employee of Bowie State University and must retain this status to continue to serve as an official advisor.
- Will not accept an invitation to serve as an advisor (or continue to serve) if he/she is not prepared to fulfill the expectations of such appointment.
- Assumes the advisor's role voluntarily and is expected to uphold the best interest of the university and organization.
- Is interested in the organization and is knowledgeable about its purpose, programs, and constituency.
- Serves as a consultant and a resource to the members of the organization.
- Assists the organization in developing and achieving performance objectives and facilitating programs that will provide educational and leadership experiences for members.
- Understands the financial procedures of the organization and the university.
- Assures that the organization takes reasonable precautions in its activities to ensure that University policies and federal laws are not violated nor the welfare of members are jeopardized.

What Student Organizations Expect of Advisors

The members of student organizations need the services of the advisor. The decisions that must be made and the planning that must be done often require advice from someone with experience. Members will expect the advisor to:

- Know them by name and show interest in them as individuals. Encourage and motivate them.
- Believe in the organization and manifest the enthusiasm necessary to help the organization work towards its potential.
- Understand the organization, be aware of its constitution and assist them in formulating goals, planning activities and programs, and improving their leadership skills.
- Assist them with developing procedures and methods for maintaining an effective organization. Guide the organization in maintaining records, facilitating and managing meetings, adhering to established University financial procedures, as well as, evaluating group projects and individual performance.

- Encourage and support them during challenging situations. Be available when emergencies arise and when necessary, serve as a conflict management mediator.
- Attend/participate in regularly scheduled meetings, programs and activities of the organization to the greatest extent possible. Encourage members to attend these activities as well.
- **Sign all space requests, catering requests, and budget request forms and paperwork. The advisor's signature must be on all activity and reservation forms. No activity will be scheduled without prior approval of the advisor.**
- Be in attendance for the duration of organizational events, both on and off campus. Arrive 30 minutes before the start of the event to help with set-up, meet with club members, and review event responsibilities.
- Represent the organization in staff/faculty meetings when necessary and serve as the organization's liaison with the university.
- Be aware of resources at the university and within the surrounding community.

What Advisors Expect of Student Organizations

For the advisor to serve effectively, the members must also meet certain expectations. The advisor should expect members to:

- Keep them informed of all organizational activities, meeting times, event locations, and agendas. Provide them with copies of meetings minutes, as well as, any other materials that are sent to the membership.
- Meet regularly with the advisor to discuss all plans, potential problems, and changes in membership.
- Develop and use good records and sound financial procedures. Adhere to all University policies and guidelines.
- Make no commitments for the advisor without his/her consent. An organization must not assume an advisor will attend all events or continue to serve as their advisor unless the advisor has agreed to.

Part Three

Policies and Procedures

ADVERTISING

ORGANIZATION PUBLICITY

Student organizations are permitted to place promotional materials on bulletin boards on the campus of Bowie State University. Fliers and posters may be hung throughout campus in approved areas only.

- All materials for posting must first be approved and stamped prior to distribution
- An “Approved” stamp is administered by the Student Center only. This stamp is required for all materials to be posted on campus
- Fliers for parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- Materials of an explicit sexual, demeaning or degrading nature are prohibited
- The sponsoring organization must be clearly indicated on the flier. When withholding the organization’s name is a part of the promotional strategy, the Office of Student Life must be informed
- No more than one sign concerning the same event or containing the same information may be posted at any one time on any one bulletin board by a person/organization
- Signs, announcements, bulletins, and any other types of material must not be affixed to trees, pillars, doors, walls, or any other area or surface.
- Fliers and/or posters with adhesive, including but not limited to, duct tape and glue, which may damage surfaces, is prohibited
- Postings not approved by the appropriate University personnel will be removed and discarded immediately (BSU is not responsible for any postings that are removed due to violation of these guidelines)

Please Note: Student organizations that do not adhere to this policy will be subject to the following disciplinary actions:

- 1st offense Written warning
- 2nd offense Loss of posting privileges
- 3rd offense Loss of recognition

POSTING IN RESIDENCE HALLS & DINING AREAS

Any student organization wishing to advertise in the Residence Halls and/or University Dining Services locations must have posters and fliers approved by the directors of those respective areas. Approved materials must comply with the above guidelines. Materials not approved by the director of these

areas will be removed. Please remember that the Student Center must stamp fliers to be posted in the Residence Halls and Dining areas.

DISTRIBUTION OF RELIGIOUS AND POLITICAL MATERIALS

Distribution of religious and political materials by student organizations on the BSU campus is permitted provided that approval has been obtained from the Office of Student Life. However, at no time will the distribution of religious and political material interrupt the academic process.

BANNERS

Registered student organizations can reserve space on campus to hang banners. Reservations must be approved by the Office of Student Life.

NEW OR CHANGE OF OFFICERS DURING THE ACADEMIC YEAR

When new officers are elected or there is a change mid-year, organizations must complete a new *Organization Officer and Membership Form*, and submit it to the Office of Student Life. If a new officer is selected after the mandatory Student Organization Summit, it is the responsibility of the new officer to thoroughly review this handbook to learn important regulations related to successfully running an organization. New officers are also encouraged to visit the Office of Student Life if there are any questions or concerns, and to work closely with the organization's advisor, who is knowledgeable about the organization and university policies.

OFF CAMPUS ACTIVITIES & PROGRAMS

Clubs/Organizations must get approval from the Office of Student Life to host an event, program, trip, or attend a conference off campus. All requests are to follow the same process as on campus events.

DUES

Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. All guidelines related to dues must be clearly stated in the organization's constitution.

USE OF THE UNIVERSITY NAME AND LOGO

The Bowie State University logo and colors may be used by student organizations on promotional materials, provided that the following guidelines are followed:

- The University logo and colors must not be rekeyed, redrawn, re-proportioned or modified in any form
- Individuals should not deviate from the established visual standard by attempting to design their own logo
- Logos and colors must always be in accordance with University guidelines
- The University logo and colors cannot be used in conjunction with the promotion of alcohol, tobacco or drug products
- Detailed guidelines can be found at <https://www.bowiestate.edu/about/news/university-relations-marketing/identity-standards/>

FUNDRAISING & SOLICITATION

Solicitation shall include any undertaking of an individual or organization, which attempts to promote the sale or use of a particular product or service. The following guidelines apply here at BSU:

- Solicitations by a student organization is permitted but must be conducted totally by a recognized student group. Co-sponsoring with a non-university group is prohibited. Student organizations must contact the Office of Student Life for approval before engaging in fundraising activities
- Soliciting on campus (door-to-door or office to office) may not interfere with normal university operations
- Soliciting in the local communities must be approved by the Office of Student Life
- There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the Office of Student Life
- Solicitation of non-monetary donations such as clothing, toiletries, canned goods, etc. must be authorized by the Office of Student Life
- In all cases of fundraising for charitable reasons, student organizations must submit documentation of proof to the Office of Student Life that the donation(s) was received by the charitable organization
- Solicitation in or on all campus facilities (buildings and grounds) by for-profit corporations, non-profit organizations, private individuals, or non-resident students is prohibited

- Personal solicitation through campus e-mail list serves is prohibited
- Individuals and organizations wishing to speak publicly or distribute/post literature are prohibited from engaging in the sale of promotion of commercial good or services
- At no time will a student organization be permitted to “front” for off campus persons, vendors and/or organizations that desire to sell, or promote their product on University property or in conjunction with university affiliated functions
- Violations of this Policy: In the case of a violation of these guidelines, individuals or organizations attempting to display or distribute and/or sell unauthorized materials on campus, or use campus facilities for such activity, will have their permission to engage in solicitation revoked, and future requests may be canceled or denied. Solicitors, not affiliated with Bowie State University, will be asked to leave the campus by the University Police and will be subject to appropriate legal action.

ETHICS IN FUNDRAISING & SOLICITATION

If a student organization makes a commitment to raise funds on behalf of a charitable organization, the organization is obligated to uphold its commitment. When fundraising on behalf of a specific charity, the organization is required to disclose what percentage of the proceeds will be donated to charity and where the rest will be distributed.

RAFFLES FOR FUNDRAISING

Pursuant to Maryland Code Title 13 Gaming, raffles are associated with non-charitable organizations. Since student organizations are considered to be charitable organizations, the Office of Student Life encourages organizations to find alternative means of raising funds. The Office of Student Life may permit a student organization to sponsor a raffle under special circumstances. However, approval from the Office of Student Life will be required and only granted on a case-by-case basis.

CONTESTS FOR FUNDRAISING

Student organizations wishing to raise funds are permitted to do so (without a license) as long as a skill component is incorporated to increase a person’s chances of winning. The University considers this practice a ‘contest’ rather than a raffle. Examples of approved activities include: guessing the correct number of jelly beans, scoring the most points in a game, or having the most audience votes.

PRIZES FOR FUNDRAISING

In many cases, students winning prizes may incur tax obligations. Student organizations wishing to purchase prizes, gift cards, etc., must gain approval from the Office of Student Life. Upon receiving such prizes, the winner may be required to provide personal information, which may be reported to the IRS.

GIFTS IN KIND FOR FUNDRAISING

Student organizations are permitted to receive donated gifts (separate from cash donations) from non-University organizations. This is a great way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc. However, approval must be granted from the Office of Student Life.

UNIVERSITY BOOKSTORE

In order to avoid direct competition with the University Bookstore, student organizations are not permitted to sell books or paraphernalia already being sold in the bookstore.

ORGANIZATION WEBSITE

Student organizations are encouraged to create websites that highlight the overall purpose, meaning and mission of their organization. Interested organizations should notify the Office of Student Life as soon as the website is finished. Upon approval, the Office of Student Life will link your website to the Clubs and Organizations main page found at <https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>.

- Organizations are responsible for the consistent maintenance of their website. All sites should be updated on a regular basis.
- The Office of student Life reserves the right to reject and remove any website not suitable for public viewing.
- Websites that violate university policy, local, state, and federal statutes, or deemed inappropriate, or offensive to the university community are prohibited
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- Websites and/or artwork (graphics) of an explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons
- Use of the website for solicitation or the sale of items is prohibited

SOCIAL MEDIA NETWORKS

Student organizations are encouraged to use social networks such as Facebook, Twitter, YouTube, Instagram, etc., to promote their events and programs. In doing so, student organizations should create accounts under the name and likeness of their respective organizations. At no time will organizations be permitted to use social networks in a way deemed derogatory to any on-campus or off-campus entity. Additionally:

- Messages that violate university policy, local, state and federal statutes are prohibited
- Messages of explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons are prohibited
- Use of the network for the solicitation or sale of items is prohibited
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage

The above guidelines apply to student organizations collectively and individually. This means the organization will be held responsible for violations committed by individual members of the organization.

MEDIA OUTLETS

Bowie State University requires that all contact with media be arranged through the University Relations and Marketing (URM). URM will work with your organization to effectively attract and work with the media.

MONTHLY REPORTS

All student organizations are required to submit a monthly report. Reports are due the first Monday of every month by 4:00pm. Reports must be submitted electronically by completing the Club and Organization Monthly Report form, which can be found on the Clubs and Organizations website (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>).

SPACE REQUESTS

Conference Services has streamlined the room reservation process to make it easier to request the space you need. To reserve a room the Conference Services only accept online reservation requests from members of the Bowie State University campus community (i.e., faculty, staff, and registered student clubs/organizations) using a Bowie State University email address. The online reservation request can be found on the Conference Services website at <https://www.bowiestate.edu/campus-life/student-center/conference-services/>.

CATERING REQUESTS

All catering needs are provided by Thompson's Hospitality. Any alternative catering needs Thompson Hospitality must approve and a signed waiver will be needed for alternative catering needs. This also applies to bake sales and the sale of any food products. Waivers can be obtained in the Bulldog Card Office located in the Student Center 1st floor room 1025.

Please note the following:

- Food cannot be left out more than 2 hours (State Mandate Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE Subtitle 15 FOOD Chapter 03)
- Club and Organization will be held responsible for catering charges if event is cancelled and special food and/or equipment was requested. Charges for any cancellations are at the sole discretion of Thompson Catering.

FINANCIAL REQUESTS

All financial request must follow the Student Government Association processes first. Once the financial request is approved, your purchasing process will begin.

When the financial request has been approved by SGA, the following must be attached to begin the purchasing process.

- Approved complete financial Request Packet
- Official quote
- If contract is needed, Student Life will contact organization requestor once financial request is approved by SGA

VENDOR REQUESTS & PURCHASES

Order from Office of Student Life preferred vendor list. All quotes obtained must be directly issued by the company.

All quotes must obtain the following:

- Official Company Name
- Company Address and Contact Information
- Quote Number
- Billed to and Shipped to must be to Bowie State University (Office of Student Life)

For vendors requiring contracts.

- Students cannot sign contracts representing Bowie State University. If applicable contracts must be signed prior to a purchase order being issued.
- Contracts over \$5000 take 10 business days to process.
- Contracts under \$5000 take 3 days to process.

For purchasing.

All purchasing requires a purchase order to complete the order. A purchase order has a 3 step system approval process. Purchase Orders reflect the items and pricing of the submitted quote.

Purchase Order processes:

1. Enter requisition (information on quote)
2. Division Approval
3. Procurement turns requisition into a Purchase Order

All goods shipped must be received by the warehouse. The warehouse ensures the items are properly received and the items are accurate according to the Purchase Order. If the warehouse does not receive the purchased goods, the vendor will not receive payment until order is verified by the warehouse receiver.

Please be advised: Nothing in this document shall prohibit the president of the university or her designee from taking immediate emergency action concerning all organizations whenever the interest and public image of the university is at stake. In addition, individual members of organizations are subject to all judicial policies relating to student misconduct.

Part Four

Additional Tools

Keeping Your Members

It is the job of the president of an organization to be aware of member's needs, feelings and interests. People join groups for a host of reasons, including a sense of belonging, creative outlets for their talents, experience in planning and programming, and service to the community to name a few. If the group's leader is aware of the member's interests, he or she can direct their talents to tasks of the organization that are most rewarding for them. The president must not be afraid to trust members with organizational responsibilities.

Responsibility must be delegated. A president cannot run an organization alone. Committee members have the energy to keep the organization moving forward, therefore, their talents and ideas must be trusted and respected. To keep members motivated, keep the following ideas in mind:

- Delegate committee tasks according to each member's interests and enthusiasm.
- Be honest. Tell each individual what's expected of him or her. If you need to offer criticism to anyone, do it privately, and be sensitive so as not to embarrass anyone.
- Be sure that you offer praise when a job is done correctly, timely, and creatively, etc.
- If you've made a mistake, admit your error. Ask for advice. Your frankness will reflect a positive leadership attitude.
- Reward good work. Praise, when used genuinely, will encourage performance. Throw an appreciation party for your members after you've sponsored a successful event.
- When assigning tasks, try to equalize the work-load among members. Ask everyone to take turns doing less popular jobs such as set-up and clean-up.
- If you've lost some members, try sending an update about what's going on and what needs to be planned. Invite everyone to your next meeting. You might plan to serve refreshments or whatever you deem appropriate.
- If you need some members with specific talents such as advertising, budgeting, writing, and graphic design, advertise your membership openings in appropriate departments such as Business, English, and VCDMA.
- When trying to tell others about your organization, it is to your advantage to have complete and accurate facts so they will not be disappointed after joining. The easiest way to do this is to

compile an Organizational Profile or Organization Fact Sheet, and give a copy of the information to everyone who will be recruiting for the organization. The answers to the questions should be as accurate as possible, so you may want to check your constitution and by-laws for consistency.

Clues on Being an Effective Group Member

Discussing problems is sometimes difficult. Emotions often become involved to such a degree that our attitudes become biased. Wise group decisions are important, but are difficult to make.

Some studies of group behavior suggest the following for effective group leadership and productive membership:

- Speak your mind freely, but always be polite and respectful of others. The monthly meeting is your chance for you to say what you think.
- Say it! Don't fight over the ownership of ideas.
- Once you have given your idea to the group it becomes group property. Don't argue for it, just because it's yours.
- Listen thoughtfully and critically to others. Try hard to get other views.
- Don't accept ideas which seem unsound, but remember to respect different points of view.
- Don't monopolize the discussion. Make your point in a few words and then pass the ball to someone else.
- Don't let the discussion get away from you. If you don't understand where it is going; say so.
- Take part in friendly disagreement. When you are on the other side of the fence, say so and tell why. But do it in a friendly way.

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