Officers, Advisors, Members, and Leaders:

Welcome to student life at Ohio Northern University! ONU hosts over 200 organizations across campus that appeal to a wide range of interests—academic, social, service, athletic, special interest, professional, musical, political, and philanthropic.

This handbook is designed to be a comprehensive guide for interest groups, recognized student organizations, and their advisors. As a companion to the Ohio Northern University Student Handbook, this guide contains campus policies and procedures relevant to student organizations, as well as information on how to form and maintain a student organization.

Please take some time to familiarize yourself with the Student Organization Handbook. If you find something that is unclear or not addressed, please let us know. The Office of Student Involvement is committed to serving as a resource for you and your organization. We believe in the value of student organizations on our campus and want to help to make the experience positive for organizations and individuals.

Additional information can be found on our website http://www.onu.edu/student_life/student_activities/student_organizations.

Thank you for being a part of student life and student organizations at Ohio Northern!

Jennifer L. Lambdin
Director, Office of Student Involvement
# TABLE OF CONTENTS

WELCOME................................................................................................................................................1

SECTION 1 – STUDENT ORGANIZATIONS .........................................................................................4
What is a Student Organization? ..............................................................................................................4
Categories of Student Organizations .......................................................................................................4
Rights and Responsibilities of Student Organizations .............................................................................4

SECTION 2 – RECOGNITION PROCEDURES ...................................................................................6
Activities Prior to Recognition ..................................................................................................................6
General Student Organization Recognition Procedure ...............................................................................6
Inter/National Organization Recognition Procedure ................................................................................7
Religious Student Organization Recognition Procedure ...........................................................................8
Law Student Organization Recognition Procedure ..................................................................................9
Maintenance of Recognition ......................................................................................................................10

SECTION 3 – ADVISORS .......................................................................................................................11
What is an Advisor? ..................................................................................................................................11
Eligibility Requirements to be an Advisor ...............................................................................................11
Responsibilities of an Advisor to their Student Organization ...............................................................11
Responsibilities of a Student Organization to its Advisor .....................................................................12
Selection of an Advisor ............................................................................................................................12
Advisor Liability .......................................................................................................................................12
The Clery Act: Legal Responsibilities of an Advisor .............................................................................12

SECTION 4 – FINANCIAL INFORMATION ...........................................................................................14
Overview ...................................................................................................................................................14
On-Campus Account Information ..........................................................................................................14
Student Senate Budget Appropriations ...................................................................................................15

SECTION 5 – FUNDRAISING INFORMATION ....................................................................................17
Overview ...................................................................................................................................................17
Definition ..................................................................................................................................................17
Guidelines ................................................................................................................................................17
Solicitation of Funds on Campus ..............................................................................................................17
Permission to Solicit Funds Form ..............................................................................................................18
Authorization to Sell or Solicit in McIntosh Center ................................................................................18

SECTION 6 – EVENT PLANNING ..........................................................................................................19
Event Facilities .........................................................................................................................................19
Reserving Facilities .................................................................................................................................19
Events at McIntosh Center ......................................................................................................................20
Dining & Catering ...................................................................................................................................22
SECTION 7 – POLICIES AND PROCEDURES ..............................................................
Student Handbook........................................................................................................24
Hazing ........................................................................................................................24
Use of Logo..................................................................................................................24
Social Media ...............................................................................................................25
Chalking and Posting ..............................................................................................25
Travel Policy .............................................................................................................25

SECTION 8 – RESOURCES ..............................................................................28
Phone Numbers .......................................................................................................28
Bonfire Application .................................................................................................28
McIntosh Center Facilities Use Form .......................................................................28
Sample Constitution & Bylaws .............................................................................28
Solicitation Form .......................................................................................................28
Spirit Rock Information ............................................................................................28
Student Organization List ..........................................................................................28
Student Organization Recognition Packet .............................................................29
Organization Email List (orgpresidents@onu.edu) ..............................................29
Student Organization of the Year Award (SOYA) ..................................................29
Student Involvement Email (studentorgs@onu.edu) .............................................29
Welcome Fest .........................................................................................................29
SECTION 1 – STUDENT ORGANIZATIONS

What is a Student Organization?
A student organization is a group of students who have come together for a certain purpose or cause and is led by students for other students’ benefit. The purposes and causes for creating a student organization are varied and unique.
In order to be a fully recognized student organization at Ohio Northern University, the student organization must complete the recognition process including approval by the Student Senate and University Student Activities Committee (SAC). For more details on the requirements and process for recognition of a student organization, please see Section 2.
At ONU, student organizations are required to have an on campus faculty or staff advisor. An advisor is a great resource and contact for many of the day-to-day needs an organization might experience. (For more information on the role of advisors, see Section 3.)

Categories of Student Organizations
There are four categories of organizations at ONU; each with their own specific rights and responsibilities. The specific classification for each organization is determined by the Office of Student Involvement based on the scope of the organization.

- “A” – Fully Recognized Student Organizations – Groups in this category host a variety of events, programs, workshops, speakers, etc. throughout the year. Within this classification, groups are eligible to apply for Student Senate Funding, participate in Welcome Fest, and apply for the Student Organization of the Year Award. In order to receive full recognition, groups must complete the recognition procedure and maintain active status on campus.
- “B” – Honorary Organizations – Groups within this category have a national organization for which they are a member. This classification is only able to select and initiate new members. Other events hosted throughout the year are not permitted. Within this classification, groups are not eligible to apply for Student Senate Funding, participate in Welcome Fest, and apply for the Student Organization of the Year Award. Groups in this category participate in Honor’s Day. In order to receive Honorary status, a group must petition to the Office of Academic Affairs.
- “C” – University Affiliated/Sponsored Organizations – Groups within this category are supported by the University in all endeavors. This classification is for those groups that are furthering the University’s mission. In order to receive University Affiliated Status, a group must petition to the Office of Student Involvement.
- “D” – College of Law Organizations – Groups within this category are recognized by the College of Law. Groups must receive approval from the College of Law (in addition to Student Senate and SAC) in order to be recognized in this classification.

Rights and Responsibilities of Student Organizations
All student organizations (based on classification) shall be afforded the same privileges and are bound by the same obligations. Ohio Northern University and Student Senate recognition does not mean endorsement of the purposes and/or activities of any organization by the faculty, administration, or students. It means only that the organization is accepted as meeting the minimum requirements set forth for student organizations.

The following list is an overview of the many rights, responsibilities and privileges of student organizations. This list is neither comprehensive nor exhaustive and should only be used as a quick reference. Should you have any questions please contact the Office of Student Involvement at 419.772.3968.

General Information
Organizations may use the name of the University, or an abbreviation, as part of the organization’s name. However, an organization may not advertise events or activities in a manner that falsely suggests that the event or activity is sponsored by the University. In all promotion, it should be noted that the organization is sponsoring the event, not the University.
Organizations must adhere to all University policies and guidelines as set forth in the Student Handbook, which can be obtained in the Office of Student Conduct. Acts involving discrimination, hazing, and alcohol or drug abuse will not be tolerated, and may be considered grounds for suspension of the organization’s recognition.

Organizations may use University facilities for meetings, programs, and activities. Availability is on a first come, first serve basis. Please refer to the Event Planning section for more information on how to book campus facilities.

Rights

Each student organization is permitted to:

- Use of the Ohio Northern University and ONU name
- Use of the University facilities
- Publicize events on campus and utilize campus publications
- Apply for Student Senate Funding (Classifications A & D only)
- An on-campus account through the Controller’s Office
- Have a website through Ohio Northern University

Responsibilities

By the 6th week of each semester, organizations must submit a roster of all members. The roster must include first name, last name and student ID number. At this time, the name and contact information for the president and advisor must also be submitted. This information should be submitted via email to studentorgs@onu.edu.

At any point during the academic year when a transition has occurred with the president or advisor of the organization, the updated name and contact information should be submitted via email to studentorgs@onu.edu.

In the spring semester of even numbered years, organizations must also submit an updated constitution and bylaws for the local organization via email to studentorgs@onu.edu. This requirement only applies to student organizations in classification A and D.
SECTION 2 – RECOGNITION PROCEDURES

Activities Prior to Recognition

Before Approval from the University Student Activities Committee

Before the student organization is approved by the University Student Activities Committee, the organization may only engage in “organizational” activities (e.g. meetings to write constitution and bylaws, brainstorming ideas for the organization). The student organization may not function, sponsor events, host speakers, or travel for field trips until approval by the University Student Activities Committee is granted. Student Senate approval does not qualify for official approval; it is merely one step in the process.

GENERAL STUDENT ORGANIZATION RECOGNITION PROCEDURE

1. Students interested in forming a new student organization should review the Student Organization Recognition Packet.
2. Students in the proposed organization should complete the Student Organization Recognition Request Form, write a constitution, and write bylaws.
3. The Student Senate Secretary of Campus Organizations will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.
4. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to the student organization’s documents. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
5. The Secretary of Campus Organizations will notify the student organization when it may present itself at the General Assembly of Student Senate.
   a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
   b. Recognition of the student organization in question will be brought to a vote at that meeting.
   c. If approved, the Secretary of Campus Organizations will forward the said student organization’s constitution and bylaws to the University Student Activities Committee.
      i. The Secretary of Campus Organizations will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
      ii. The Secretary of Campus Organizations will notify the Office of Student Involvement of the approval of the proposed student organization.
   d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
      i. If approved, the student organization continues with the recognition process.
      ii. If not approved, the student organization may reapply for recognition with Student Senate after three weeks.
6. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
7. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
8. After the constitution and bylaws of the student organization have been revised to the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the student organization.
   a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Student Involvement, and the Vice President of Student Affairs.
i. University Council retains the right to raise questions about the group to the University Student Activities Committee.

b. If the student organization is not approved by the University Student Activities Committee, the organization may be reconsidered by the Committee if the organization resubmits materials to the Committee within four weeks of the vote. If the student organization fails to do so, the organization must go through the entire student organization recognition process in order to become recognized.

9. The Office of Student Involvement will register and establish a file for the new student organization.

**INTER/NATIONAL ORGANIZATION RECOGNITION PROCEDURE**

1. An inter/national organization may be developed on campus at the request of the governing entity. For recognition purposes, the governing entity is the sponsoring group on campus which may include another student organization (Pharmacy Council--pharmacy organizations; A&S Student Advisory Board--arts and sciences organizations; DCBA Dean’s Advisory Council--business organizations; Joint Engineering Council--engineering organizations; Panhellenic Council--social sororities; Interfraternity Council--social fraternities. The request can also be obtained from a Department/College on campus with the desire to bring an inter/national organization to campus.

2. The governing entity interested in forming a new student organization should review the Student Organization Recognition Packet.

3. Individuals from the governing entity should complete the Student Organization Recognition Request Form and provide a sample constitution and bylaws from the inter/national organization.

4. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to the student organization’s documents. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.

5. The Secretary of Campus Organizations will notify the governing entity when it may present the proposed organization to the General Assembly of Student Senate.
   a. At the Student Senate General Assembly meeting, the governing entity must present the proposed organization. In addition, the governing entity may be questioned by members of the assembly.
   b. Recognition of the student organization in question will be brought to a vote at that meeting.
   c. If approved, the Secretary of Campus Organizations will forward the said student organization’s constitution and bylaws to the University Student Activities Committee.
      i. The Secretary of Campus Organizations will notify the Office of Student Involvement of the approval of the proposed student organization.
   d. If not approved, the governing entity may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
      i. If approved, the student organization continues with the recognition process.
      ii. If not approved, the student organization may reapply for recognition from Student Senate after three weeks.

6. The Chair of the University Student Activities Committee will review the constitution and bylaws. After consultation with the Director of Student Involvement, the new inter/national organization may be granted conditional recognition for a period of up to one calendar year from the time of approval.
   a. During the time of conditional approval, the new inter/national organization will be given certain rights and responsibilities of a recognized organization on campus.
      i. The organization may reserve rooms/facilities.
      ii. The organization may use the names “Ohio Northern University,” “ONU,” and any other official University name
      iii. The group may not apply for Senate funding during the time of conditional approval.
   b. During the time of conditional approval, the new inter/national organization must also follow University policies and procedures.
      i. A roster must be submitted each semester by the 6th week of the term noting all active members.
ii. Any policy violations during the period of conditional approval may result in the conditional recognition of the group being removed.

c. Prior to any event being held, the organization must have a faculty/staff advisor on file with the Office of Student Involvement.

d. By the end of the conditional approval (one calendar year), the new organization must:
   i. Submit a roster of at least 7 members to the Office of Student Involvement
   ii. Submit a localized version of the constitution and bylaws to the Office of Student Involvement

7. Upon receipt of the localized constitution and bylaws for the new group, the University Student Activities Committee will review the documents and may recommend changes. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.

8. After the constitution and bylaws of the student organization have been revised to the approval of the University Student Activities Committee, the University Student Activities Committee will vote to either approve or deny recognition of the organization.
   a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Student Involvement, and the Vice President of Student Affairs.
      i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
   b. If the student organization is not approved by the University Student Activities Committee, the organization may be reconsidered by the Committee if the organization resubmits materials to the Committee within four weeks of the vote. If the student organization fails to do so, the organization must go through the entire student organization recognition process in order to become recognized.

9. The Office of Student Involvement will register and establish a file for the new student organization.

RELIGIOUS STUDENT ORGANIZATION RECOGNITION PROCEDURE

1. Students interested in forming a new student organization should review the Student Organization Recognition Packet.

2. Students in the proposed organization should complete the New Student Organization Recognition Request Form, write a constitution, and write bylaws.

3. The Student Senate Secretary of Campus Organizations will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.

4. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.

5. The Secretary of Campus Organizations will notify the organization when it may present itself at the General Assembly of Student Senate.
   a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
   b. Recognition of the student organization in question will be brought to a vote at that meeting.
   c. If approved, the Secretary of Campus Organizations will forward the said student organization’s constitution and bylaws to the University Student Activities Committee.
      i. The Secretary of Campus Organizations will notify the Chair of the University Religious Affairs Committee that a meeting of the University Religious Affairs Committee is needed.
      ii. The Secretary of Campus Organizations will notify the Office of Student Involvement of the approval of the proposed student organization.
   d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
      i. If approved, the student organization continues with the recognition process.
If not approved, the student organization may reapply for recognition with Student Senate after three weeks.

10. When the University Religious Affairs Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.

11. The University Religious Affairs Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Religious Affairs Committee.

12. After the constitution and bylaws of the student organization have been revised to the approval of the University Religious Affairs Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
   a. Upon approval of the student organization, the University Religious Affairs Committee will notify the Secretary of Campus Organizations.
   b. If the student organization is not approved by the University Religious Affairs Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.

13. The Secretary of Campus Organizations will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
   i. The Campus Organizations Committee Chair will notify the Office of Student Involvement of the approval of the proposed student organization.

14. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.

15. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.

16. After the constitution and bylaws of the student organization have been revised to the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
   a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Student Involvement, and the Vice President of Student Affairs.
      i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
   b. If the student organization is not approved by the University Student Activities Committee, the organization may be reconsidered by the Committee if the organization resubmits materials to the Committee within four weeks of the vote. If the student organization fails to do so, the organization must go through the entire student organization recognition process in order to become recognized.

17. The Office of Student Involvement will register and establish a file for the new student organization.

**LAW STUDENT ORGANIZATION RECOGNITION PROCEDURE**

1. Students interested in forming a new student organization should review the Student Organization Recognition Packet.

2. Students in the proposed organization should complete the Student Organization Recognition Request Form, write a constitution, and write bylaws.

3. The Student Senate Secretary of Campus Organizations will distribute copies of the Recognition Packet, constitution, and bylaws to the Director of Student and Financial Services of the College of Law for its approval.

4. If the Director of Student and Financial Services of the College of Law approves the student organization, then it will notify the Secretary of Campus Organizations. The Secretary of Campus Organizations will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.

5. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
6. The Secretary of Campus Organizations will notify the organization when it may present itself at the General Assembly of Student Senate.
   a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
   b. Recognition of the student organization in question will be brought to a vote at that meeting.
   c. If approved, the Secretary of Campus Organizations will forward the said student organization’s constitution and bylaws to the University Student Activities Committee.
      i. The Secretary of Campus Organizations will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
      ii. The Secretary of Campus Organizations will notify the Office of Student Involvement of the approval of the proposed student organization.
   d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
      i. If approved, the student organization continues with the recognition process.
      ii. If not approved, the student organization may reapply for recognition with Student Senate after three weeks.

7. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.

8. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.

9. After the constitution and bylaws of the student organization have been revised to the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
   a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Student Involvement, and the Vice President of Student Affairs.
      i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
   b. If the student organization is not approved by the University Student Activities Committee, the organization may be reconsidered by the Committee if the organization resubmits materials to the Committee within four weeks of the vote. If the student organization fails to do so, the organization must go through the entire student organization recognition process in order to become recognized.

10. The Office of Student Involvement will register and establish a file for the new student organization.

**Maintenance of Recognition**

In order for any officially recognized student organization to maintain recognition by Ohio Northern University, it must adhere to the following procedure:

- The student organization must have a current constitution and bylaws on file with the Office of Student Involvement (current defined as updated/reviewed and submitted by 6th week of every even year spring term).
- A roster and officer list must be submitted by the 6th week of every term.
  - The roster and officer list must include the students’ ID numbers, the president’s or leader’s email address, and must be verified by the faculty/staff advisor.
- If the student organization does not comply with items above, it will be declared “inactive” for a minimum of one term until it is in compliance with the recognition procedure. If there are unusual or extreme circumstances surrounding the noncompliance, the Campus Organizations Committee reserves the right to reconsider the penalty.
- If the student organization is inactive for two consecutive terms, the Campus Organizations Committee will notify the Office of Student Involvement that the organization is inactive.
- Once a student organization is declared inactive, it will lose all privileges associated with being a recognized student organization of Ohio Northern University.
- To regain recognition, a student organization must follow the procedure for becoming a recognized student organization as specified in the Student Organization Recognition Procedure.
SECTION 3 – ADVISORS

What is an Advisor?

advise (ad-vahyz) verb, -vised, -vising, vises. 1. To give counsel; to offer an opinion or suggestion as worth following; 2. To recommend as desirable, wise, prudent, etc.; 3. To give (a person, group, etc.) information or notice (www.dictionary.com)

The role of an advisor varies according to the needs of the group, the personality of the advisor, and the particular situations involved. The meaningful educational relationships that will develop between student groups and their sponsor are beneficial to the students, to the advisor, and to the college community as a whole.

At Ohio Northern University, each advisor is expected to believe in the organization and possess the enthusiasm necessary to help the organization reach its potential. An advisor needs to have an understanding of the organization’s goals, finances, members, and activities or services on campus. Participation is expected to its fullest extent without actually making decisions or setting policies for the organization. Regular attendance at meetings and/or frequent meetings with student officers also is expected. Furthermore, an advisor must uphold all of the University policies at all times, and ensure that the student organization, including all its members, does the same.

An advisor must be aware of the resources available to student organizations on campus. Knowledge of the University’s operations should enable him/her to assist the organization in facilitating organizational programs and the achievement of organizational goals.

Eligibility Requirements to be an Advisor

In order to be eligible to be an advisor, the candidate must meet the following requirements:

- Must be a full-time faculty or staff member of the Ohio Northern University campus or a graduate assistant on the campus
- Cannot be on sabbatical
- Advisors cannot use the organization’s resources or benefits for personal, professional or departmental gain

The Office of Student Involvement reserves the right to request that an organization change their advisor should the advisor be unable to or unwilling to fulfill his/her duties.

Responsibilities of an Advisor to their Student Organization

- Serve as a “sounding board,” someone with whom the student leaders can discuss ideas or issues by providing an outside perspective
- “Check In” If you haven’t heard from your student leaders in a while, check in with them to see how everything is going
- Attend meetings, programs, and other organization activities
- Help in solving intra-group conflict
- Provide assistance with administrative functions such as how to cut a check from the organization’s account, posting policies, etc.
- Review the Travel Policy with your group prior to arranging a trip
- Assist in the training of new leadership and provide continuity and stability as student leadership changes
- Provide your group with connections within the University as well as the Ada Community
- Ensure that the organization follows all University policies and procedures by being aware of policies that may impact your organization’s decisions, programs, etc.
- Assist in making the organization’s financial plan for the academic year
- Help in finding a replacement advisor should you be unable to fill the position, leave the university, or go on sabbatical
Responsibilities of a Student Organization to its Advisor

- Keeping the advisor aware of all organization decisions, meetings, and activities
- Work with the advisor to form a stable environment which would include strong leadership and a sound programming and financial plan for the academic year
- Be respectful of the advisor’s time and other commitments
- Share and discuss all important organization decisions with the advisor.
- Take into careful consideration the advisor’s input
- Discuss obstacles which hinder the effectiveness of the group
- Work with the advisor to ensure that the organization’s financial plan is followed

Selection of an Advisor

How does an organization select an advisor?

First, it is important for an organization to review the governing documents (constitution and bylaws) for the organization. There should be a procedure in place for selecting a new advisor. It is strongly encouraged for organizations to vote on their advisor each year in order to ensure the arrangements are beneficial to all involved. An organization is able to select any qualified individual (based on the previous requirements) that also meets the needs stated in their documents (if applicable).

What do we do after we have selected a new advisor?

Upon selecting a new advisor, this information should be communicated to the Office of Student Involvement. The name of the new advisor along with the email address should be sent in an email to studentorgs@onu.edu.

Advisor Liability

Faculty, staff, students, volunteers and advisors hold named insured status under ONU’s general liability policy while performing within the scope of their duties as assigned by the University. It is expected that advisors, whether volunteer or paid, understand and adhere to the same policies and procedures as all other employees and strive for student safety while functioning in that capacity.

The Clery Act: Legal Responsibilities of an Advisor

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, is a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and surrounding areas. Recent amendments require that “campus security authorities” report crime statistics for inclusion in the university’s Annual Security Report. The Clery Act designates campus security authorities to include faculty advisors to student organizations, athletic team coaches, members of the security department, and all officials of an institution who have significant responsibility for student and campus activities. This includes, but is not limited to, officials in student housing, student discipline, and campus judicial proceedings.

Advisors of student organizations assume responsibility for reporting crimes and public safety related incidents within 24 hours. Advisors who observe any crime listed below, or if any person reveals to an advisor that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, the crime must be reported immediately to the Security Office OR the Ada Police Department. The severity of the crime and personal judgment of the advisor will determine who to contact first. If the Ada Police Department is contacted, they will communicate any information to the Security Office, as well. Any crime, however, that occurs on campus and requires immediate attention should be reported to BOTH the Ada Police Department and Security Office. Advisors are not to investigate the crime or attempt to determine whether a crime actually took place. Advisors are simply to make a report immediately.

Crimes mandated to be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
• Non-forcible sex offenses
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft
• Arson
• All hate crimes involving bodily injury
• All liquor, drug or weapons law violations resulting in an arrest

Advisors who are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. For purposes of reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.
SECTION 4 – FINANCIAL INFORMATION

Overview

General Guidelines for Student Organization Finances

- Student organizations should establish and maintain a bank account to store funds through the Office of the Controller or an external financial institution (bank).
- Organizations should keep a detailed record (e.g. financial ledger), including records of deposits, withdrawals, cash transactions, and revenues (e.g. from fundraisers). Information recorded should include the date of the transaction, description of the transaction, applicable invoice number, amount of the transaction, and an updated balance after the transaction.
- Any payment or withdrawal carried out by the organization should require two of three signature approvals. The three individuals possessing signature authority should be the organization treasurer, organization advisor, and another organization officer as decided by the organization.
- Any deposits made into the organization account should be carried out by the organization treasurer.
- Accounts should be reviewed and balanced at least once each academic term by the organization treasurer in collaboration with other organization officers. A report of the financial status should be reported to the organization advisor upon completion of the review. The advisor should provide financial advice when needed.
- The organization treasurer should make a regular report to the organization membership about the financial status of the organization.

Financial Misconduct

- Any concerns, suspicions, or allegations of financial misconduct by any member or advisor of an organization should be reported to the Office of Student Involvement. These concerns will be kept in the strictest confidence and anonymity.
- The alleged financial misconduct will be investigated by the Office of Student Involvement and the Controller’s Office.
- The Office of Student Involvement will work with the organization toward the positive resolution of the reported concern.

On-Campus Account Information

Creating an Account

A student organization may wish to establish an on-campus account through the Controller’s Office. Groups must complete the New Organization Code or Account Number Set-Up Request Form and return to the Controller’s Office.

Deposits

Deposits to this account can be made by bringing the cash/checks to the counter inside the front door of the Controller’s Office. It is preferable to have checks written to ONU. Please also bring your account number with you when making deposits.

Withdrawals

The payment request form can be found at:
http://www.onu.edu/administration/controllers_office/accounts_payable
- If an employee or student is getting reimbursed, please include the ID number. This number is very important, especially when there is more than one person with the same name. If paying directly to a vendor, the Controller’s Office will fill in the vendor No.
- Fill in the person/vendor name and address.
- In the purpose field include information as to what the purchase or reimbursement is to be used for/date of event, etc. By typing a digit in the quantity column, even if it is a 1, and an amount in the unit price column, the extended price and total at the bottom will populate automatically.
- Insert the account number to be charged.
- Mark whether the check is to be mailed to the address provided above, campus mail (unit boxes will work too) or to be picked up by someone. The person filling out the request should sign and provide a phone number where they can be reached in case there are questions. The Dept. Approval line is for your club advisor to sign approving the expense.

**Be sure to attach original documentation, i.e., receipts, invoices, etc.**

As stated at the top of the form, submit request by 5:00 Friday; check will be ready the following Friday or paid according to invoice terms.

**Transfers**

Sometimes an organization would like to transfer funds from one organization to another, i.e. no check needed. This can be requested by using the Budget/Funds Transfer form also found on the Controller’s Office website.

**Student Senate Budget Appropriations**

**General Overview**

The Budget Appropriations process will take place in the fall of the school year, normally beginning three to four weeks after classes have began. Budget request forms will be made available by Student Senate to those organizations involved in the Budget Appropriations process. Organizations wishing to request funds must have a representative attend an informative meeting about the appropriation process. Budget request forms will be completed and submitted online. Organizations will supply the Finance Committee with an itemized budget request in their application. This itemized budget will list the specific uses of the requested money.

The Finance Committee is responsible for reviewing budget requests and making recommendations to the Student Senate General Assembly. Once all budget request forms have been submitted, the Finance Committee will review the requests and make recommendations to the Student Senate General Assembly. The organization will be informed of the committee’s recommendation. The organization will then respond via e-mail to the Student Senate Secretary of Finance indicating that they accept the committee’s recommendation or desire to dispute it. These organizations will be informed of their scheduled times to dispute the recommendation.

Organizations that accept the committee’s recommendation will be voted on en bloc, unless a Senator raises a motion to consider an organization separately and appropriate a lesser amount than the committee’s recommendation. The motion will be tabled and the organization will then be invited to defend the recommended amount at a future General Assembly meeting. The General Assembly will approve the final amount given to all organizations.

Student Senate General Assembly has the right to make changes to the recommendation of the Finance Committee for organizations that do not waive their right of appeal. The Finance Committee reserves the right to review any change made to their original recommendation to ensure that appropriations stay within the budget. If the change is approved by the Student Senate General Assembly, then the Finance Committee can either allow the increase or utilize their right to review the proposed increase. Student Senate will fund political organizations on campus provided they do not donate any funds to political parties.

Student Organizations receiving Senate funds must:
- Be a recognized student organization through the student organization recognition process (Classifications A & D only)
- Have on file with the Office of Student Involvement:
  o Constitution (for the local group)
  o Bylaws (for the local group)
  o Current membership roster

Also, all of Student Senate’s appropriations must be kept in an on-campus account through the Controller’s office. Failure to meet these criteria will prevent an organization from receiving Senate funds or result in a deferral of appropriated funds until the proper documents are submitted to the Office of Student Involvement.

**Special Budget Appropriations Process**

At any time, if an organization needs more funds for a new project, notice shall be given to the Finance Committee by filing a Special Budget Appropriation form online ([https://sites.google.com/a/ou.edu/ou-senate/budget-appropriations](https://sites.google.com/a/ou.edu/ou-senate/budget-appropriations)). The same procedure shall be followed as in the initial budgetary process. Special appropriations can only be made for projects that could not, by the judgment of the Finance Committee, have been foreseen at the initial budget request. Special appropriations must benefit Ohio Northern University as a whole and not only the organization’s members. Special appropriations hearings can only be held with the consent of the President, Vice President, and the Secretary of Finance. Organizations receiving University recognition for the first time (and became a recognized organization after the annual Budget Appropriations) will also be eligible to receive Special Budget Appropriations. Organizations can receive between $25 and $150 from Student Senate in a Special Budget Appropriation. The appropriated amount will be determined by the Finance Committee and approved by General Assembly.

**Special Event Appropriations Process**

At any time, if an organization or representative group needs support funding for an event, notice shall be given to the Student Senate Treasurer by submitting the necessary specific event appropriation forms made available by Student Senate at [https://sites.google.com/a/ou.edu/ou-senate/budget-appropriations](https://sites.google.com/a/ou.edu/ou-senate/budget-appropriations). Event appropriations requests should be made for purposes that would not be covered through the Student Senate Budget Appropriations Process. Specific event appropriations must benefit the Ohio Northern University as a whole and not only the organization or group’s members. The forms will be reviewed and decided upon by the President, Vice President, and Treasurer of Student Senate, with the funds coming from the contingency of the budget managed directly by the President and Treasurer.
SECTION 5 – FUNDRAISING INFORMATION

Overview
Student organizations are expected to have fundraising plans and execute activities with the utmost professionalism, accountability, and legitimacy. All University fundraising guidelines must be followed at all times for the duration of the fundraiser. Many social and professional campus groups are involved in a variety of activities to raise funds for their programs and for outside charities. The number of groups involved in such activities has risen in recent years. Appeals are frequently made to students, faculty, and staff to support one or more of these charities/fundraising activities with direct contributions. To prevent campus community members from receiving excessive requests, the following guidelines have been established.

Definition
Solicitation is: “Any act of urging or persuading an individual, by peaceful means, to accept a product or service for sale, requesting funds for various charitable or other organizations, to pay a gratuity for services rendered.” Solicitation involves oral, written, signed communication and includes raffles, contests, and all other activities designed to serve as fundraising activities.

Guidelines
1. Approval for all fundraising activities by all student groups on campus must be obtained in advance of starting the activities. The approval process is coordinated through the Director of McIntosh Center.
2. Collaboration of organizations to sponsor one or two joint charities through mutual cooperation is encouraged. Similarly, the collaboration of campus religious groups for one or two joint charities is encouraged. Collaboration of athletic teams/associations for charitable and other fundraising is to be coordinated through the Office of the Director of Athletics.
3. Normally, there should be no more than three fundraising events on campus per week. The Director of McIntosh Center will coordinate its approvals for fundraising activities with the Offices of Financial Affairs and University Advancement in order to ensure this. Potential solicitations for all non-local causes or organizations must be checked with several ONU administrators for information concerning their legitimacy.
4. Use of campus mails and the ONU network for fundraising must be approved by the Vice President for Financial Affairs.
5. Students may not be asked to forego meals more than twice per year. Those instances must be approved by the Director of McIntosh Center.
6. Raffles and games of chance are to be reviewed/approved by the appropriate Vice President. Cash and/or alcohol are not acceptable awards at such events.
7. Destruction of property is not an acceptable format for fundraising events.
8. Individuals and small groups may not conduct fundraising on campus for personal financial gain or for gifts to be presented by the individual or small group.
9. University funds may not be used for charitable contributions to any group or cause.
10. Off-campus businesses and individuals are not to be solicited by individuals or groups associated with the University for charitable or other fundraising without prior written approval from the Vice President for University Advancement which may be obtained by following the procedure coordinated by the Director of McIntosh Center, mentioned previously.
11. Students or groups wishing to solicit in conjunction with “special days” on campus must gain authorization from the Vice President for Student Affairs & Dean of Students or a designated representative in order to do so.
12. Ten percent of all proceeds earned by off-campus solicitors will go to the hosting student organization or will be donated to the University.

Solicitation of Funds on Campus
If planning a fundraiser or charity event, soliciting for funds or goods on campus is the most convenient and resourceful method, as the entire student body is readily available. Ohio Northern University needs to know which
organizations are asking its students for money and for what reason. ONU often grants permission to student organizations for charity fundraising purposes, raising money for trips, etc. Obtaining permission to solicit is of the utmost importance, as there can be serious consequences for any group failing to get approval before soliciting on campus.

**Permission to Solicit Funds Form**

*Permission to Solicit*
Any organization asking students, faculty, and/or staff on campus for money in exchange for goods or services or for goods directly needs to complete a Permission to Solicit Funds form prior to the fundraiser. The Permission to Solicit Funds form may be obtained by any student at the McIntosh Information Desk.

*Deadline*
After the form is completed, it needs to be returned to the McIntosh Information Desk. The Permission to Solicit Funds form must be at the McIntosh Information Desk no less than 2 weeks before the event. This gives it time to circulate to all the people who need to review, and hopefully, approve it.

*Approval*
The form is sent through Campus Mail to several administrators and to the Director of McIntosh Center. He/She must review the completed request and approve it before the request for the Permission to Solicit Funds is finalized. The form must be completely approved before solicitation may begin.

After permission is received, fundraising plans can proceed. Remember to give a copy of the Permission to Solicit Funds form to all those who will be soliciting. Anyone, at any time, can ask for proof of permission to solicit. This includes building staff members, security, resident assistants and/or head residents. If a student cannot provide the approved Permission to Solicit Funds form, he/she may be asked to leave the premises and cease solicitation activities.

**Authorization to Sell or Solicit in McIntosh Center**
Recognized campus organizations or groups may obtain authorization to set up displays or sign-up tables, or sell or solicit in the McIntosh Center by completing the following:

1. An appropriate request form completed and approved by the Director of McIntosh Center, Vice President for Student Affairs, Vice President for Financial Affairs, and the Vice President of Advancement. The form must be completed prior to the start of the solicitation. Allow up to two weeks for the form to circulate.
2. No soliciting or selling by individuals or off-campus groups or individuals is allowed unless permission is first given by the Vice President for Student Affairs & Dean of Students.
3. Solicitation tables in McIntosh Center must have signs to clearly identify their organization.
4. The sale of items will be allowed during the hours of lunch and dinner for a period not to exceed one week.
5. The authorization to sell, solicit, or have a display requires that the individuals conduct themselves in a manner that will not draw undue attention to themselves or place undue pressure on anyone to “buy”.
6. The University reserves the right to suspend or deny any group permission to sell, solicit, or set up displays on campus.
7. McIntosh Center reserves the right to limit the number of solicitations at any given time.
SECTION 6 – EVENT PLANNING

Event Facilities
Ohio Northern has a wealth of areas and facilities that can be reserved by students for campus meetings and events. Below is a list of all campus facilities that can be reserved and who to contact with questions and concerns.

McIntosh Center
Reservations made through the McIntosh Information Desk, by calling 419.772.2400 or http://www.onu.edu/mcintosh/roomrequest.html

First Floor
• Activities Room
• Main Lounge
• Wishing Well
• White Bear Inn (when closed)
• Lobby
• Deans’ Heritage Room

Second Floor
• Faculty Lounge
• Ballroom
• Conference Rooms 202-205

Affinity Village Commons Building
Reservations made through the McIntosh Information Desk, by calling 419.772.2400 or http://www.onu.edu/mcintosh/roomrequest.html

• Main Lounge
• Conference Room
• Dining Room

Academic Facilities
Reservations made through the Registrar’s Office via an online form. https://www.onu.edu/files/room_reservation_request_0.pdf
• Classrooms
• Lecture Halls

English Chapel
Reservations made through the Chaplain’s Office at 419.772.2200.
• Kitchentette
• Multi-Faith Room
• Chapel Gardens
• Meeting Room
• Prayer Room
• Lounge
• Sanctuary

King Horn Sports Center
Reservations made through the Sports Center at 419.772.2440.
• Gymnasiums
• Field House
• Dial-Roberson Football Stadium

Heterick Library
Reservations made through the Library at 419.772.2182.
• Rooms 201-202 (seat 8-12)
• Room 324
• S.E. Lounge (3rd Floor)

Reserving Facilities
When an organization’s members decide that a campus event is going to be held, finding and reserving a place to hold the event is vital. ONU has facilities for both small meetings and large events. All the facilities listed on the previous page are available for students to reserve. The advisor is encouraged to give event scheduling
responsibilities to the student leaders of the organization. Listed below are general tips for students to be reminded of when reserving a facility on campus:

- **Check the On-line Calendar before scheduling an event.** Students can check the other events scheduled at the university on any particular day. The on-line calendar is located at: [http://www.onu.edu/onucal/](http://www.onu.edu/onucal/). Also, student organizations can add events to the on-line calendar (pending approval from the McIntosh Center). Events may be added via the following link [https://www.onu.edu/node/add/event](https://www.onu.edu/node/add/event) and requires individuals to log-in using their username and password to submit events.

- **Reserving the desired facility at least one month or more before the event is ideal.** Students can reserve a facility for an event no more than one year before its occurrence. Preferably, facilities should be reserved at least three weeks prior to the event. Then, if preferred facilities are unavailable students have ample time to find an alternate location.

- **Encourage students to reserve a location in person or on the phone rather than through e-mail.** Exact thoughts are easier to communicate through conversation or gestures than through text. Students also become familiarized with the building’s staff, allowing them to know exactly who to contact for assistance during an event.

- **Request facilities that meet the needs of the event.** Students must have an idea of the number of members attending their meeting/event. If a room is too small for an event, students will feel uncomfortable. If a room is too big for an event, students will perceive the empty space as a lack of attendance and will find another event that they feel is “more worth their time.”

- **When reserving a facility, students must remember to get the name of the person helping them.** This piece of information will help the student and staff member should changes need to be made to an event or the facility.

- **Students also are encouraged to record the date and time the reservation is made.** If the reservation is somehow lost, students can refer back to when the reservation was placed.

- **Students should confirm their reservation 3-5 days before the event.** Students can call or visit the office that made the reservation to ensure the facility will be ready for use.

- **When requesting facilities, students are responsible for describing the event to the person assisting them and requesting any media equipment.** Some facilities might include audio/video equipment, stages, a podium, etc. Students, however, might be asked to provide their own equipment if the facility does not have it available.

- **Finally, students are encouraged to be friendly to those assisting with their event planning.** Future interactions between students and staff will continue to be positive if students act in a professional, friendly manner.

### Events at McIntosh Center

Because of the centrality and space that McIntosh provides, many campus events take place in the McIntosh Center. Students can make space reservations through the McIntosh Center staff. The staff also will provide any equipment that students may need for the event and will remain throughout the event in case of additional needs or emergencies.

**McIntosh Center Staff**

David Dellifield – Director of McIntosh Center, 419.772.2402

Kirstin Reams – Advanced Administrative Assistant, 419.772.2536

Information Desk, 419.772.2400

**Facilities**

The most common areas used in McIntosh Center are the Activities Room, the Ballroom, and the Dean’s Heritage Room because these rooms can hold the greatest amount of people. Events and meetings, however, can be held in any of the available McIntosh Center facilities. The capacities of the Activities Room, Ballroom, and Conference Room 7 are listed below:

- **Activities Room:** 220 people (125 with Banquet Tables)
- **Ballroom:** 500 people (300 with Banquet Tables)
- **Dean’s Heritage Room:** 72 people
- **Wishing Well:** 72 people
Students should choose a room that suits their anticipated attendance level. Use of space can play a large role in the attendance of events. Conference Rooms 202-205 and the McIntosh lounges are perfect spaces for small, organizational meetings. The Ballroom, the Activities Room, and the Wishing Well are well suited to host banquets for entire organizations.

**Reserving Space at McIntosh Center**
Before they reserve a space, students should first check its availability. Space availability can be checked online at: [http://maximus.onu.edu/vemslitebrowseevent.aspx](http://maximus.onu.edu/vemslitebrowseevent.aspx). In addition to showing which spaces are reserved and available in McIntosh, this website, which was created by a program called EMS Lite, allows students to search through current events by room, date, and organization holding the event.

Students are responsible for visiting or calling the McIntosh Information Desk to make space reservations. The McIntosh Information Desk handles all reservations for spaces in McIntosh Center, Affinity Commons, and the Pavilion on the west side of campus. All reservations are taken by a student desk worker who enters the information into the system and contacts the space requestor should any scheduling issues arise.

**McIntosh Setup Procedure**
After a student has found a space to have his/her event, he/she will need to make sure the space is properly setup for the event. The McIntosh staff keeps the building running efficiently, tearing down and setting up for every meeting and event that happens throughout the day. Although the student is responsible for filling out the paperwork involved in reserving facilities, the advisor should be familiar with the McIntosh setup sheets and which rooms in McIntosh can accommodate special needs.

All setup forms are available at the McIntosh Information Desk. There are three main forms: Activities Room Setup, Ballroom Setup, and General Facilities Use Form. All setup forms are required to be completed no less than 1 week prior to the event. This gives the staff time to determine the best way to tear down from the previous event and set up for the upcoming event.

Each of the rooms can be set up as desired on the sheet. Some facilities in McIntosh are equipped with advanced media equipment. Both the Ballroom and the Activities Room come equipped with an audio/video system (DVD or VHS), a projector, a large projection screen, network access, and microphone system. Below is a list of all the equipment that McIntosh can provide:

- Chairs
- Tables
- Portable Sound System
- Laptop Computers
- VCR & DVD Players
- TVs
- Microphones (Corded and Wireless)
- Multimedia Projectors
- Easels
- Podiums
- Platforms
- Sign Stands
- Piano

If a student needs a piece of equipment that is not on this list, he/she should ask a McIntosh Information Desk worker if the desired equipment is available.

In the business of planning an event, the student may forget to list something on the setup sheet. He/she can return to the Information Desk anytime before the event and modify the setup sheet. If the student
needs something while the event is occurring, the McIntosh Information Desk can contact the custodian on
duty to set up additional materials.

**McIntosh Facilities Use Form**
The McIntosh Facilities Use Form is used for all spaces in McIntosh. Students are to draw a detailed
diagram of the desired room setup, including placement and number of tables and chairs. Students are to
view the room prior to making a reservation to be sure it is acceptable for their needs. The form is
available at the McIntosh Information Desk, through the McIntosh Center website and in the Resource
section.

**Dining & Catering**
Food will almost always guarantee attendance at your event. ONU has an excellent dining and catering service that
is available to all students, including a new “No Frills Catering Guide” that provides low cost catering services to
student organizations.

*Sodexo Dining Services Staff*
Administrative Office, 419.772.2415
Terri Mathis – Director of Dining Services
Eva Fensler – Catering Manager
Lisa Risner – Administrative Assistant

**Ordering from Dining Services**
Dining Services can cater to any location on campus. All catering is arranged with ONU’s Catering
Service. A complete menu and price guide is available for student leaders. If a student would like to have
an event catered, he/she should call or visit the Dining Services office no less than 2 weeks before the
event. The catering staff will inform him/her of the services available. The student will need to provide an
estimated attendance for the event as it helps Dining Services prepare the food in advance. An account
number for payment will also need to be provided by the student.

**Student Meal Plans**
Students who attend a Dining Services catered event can use their meal plan meals to help the organization
save money. For each valid student ID number submitted, the credit will be given on full meals only. ID
numbers cannot be used on events such as receptions or desserts that are not full meals. Although the
catering order may be placed well in advance, Dining Services asks that all valid student ID numbers be
submitted no less than 48 hours before the event. Only ID numbers of students who are on a meal plan will
be considered valid.

**The No Frills Catering Guide**
No Frills Catering Guide includes a number of complete meal options, including pizza, hamburgers, sub
sandwiches, lasagna, and chicken. Students with a meal plan and a valid ID number are not charged for
these meals. A complete meal is provided, including sides, desserts, and drinks. The amount of food
received is proportional to the amount of valid student ID numbers received. If a group is planning on
having food at his/her next meeting or event, gathering valid student ID numbers could make this option
almost free for your organization. The student representative of the organization should be prepared with
the account number when placing the order. The student may get a menu for this option at the ONU Dining
Services administrative office.

**Food in McIntosh Center**
Ohio Northern is contractually obligated to Sodexo. Any food that is served in McIntosh Center must
come from the ONU Dining Services. The only exception is if an organization requests food that the ONU
Dining Services cannot provide, then they may be able to use alternate means to get it.

**Student Organization Banquets**
Banquets are also handled through the ONU Catering Service. A student is to setup banquet arrangements no less than two weeks before it is scheduled to take place. Valid student ID numbers should be submitted no less than 48 hours before the banquet.
SECTION 7 – POLICIES AND PROCEDURES

Student Handbook

The Student Handbook contains policies and procedures which pertain to student organizations at Ohio Northern University. The handbook can be viewed through the following link:
http://www.onu.edu/student_life/student_conduct

Additional information regarding posting policies, solicitation and student organization disciplinary procedures can be found in the Student Handbook. It is the responsibility of each student organization to uphold the Student Handbook, University policies, and the educational mission of Ohio Northern University.

Hazing

As referenced in the Student Handbook, Appendix O—Article 3—Hazing.

Policy
Ohio Northern University does not permit hazing. No organization, team, faculty member, staff person, student or alumni shall conduct or condone hazing activities on or off campus.

Definition
Hazing means compelled or coerced participation in physical or mental activities designed to cause discomfort or pain, or to humiliate, degrade or embarrass the participants. Hazing includes, but is not limited to, the following:
A. Forcing consumption of alcohol, food or any other substance;
B. Forcing consumption of any substance or object in an unsanitary or humiliating manner;
C. Paddling or spanking in any form;
D. Spraying with hoses, buckets or sprinklers;
E. Covering with food, dirt, oil, or other substances;
F. Limiting physical movement;
G. Abandonment in unfamiliar locations;
H. Creating excessive fatigue;
I. Physical and/or psychological shocks;
J. Requiring participants to wear an article of clothing, an outfit, or any item in a way that could bring excessive attention to the wearer;
K. Morally degrading or humiliating games and activities, including those involving nudity;
L. Any other activities requested of participants that are not consistent with the regulations and policies of Ohio Northern University or applicable state law.

Use of Logo

Any activity or event sponsored by an Ohio Northern University group or organization must have permission from University Communications and Marketing before creating and printing materials, merchandise or apparel.

Student groups may use the official polar bear or ONU paw logo, but cannot change or alter the logo in any way.

Groups who have permission to execute fundraisers (from the University Advancement Office) with apparel or other merchandise with the ONU logo on them, must also get permission for the intended design, use of the logo and word mark: “Ohio Northern University.”

University Communications and Marketing
Amy Prigge – Executive Director, 419-772-3961 or a-prigge@onu.edu
Toma Williams – Associate Director of Art and Design, 419-772-2048 or t-williams@onu.edu
Social Media Policy
No social media web site account may be created using the name Ohio Northern University, ONU, Northern nor any other variation of the University name, which may imply an official social media presence for the University.

Chalking and Posting Policies
Below is the policy relating to the displaying of all signs, posters, banners, and sidewalk chalking throughout the campus. Posters include all advertising done on poster board, boxes, or any other material. Banners include suspended sheets, ribbons and the like, on which advertising is done. All displaying of signs, posters, or banners must also be in keeping with the rules for solicitation on campus.

Signs, Posters, and Banners Outside Buildings
These rules apply to outdoor campus advertising and exclude inside buildings.
1. Signs, posters, banners and decorations on University grounds are limited to those which provide general information to the University community. Each must bear the name of the campus organization or University department sponsoring an event and/or communicating information.
2. Posters and banners will not exceed a total of twenty in number throughout the entire campus except with advanced approval of the Vice President for Student Affairs & Dean of Students.
3. Posters or banners may not be attached to trees, fences, or buildings in any damaging way such as staples, nails, or wire, but rather with a string, rope, tape, etc. All posters and banners must be approved in advance by the Vice President for Student Affairs & Dean of Students. Sidewalk chalking may only be done in areas designated through advance approval by the Vice President for Student Affairs & Dean of Students.
4. Posters may not exceed six (6) square feet and banners not more than twenty (20) square feet in size.
5. Posters and banners may not be displayed for more than ten (10) days prior to an event or twenty-four (24) hours following an event. This includes all materials used to secure the posters. The student or organization putting up the material must remove it. Exceptions to this time limit may be granted by the Vice President for Student Affairs & Dean of Students.

Signs and Posters Inside Buildings
1. All posters, fliers, notices and messages to be placed inside campus buildings must be posted on appropriate bulletin boards or space designated for that purpose.
2. All posters and signs must bear the sponsor’s name, the campus organization, University department or office.
3. No more than one copy of each item may be placed on each bulletin board or designated space, and maximum size shall not exceed 24 inches by 24 inches. Signs should be clear and legible.
4. Permission for placing these items in residence halls must be obtained from the Office of Residence Life in McIntosh Center or a member of each hall’s staff. In all other University buildings, permission must be obtained from the appropriate designated authority in each building. Failure to comply with these rules may result in the removal of signs without warning.

Signs and Posters within McIntosh Center
McIntosh Center is the building most frequented by on-campus students during the day. Students are encouraged to publicize in areas that are prone to heavy traffic; i.e. the dining hall, the bookstore, and the mailroom. As in academic buildings and residence halls, permission to advertise in McIntosh is required and can be obtained at the McIntosh Information Desk to start the process.

Travel Policy

Student Travel
1. Student Travel
   a. Guidelines for University Student Travel
Many students, as well as faculty and staff advisors of University organizations, are involved in University group travel. These travel guidelines do not pertain to situations including, but not limited to: internships, rotations/clinicals, student abroad and student teaching. The Dean’s Office will maintain information for these exceptions. These guidelines are provided to ensure that University risk management requirements are fulfilled and appropriate information is available to those individuals who may need to contact travelers in an emergency.

Any group sponsoring/hosting/co-hosting such an event where alcohol is present must also have a faculty/staff advisor or representative present.

**Students Onboard**

1. No driving after midnight. Typical driving hours are between 5 am and midnight. If extenuating circumstances occur, approval must be gained by the department chairman or director before proceeding to drive after midnight. Information must also be logged with Campus Security by calling 419-772-2222.
2. Drivers must alternate or take a break after every two hours of driving.
3. Using ONU Fleet Vehicle
   a. Vehicles traveling more than 100 miles from the University require at least two authorized drivers per vehicle.
   b. Vehicles traveling more than 250 miles from the University require at least two authorized drivers per vehicle and require the completion of a driver log.
   c. When signing out vehicles, the driver and/or advisor must sign a copy of the Vehicle Checklist indicating agreement to comply with the ONU Travel Policies.

**Same Day University Travel Guidelines**

1. A same day trip is defined as any travel in which students leave and return to campus on the same day.
2. A faculty/staff advisor or representative is encouraged to attend all University travel. The advisor must only attend if the students are travelling via university rented/owned bus.
3. The Travel Itinerary and Roster form must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).

**Overnight University Travel Guidelines - 1-5 Nights**

1. A faculty or staff advisor/representative should attend all University travel on overnight trips.
2. The Travel Itinerary and Roster must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).
   a. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a member of the University community--faculty, staff or student) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip. The form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).

**Overnight University Travel Guidelines – 6+ Nights**

1. A faculty or staff advisor/representative must attend all University travel for trips of 6 or more nights.
2. The Travel Itinerary and Roster for the overnight trip must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).
   a. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a faculty or staff member) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip.
the trip. The form will be sent to the Ohio Northern Switchboard
(switchboard@onu.edu).

b. **Campus Communications**
   i. The Ohio Northern Switchboard in Business Services will maintain the Travel Itinerary and Roster information for all trips.
   ii. If notified at least six weeks prior to departure, the Office of University Advancement may be able to assist with the trip by encouraging alumni and/or friends of the University in the vicinity to host or support planned activities.

c. **Faculty or Staff Advisor/Representative Responsibilities for University Student Travel**
   (before departure)
   i. Collect complete student and faculty/staff names, addresses, and cell phone numbers in a list format.
   ii. Designate separate lists by different group destinations (e.g. Habitat scheduled for two different locations) so information about who is traveling to each location will be available in the event of an emergency.
   iii. Complete the Travel Itinerary and Roster. Information will include contact information for the attendees (addresses and cell phone numbers), dates and times of events, travel arrangements and accommodations (including phone numbers). This information must be submitted by the required deadline for the trip.
   iv. Determine airline baggage and check-in requirements, if applicable, and disseminate information to all travelers.
   v. Request travel advance, if needed, from the Office of the Controller at least two weeks prior to scheduled departure.
   vi. Contact the Office of Student Affairs to arrange for on-campus housing related to a University sponsored travel event when the residence halls are closed. Prior to the trip, the Director of Residence Life should be given students’ names, halls, room numbers and the date and approximate times access will be needed by the students.
   vii. Ensure students are aware and agree to the following statement:
      1. As an Ohio Northern University student, I agree to engage in behaviors that are responsible and mature. I will comply with all applicable laws and with the University’s Codes of Conduct during the entire travel event. I will also follow any guidelines/procedures set forth by my student group. Failure to comply may result in my removal from the University student group and the travel event. If I fail to comply, I understand that I may be individually responsible for all costs related to the travel event as well as any additional costs for damages or unanticipated expenses.

For the complete travel policy, visit the following link:
[http://www.onu.edu/administration/financial_affairs/business_services_and_risk_management/travel_policies](http://www.onu.edu/administration/financial_affairs/business_services_and_risk_management/travel_policies)
SECTION 8 – RESOURCES

Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Ada Police Department</td>
<td>634-0010</td>
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<tr>
<td>Bookstore</td>
<td>772-2410</td>
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<tr>
<td>Campus Security</td>
<td>772-2222</td>
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<tr>
<td>Chaplain’s Office</td>
<td>772-2200</td>
</tr>
<tr>
<td>Controller’s Office</td>
<td>772-2010</td>
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<tr>
<td>Counseling Center</td>
<td>772-2190</td>
</tr>
<tr>
<td>Dining Services</td>
<td>772-2414</td>
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<tr>
<td>Freed Center for the Performing Arts</td>
<td>772-1900</td>
</tr>
<tr>
<td>Health Center</td>
<td>772-2086</td>
</tr>
<tr>
<td>Heterick Memorial Library</td>
<td>772-2181</td>
</tr>
<tr>
<td>Mail Room</td>
<td>772-2062</td>
</tr>
<tr>
<td>McIntosh Center Information Desk</td>
<td>772-2400</td>
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<tr>
<td>Multicultural Center</td>
<td>772-2145</td>
</tr>
<tr>
<td>Northern Review</td>
<td>772-2409</td>
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<tr>
<td>Physical Plant</td>
<td>772-2460</td>
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<tr>
<td>Polar Careers</td>
<td>772-2145</td>
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<tr>
<td>Printing Services</td>
<td>772-2064</td>
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<td>Purchasing Office</td>
<td>772-2059</td>
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<tr>
<td>Registrar’s Office</td>
<td>772-2024</td>
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<tr>
<td>Residence Life</td>
<td>772-2430</td>
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<tr>
<td>Sports Center</td>
<td>772-2441</td>
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<tr>
<td>Student Affairs Office</td>
<td>772-2431</td>
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<tr>
<td>Student Conduct</td>
<td>772-2434</td>
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<tr>
<td>Student Involvement</td>
<td>772-3968</td>
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<tr>
<td>Student Senate Office</td>
<td>772-2425</td>
</tr>
<tr>
<td>WONB Radio Station</td>
<td>772-1194</td>
</tr>
</tbody>
</table>

Important Links for Organizations

Bonfire Application

McIntosh Center Facilities Use Form

Sample Constitution & Bylaws

Solicitation Form

Spirit Rock Information – Website, Calendar and Policy

Student Organization List
Student Organization Recognition Packet

ORGPRESIDENTS@ONU.EDU
The orgpresidents@onu.edu email was created as a way to funnel information to presidents about information relevant to campus organizations. This list is maintained by the Office of Student Involvement and updated as new contact information is made available to the Office. Individuals can submit information to this list to share information about programs, events, and other information relevant to campus organizations.

Student Organization of the Year Award (SOYA)
In spring of 2002, the Campus Organizations Committee of Student Senate established the Student Organization of the Year Award. By creating the award, Student Senate hoped to inspire students to raise their organizations to new heights. It was named after Alice-Kay Hilderbrand, Vice President for Student Affairs (2004-2008), for her passionate and devoted support to student organizations. The Alice-Kay Hilderbrand Student Organization of the Year Award is intended to reward the outstanding student organizations at Ohio Northern University who have clearly defined their role in the professional and social development of their members, value the ideals of leadership, collaborate and outreach with and to fellow student organizations, and dedicate themselves to serving their campus and surrounding communities.

The Alice-Kay Hilderbrand Student Organization of the Year Award recognizes three organizations yearly with the distinctions of outstanding, excellence, and achievement. Framed certificates are presented to the recognized organizations, along with cash prizes. Student Senate strongly encourages all recognized and eligible organizations to apply for the Hilderbrand Award. The selection process is very competitive each year, and with the volume and quality of the activities student organizations are involved with, it is sure to be even more competitive in the future! The cash awards are in the amount of $750, $500, and $250 for the three winning student organizations!

The Student Organization of the Year Awards are presented at the President’s Leadership Dessert in the spring semester.

If you have any questions about the eligibility requirements, contact studentorgs@onu.edu

STUDENTORGs@ONU.EDU
The studentorgs@onu.edu email was created as a way to funnel all communication regarding student organizations to Student Senate and the Office of Student Involvement. This email address should be used for submission of materials (roster, documents, contact updates) for current organizations. This email address can also be utilized as a means of asking questions regarding starting a new organization on campus.

Welcome Fest
The purpose of the event is to help new students become acquainted with the members and leaders of student organizations on campus as well as local businesses and opportunities in and around the Ada community. Students who attend the event will be able to receive different types of handouts from information on clubs, activities and resources to fun and games such as Frisbees, candy, food, pens, ice cream and different types of promotional materials. Registration for on campus groups/organizations is available in the Spring Semester. Information will be sent to the orgpresidents@onu.edu. Any questions can be directed to studentorgs@onu.edu.

Updated: September 5, 2014