



IOWA WESLEYAN
UNIVERSITY
1842

Student Organization Handbook

Office of Student Development

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About Student Activities

Purpose:

This handbook is intended to be a resource for all recognized organizations at Iowa Wesleyan University. It includes helpful information for student leaders, organization members, and advisors about university policies and procedures to ensure a successful year for your organization.

Please take time to familiarize yourself with this handbook. Should you have any questions, please contact the Student Development Office. The Office of Student Development is committed to serving students by helping them ignite their passions by forming organizations that will help increase the overall student experience on campus. Student Development is also a resource for you and your group.

Office Hours and Location

The Office of Student Development is located in the John Wesley Holland Student Union. The office is open Monday-Friday 8am-5pm during the academic year.

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Meet the Staff

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Being an Iowa Wesleyan Organization

Mission: To Ignite Passion and Create Long-Lasting Relationships

What's it mean to be a TIGER through an Iowa Wesleyan University Organization?

Tenacious in attracting members to their organizations.

Inspired by the way they create meaningful relationships with their members.

Global in their outreach to serve the Iowa Wesleyan and Mount Pleasant Community.

Engaged in their efforts to host events for all students on campus.

Respectful to staff, faculty, and students and adhere by the Iowa Wesleyan Organization Handbook.

Fields of Organization at Iowa Wesleyan University

A recognized Iowa Wesleyan organization is an organization that has completed the necessary steps to be recognized through the Iowa Wesleyan University Student Government Association. No matter the type or kind of organization, all organizations are a part of Iowa Wesleyan Community. Therefore, all organizations should be in good standing with the University and respect all other organizations.

There are two different fields of an organization: Academic or Activity

Activity Based- Students create and are responsible for the organizations. With help from their faculty/staff advisor, students work to build an organization that will aid an increasing the student experience on campus.

Academic Based- Students in conjunction with Faculty/Staff create and are responsible for the organization that is gear toward diving deeper into an academic field. These organizations are to further prepare students for life in their field after college. Students are encouraged to join these groups if it is part of their major.

Types of Iowa Wesleyan Organizations

The different types of student organizations at Iowa Wesleyan University that each organization must fall under include the following:

- Academic and Professional: Mission is to bring learning outside of the classroom and apply content in real world application
- Fine Arts: Mission is to further the creative minds in a number of Fine Arts such as writing, art, and music
- Government and Programming: Elected to represent a number of smaller organization in one category

- Religious and Spiritual Life: Mission is to deepen students spirituality through Bible studies and other church based activities on campus
- Social Groups: Mission is to provide social opportunities and interaction among members of a particular passion
- Greek Life: Mission is to give student a remarkable Greek Experience on a college campus

Registration Process for an Iowa Wesleyan Organization

Turn in an Organization Recognition Application (found on the Club/Orgs Page of the IW website or in the Office of Student Development)

A complete application consists of the following:

- i. Application Form
- ii. Constitution and Bylaws
- iii. Officer Update Form
- iii. Student Interest Sheet

Organization Status

Your organization can be in one of three statuses:

Provisional – going through the SGA process but have not yet been recognized

Active – has met all of the requirements to be a Recognized Student Organization

Probation- organization has violated certain requirements and/or they have not been met. An organization in this status can still meet with their organization, but they cannot host events or obtain any benefits until reasons of probation are dealt with.

Deactivated – the recognized status of your organization can be removed due to the following circumstances: failure to annually renew your organization, failure to attend monthly SGA meetings twice with in a semester, or if the student organization's actions or behaviors are contradictory to IWU policies and procedures, including the Student Code of Conduct

Denied Applications

Applications for Organizations may be denied for the following circumstances:

1. Organizations that have similar or comparable mission
2. Not all necessary paper work was turned in
3. Organization Leaders are not in good standing with University's conduct policy or academic standards
4. Not enough interest on campus

Denied Applications may be resubmitted the following semester depending on the reason for denial.

Appeal Process may be submitted into the Coordinator of Student Engagement in form of an email outlining reasons against denial. Appeal must include potential advisor, Coordinator of Student Engagement, and the Dean of Students. All then will get together and determine if the appeal is either denied or accepted.

Iowa Wesleyan Organization Advisors

Adapted from the ACPA Commission for Student Involvement Advisor Manual

Each advisor perceives his/her relation to a student organization differently. Some advisors play an active role by attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each advisor will maintain some regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. The purpose of this section is to outline the basic roles of an advisor. As groups vary in their expectations and needs, it is important that the organization and advisor develop an understanding of the nature of your involvement. The advisor and group should agree on a set of expectation of one another from the beginning and should write this list down as a contract between the group and the advisor.

Here are some questions a potential or current advisor may want to ask to determine that they are the right fit for your organization:

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities doe the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the organization?
- What are some of the way the advisor can be more helpful to the group?
- Will the advisor be silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?
- Is the advisor expected to give feedback? How? When?
- Are there areas of the organization that are “hands off” to the advisor?

Advisor Responsibilities

In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below:

- 1) Advisors are responsible for reviewing and adhering to the policies in the Iowa Wesleyan Organization Handbook
- 2) Report immediately to the Coordinator of Student Engagement any activities that may or will violate University policies
- 3) To be knowledgeable of and adhere to University policies and procedures which pertain to student organizations, and to inform the student organization president of his/her responsibility to do the same.
- 4) Remain informed of all activities sponsored by and conducted by the student organization
- 5) Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws
- 6) Establish expectations for roles and responsibilities with the student leaders of the organization
- 7) Will have two meetings with the Director of Engagement that will be scheduled by the Director.
- 8) Be present during all events that organization will host throughout the year.

Advisor Liability

Advisors are the university's representative regarding the organization's activities. They are expected to give reasonable and sound advice to student organizations about such things as programs, use of facilities and operational procedures. If the advisor has reason to question an action taken by the organization, express your concern directly to the organization's student leaders. Which may include a suggested alternative to the question action, a warning, etc.

It is important to remember that while an advisors needs to be concerned about liability, they can damage the educational process by being overly concerned. There is nothing that covers all the possible situations student organizations might encounter. If the advisor has concerns about a situation it is advised that they contact the Coordinator of Student Engagement.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Below are a few things that may help.

- Have students go to the Office of Student Development and reserve rooms for events and meetings
- Identify specific risks involved in the event
- Develop a plan of action in reducing risk
- Communicate with everyone involved (officers, members, advisors, participants, and facility staff)

Registered Iowa Wesleyan Organizations

Organization Requirements

Organizations that are in Active Status are mandated to the following requirements:

- **Must be in good standing with Iowa Wesleyan University and the Mount Pleasant Community.** All organizations must respect the University, all staff and faculty, the students, and all other organizations. Organizations should never degrade any student or other organization due to difference in opinion, race, sexual orientation, or political views.
- **Attending Student Government monthly meetings.** These meetings must be attended by a representative of your organization each month. At these meetings organizations have an opportunity to update membership information, advisor information, highlight organization events, and learn about the many resources and opportunities available to student organizations. Organizations are allowed up to two misses a semester.
- **Attending Fall/Spring Activities Fair.** This is a way for organizations to promote themselves to students to increase membership! Mandatory event for all organizations
- **Student Leader and Advisor Training session.** This will only take place once a year. The goal of this is to inform organizations of updates to the Organization Hand Book. Students and Advisors will also be given expectations and tips on how to successfully be leaders for their organization.
- **Monthly Coordinator of Student Engagement meetings.** These meetings are designed to check in with organization student leaders. The Director of Engagement will provide support and guidance for organizations. Meetings are to show students that the whole community of Iowa Wesleyan University is committed to the students and their involvement.
- **Once a semester Service Project.** All organizations are required to perform at least one service project a semester. That project can be on campus or in the community of Mount Pleasant. To communicate that a service project is complete organizations must fill out a Service Project Form (located in Student Development).
- **Student Leaders GPA.** Student Leaders that are outlined in the application must maintain a 2.5 Cumulative GPA. If Student Leaders are below requirement then they will be stripped of their Leadership role. The organization will then resort to standard voting process to fill vacant position. If no other member in the organization wants to hold a leadership position then the organization will become deactivated with a review of GPA at the end of semester. If Leaders have raised their GPA the organization will become activated.
- **Maintain a Clean Organization Space.** Organizations that have been given a space to conduct meetings/events must keep it clean. Furniture and all other appliances must be respected and any damages should be reported to the Director of Engagement.
- **End of the Year Reports.** All organizations will be responsible to fill out End of the Year Reports and hand them to the Director of Engagement by the end of the academic year. Reports will be given to student leaders in March. Student Leaders and Advisor are responsible for filling it out and signing the form.

Failure to complete one or more of these requirements may cause an organization to lose its Active Status. Organizations will then meet with the Director of Engagement to discuss organization activity. It is up to the judgement of the Director of Engagement in collaboration with the Dean of Students on how he/she will handle failed requirements.

Benefits of being an Iowa Wesleyan Organization:

Funding

Student Government Association (SGA) funds are made available to student organization that work to meet the mission of the university. Amount given is up to the Student Government Executive Board to establish. Each year the SGA will vote on amount that organizations are able to receive. Receiving SGA funds is a privilege and not a right; therefore, guidelines have been adopted to establish a procedure to facilitate distribution of these funds. The Organization and SGA shall abide by the guidelines set forth. As established in the Constitution and the Treasurer will serve as the primary examiner of all requests with final approval of recognition and contingency funding from the SGA Executive Board. Funds request forms are available via the SGA tab of the Clubs/Orgs webpage at www.IW.edu.

Iowa Wesleyan Organization Information and Homepages

Registered student organizations have the opportunity to post their contact information and homepage on the IWU website. Below is information the University recommends student organizations include in their homepages:

- Organization Name
- Organization's Purpose: What does the organization do? What is the mission?
- Organization's goals: How does the organization accomplish its purpose? What are the organization's activities?
- List of top two officers and advisors, and a way to contact these individuals (phone, email)
- How does a student become a member of this organization? Inform people what they need to do in order to be involved with this organization

Meeting Space

Registered student organizations can reserve meeting space on campus at no cost, depending on the type and time of the event. Room reservations are made on a first-come, first-served basis. Reservations can be made by contacting Traci Bender through email or the Director of Engagement.

Publicity

Any registered student organization may request a poster to be made by emailing a PDF copy of their poster to the Coordinator of Student Engagement. All posters must be approved. Posters requested may not exceed 15 pages/ 10 if color.

Any registered student organization can have the opportunity for their event to be featured on the napkin holders in the dining hall. Deadline is the 30th of the month prior to the event being hosted. Please see Office of Student Development to make these requests.

Recognized student organizations can send their events to the Coordinator of Student Engagement for them to be posted on the Student Development calendar on-line. New events will be posted once a week so events should be submitted at least a week in advance.

Food Service

Iowa Wesleyan University has an exclusive contract with Sodexo. All food and beverage must be ordered through them or if you are planning to bring outside food/drink you must first contact Sodexo. Organizations are allowed to promote baked goods as fundraisers outside of Sodexo. Sodexo will also be willing to help with gifted items in some circumstances. For information on this please contact George Baker (gbaker@iw.edu) General Manager for more information and about other food service questions.

Leadership Awards

Registered student organizations can be nominated to receive awards at the annual IW Awards Day, usually occurring in late April. Awards are available for Emerging Leader of the Year, Unsung Hero, Student Leader of the Year, Student Organization of the Year, Advisor of the Year and President's Award. Applications are typically available in early March.