

Clubs & Organizations Committee Roger Williams University NEW CLUB OFFICER TRAINING



Hello, New Club Officer.

This guide is to assist you in retaining the procedural and financial information disseminated during the New Club Officer Training session attended.

Created by the following members of the Roger Williams University Student Senate:

Jordan J. Phelan, Clubs & Organizations Committee Chair

&

Rosie Stevens, Finance Committee Chair



STUDENT GROUP REGISTRATION FORM

The completion of the Registration Form on OrgSync recognizes the group as a Student Senate Chartered Club.

OrgSync | Club Officers Portal | Search "Student Group Registration"

Select "Student Senate Chartered Club"

Constitution

ELECT OFFICERS

It is essential to elect Offices following the procedure outlined in the Student Senate Constitution.

Officers consist of: President, Vice President, Treasurer, and Secretary.

SUBMIT MONTHLY REPORT

Club Monthly Reports are to be completed and submitted by the **seventh** day of the next month on OrgSync.

OrgSync | Club Officers of RWU | Forms | Club Monthly Report

HOLDING MEETINGS AND TAKING MINUTES

It is required that a Trial Club hold at least **two (2)** meetings and keep minutes (typed or written), which include time, date, location, attendance and an outline of what was discussed (copies of the minutes must be submitted to the Clubs & Organizations Committee for review at the Full Club Status Hearing). This requires submitting a Space Request Form on OrgSync through the Club Officers of RWU Portal to reserve a definite time and location to hold the meetings. A minimum of **fourteen (14)** members must attend both meetings, but more are encouraged.

OrgSync | Club Officer Portal | Forms | Space Request Form

INFORMATION TABLE

Set up an information table in the Commons for a period no less than **three (3)** hours. Additionally, if your club wishes to promote meeting times and locations through flyers, this can be done as well. Both require registering at the Front Desk of the Student Programs & Leadership (SP&L) Office.

Initials of SP&L Representative _____ Date _____

ATTEND NEW CLUB OFFICERS TRAINING

Every member of the Executive Board must attend Club Officers Training, which will include financial training from the Finance Committee Chair. These meetings are biweekly on Thursdays at 6:30pm.

Following this meeting, Club Officers can become members of the Club Officers at RWU portal on OrgSync.

The President and Treasurer must attend Financial Training.

Clubs & Organizations can be reached at clubsandorgs.senate@g.rwu.edu

Finance can be reached at finance.senate@g.rwu.edu

Signature of Clubs & Organization Chair _____ Date _____

Signature of Finance Chair _____ Date _____

ORGSYNC PAGE

The Club's OrgSync must be created and updated in the following ways:

Invite People and Create "Active 2017-2018" Group Roster under "People" | Complete Profile Page
Add Advisor | Upload Constitution under "Files"

CHECKLIST

-
- Student Group Registration Form
 - Hold Meetings & Take Minutes
 - Elect Officers
 - Information Table
 - Submit Club Monthly Report
 - Attend Club Officers Training
 - OrgSync Page

ROGER WILLIAMS UNIVERSITY STUDENT SENATE 44

Jake Brostuen | *President*

Kayla Devin | *Vice President*

Nicole Woodward | *Treasurer*

Christopher Costa | *Secretary*

Daniella Alva | *Parliamentarian*

Jordan Phelan | *Clubs & Organizations Chair*

Rosie Stevens | *Finance Chair*

www.StudentSenateRWU.com

DUTIES & RESPONSIBILITIES OF VARIOUS LEADERSHIP POSITIONS

It is essential to elect Offices following the procedure outlined in the Student Senate Constitution.

Officers consist of: President, Vice President, Treasurer, and Secretary.

PRESIDENT

Preside over meetings
Provide agenda
Remain fair and impartial
Vote only in case of a tie
Spokesperson of the club
Attend Club President meetings
Complete monthly reports

TREASURER

Follow club budget on OrgSync
Club is following all financial procedures set forth by Senate and SP&L
Ensure the club has no account outside the University
Attend any Finance Committee meetings at which the club is asking for an allocation or reallocation
Communicate with SP&L in a timely fashion to pay bills, place orders, make deposits, etc.
Compile and submit a yearly budget to the Finance Committee

VICE PRESIDENT

Assist President in all presidential duties
Oversee the constitution and club policies
Assume presidential role in absence of President or if unable to fulfill duties
Point person for club members of questions, complaints or comments

SECRETARY

Record minutes of meetings
Distribute minutes to members in a timely fashion
Keep an up to date member list in OrgSync
Make arrangements for meetings
Communicate any club correspondence
Maintain club files, including constitution

STAY IN GOOD STANDING WITH STUDENT SENATE

Maintain a @g.rwu.edu email address with all communications pertaining to the Club

Maintain a full-time Faculty/Staff member as an Advisor

Submit a Club Monthly Report on the seventh day of each month

Communicate with your Senate Club Representative

Maintain a minimum of 14 members

Attend Club Officers Training in the Spring

Maintain an Elected Club Officer at these positions: President, Treasurer

Submit a Student Group Registration Form

Update an Active 2017-2018 Members list on the Club's OrgSync page, which includes the Club's Advisor

Update and maintain a Profile and Welcome OrgSync page

CLUB REPRESENTATIVES

As members of Roger Williams University Student Senate and Clubs & Organizations Committee, it is our duty to ensure that the 67 actively chartered clubs on campus – as well as the newly formed and established clubs approved for full club status by this committee – have and maintain representation by Student Senate.

Being a Club Representative is an immensely important role as it presents the unique opportunity to closely interact with and assist fellow student leaders that aspire to improve the Roger Williams University community through countless experiences and events.

CLUBS & ORGANIZATIONS COMMITTEE

Wednesdays | 2PM | MNS 214

Club approval

Club name and mission changes

Probation and Inactive clubs

Club & Organization hearings

Club & Organization appeals

Club Sport approval

Start the following academic year

Organization Approvals

Review and Amend Bylaws regarding Clubs & Organizations

FINANCE COMMITTEE

Wednesdays | 4PM | MNS 214

BUDGET

Funds requested the previous year for the current budget (submitted in March).

ALLOCATION

New funds granted for a specific item

RE-ALLOCATION

Remaining funds of an allocation that moved to another allocated item (cannot go to Discretionary)

DISCRETIONARY

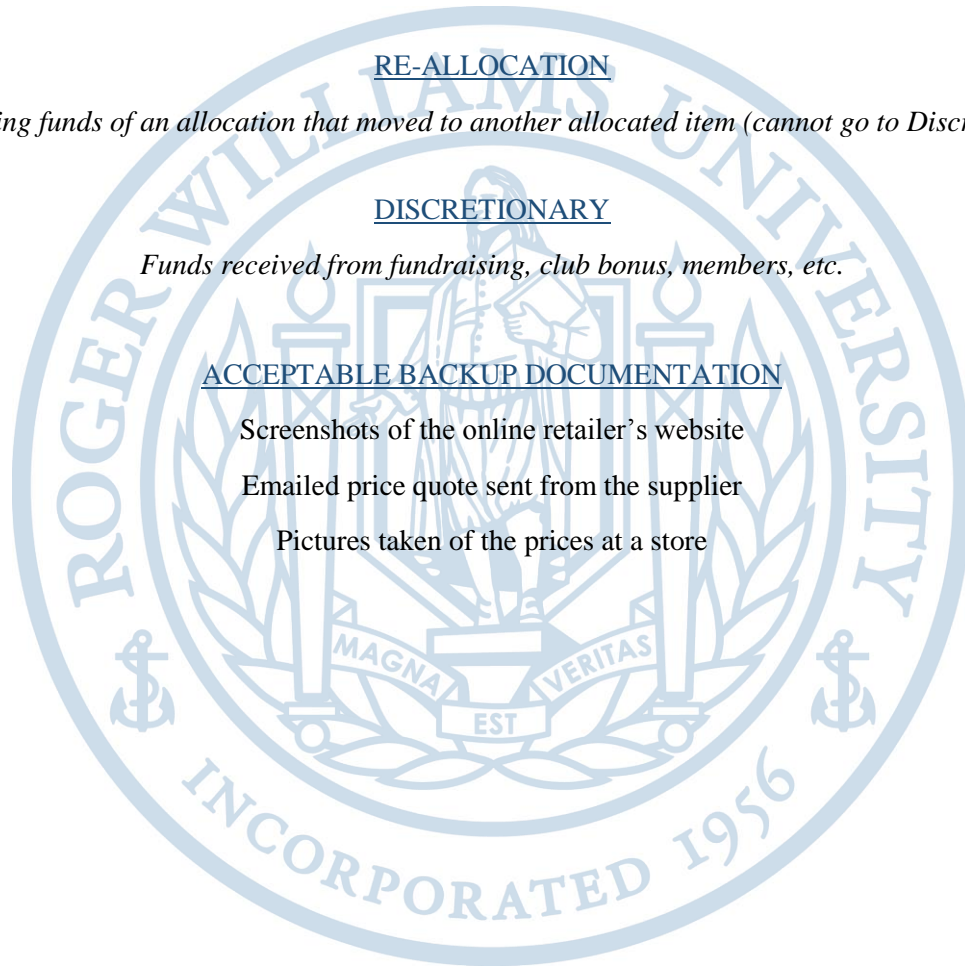
Funds received from fundraising, club bonus, members, etc.

ACCEPTABLE BACKUP DOCUMENTATION

Screenshots of the online retailer's website

Emailed price quote sent from the supplier

Pictures taken of the prices at a store



CONSTITUTION

Include the following:

I | Name

State name of student group

No group may use the name “Roger Williams University” or “RWU” in its name without approval

II | Relation

State the entity’s relation to Roger Williams University

If the group is sponsored by an academic department or office at RWU, that must be stated

If the group is affiliated with an outside company or organization, that must be stated

III | Purpose

Define the group’s purpose in clear, concise terms

IV | Membership

Registered student groups must be open to ALL registered Roger Williams University students
Honor societies, though selective in nature, may also request to be registered

Members: Registered RWU students with voting rights and ability to hold office

Associate Members: Members who cannot vote or hold office

Faculty, staff and student spouses may be Associate Members

All members and associate members must be free to leave and disassociate without fear of harassment or retribution and this statement must be included in the constitution.

V | Discrimination

The constitution must state that the Club or Organization will not practice any discrimination against a member or prospective member on the basis of sex, handicap, race, age, color, sexual orientation, political affiliation, marital status, national origin, or religion, except specifically exempted by law.

VI | Finance

Groups funded by Student Senate may not charge dues

There must also be a statement that the Club or Organization is not-for-profit or is non-commercial in nature

VII | Officers

List of official officer positions (no specific names of persons) and their subsequent duties

Term of Service

Election Method (*secret ballot, hand-vote, etc. simple majority, 2/3 majority, etc.*)

Vacant Office position procedure

Impeachment Process

All members of the group must be allowed to nominate a member for office and be included in the voting process

All members must also be allowed to nominate an Officer for impeachment and be included in the voting process

These privileges CANNOT be limited to the Executive Board

In replacing an Officer, the nomination and voting process can be limited to the executive board

VIII | Faculty Advisor

It must be stated how the Faculty Advisor is selected

If Student Senate charters the group, the Club or Organization MUST select the Faculty Advisor

The constitution must list the duties of the Faculty Advisor

IX | Amendment

Procedure for drafting, announcement and discussion, and voting

Majority needed to approve or reject (as a rule, 2/3 of total membership)

X | Regulations

State willingness to adhere to the Code of Student Conduct and the other laws, rules, and regulations governing Roger Williams University and its students

There must also be an anti-hazing statement