

RUCOP STUDENT ORGANIZATION
HANDBOOK
2019-2020

Welcome!

Student organizations provide opportunities to meet other students and to be a part of the college community. Students who are active develop skills in leadership, planning, communication, and time management while working with their peers. The RUCOP OESS is here to help with starting and maintaining your student organization. We collaborate with RUCOP Student Organization Faculty Advisor Committee (SOFAC) and the RU Center for Student Involvement (CSI).

This guide was developed by CSI and adapted by the RUCOP Student Organization Faculty Advisor Committee to assist students in becoming familiar with important information necessary for the success of student organizations. Students or organizations with questions regarding this handbook should contact the OESS, contact information below.

Sincerely,

The Office of Enrollment and Student Services

1400 N. Roosevelt Blvd, Schaumburg, IL 60173

847-330-4500 | cop@roosevelt.edu | <https://www.roosevelt.edu/colleges/pharmacy/office-of-the-dean/student-services>

Mrs. Mary Szuch is the Student Services Specialist. The OESS is overseen by the Director Dr. Angela Ryan and Dr. Dana Singla, Associate Dean.

Acronyms and Lingo

The following are terms or acronyms used and will be explained in length in this Manual:

- CSI: Center for Student Involvement
- RUCOP: Roosevelt University College of Pharmacy
- SSA: Student Services Account
- OESS: Office of Enrollment and Student Services
- RSO: Registered Student Organization
- #RULakerLife: Weekly email that to all students containing a schedule of upcoming campus events and opportunities
- Greek Life: Social and Multicultural Fraternities and Sororities on campus
- PSC: Pharmacy Student Council
- SORF: Student Organization Registration Form
- SOFAC: Student Organization Faculty Advisor Committee
- SARF: Student Activity Request Form

Chapter 1: Student Organizations 101

Index:

- Introduction
- Types of Student Organizations and Their Benefits
- Registering Student Organizations Flowchart
- What is Expected of an RSO

Introduction

This section lays out the different types of student organizations. It also includes information about how to start or reregister each one. It also includes the policy for retaining Student Organization status. All student organizations, with the exception of honorary associations and fraternities/sororities, must be open to all students for membership.

Types of Student Organizations and Their Benefits

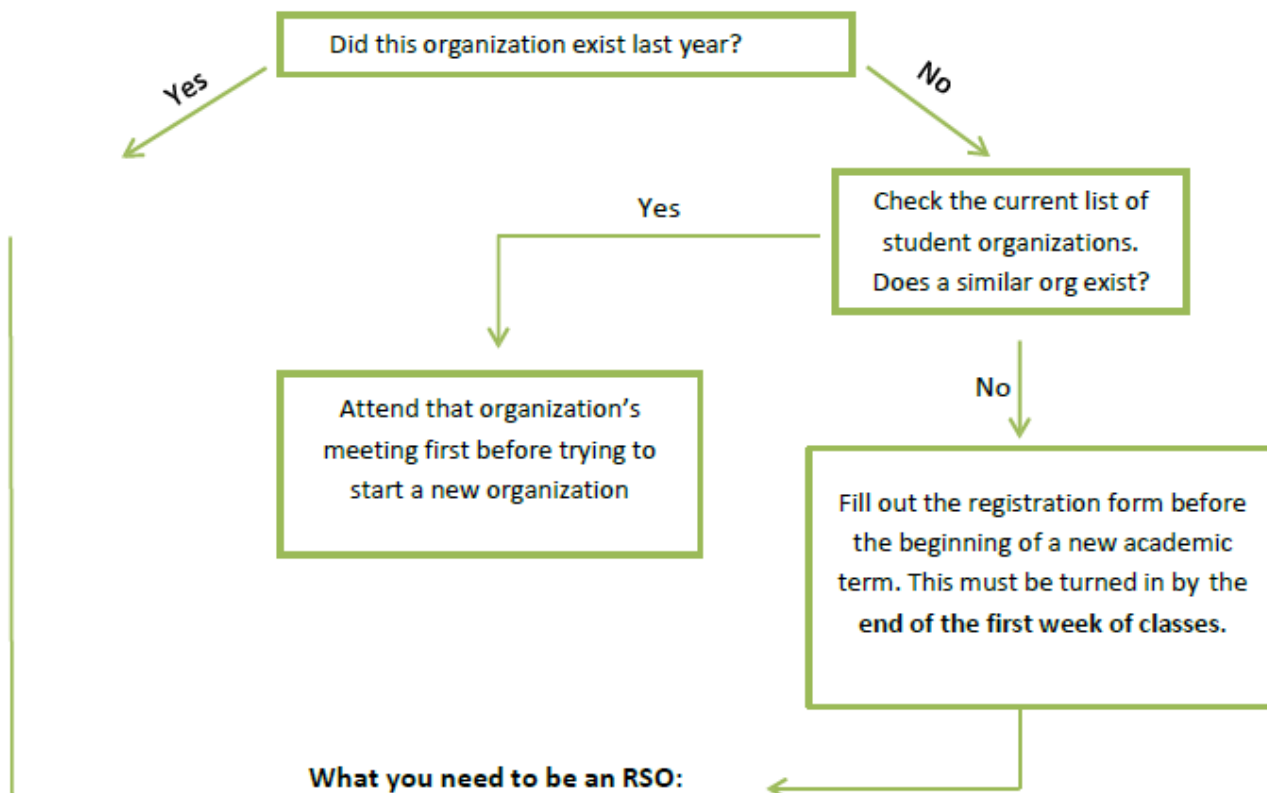
Registered Student Organizations (RSOs) must meet 4 requirements set by the OESS: (1) having 20 current RUCOP Students as members, (2) having 2 current students serve on the RSO's executive board and attend Student Org Trainings (3) having a full-time faculty advisor and (4) having an affiliation with a local, state or national pharmacy professional organization.

RSOs are entitled to the following benefits:

- o Student Services funding for events and programs
- o Reservation of University rooms and facilities
- o Dedicated Bulletin Board in the COP
- o Access to a copy machine (up to 30 copies at a time for meetings, 30 copies for flyers per event)
- o Organizational consultations with OESS Student Services Specialist (by appointment only)
- o Time to present your organization at admitted students' day (outline the goals, core values, and accomplishments of the student organization),
- o Right to be included on a list of student organizations distributed to students on orientation day
- o A place to represent your organization at the student involvement fair during new student orientation month
- o Right to host a membership drive in the fall term
- o RSOs will be eligible to present Cords to graduating members during to be worn with regalia at the commencement ceremony. The faculty advisor of each organization shall be responsible for honoring the members who have completed their cord requirements.

Greek Organizations are held to the same requirements as all Registered Student Organizations but must also abide by the [Roosevelt University Greek Relationship Statement & Standards of Excellence](#). **Under no circumstances may Student Services funding be used for closed or recruitment type events.** Room reservations for Recognized/Greek organizations are subject to approval by OESS. "Parties" of any kind are not permitted at Roosevelt University.

Registration for New and Existing Student Organizations



What you need to be an RSO:

1. Twenty (20) members who are current RUCOP students.
2. 2 executive board members must attend Student Org Training.
3. A full time faculty member to serve as an advisor.
4. Existing orgs should submit their SORF, Advisor Agreement, and current bylaws to PSC Vice President by 11/15.
5. New Organizations should submit their SORF, bylaws and Advisor Agreement to SOFAC for review. The SOFAC will make a recommendation to the PSC which will vote at the next general body meeting on recognizing the student organization.

Tips for Choosing an Advisor:

- 1) Find someone you can meet with regularly. They are required to sign all of your SARF forms.
- 2) Look at faculty members that you already have a positive relationship with.
- 3) Once you choose an advisor, set your expectations for each other and for their level of involvement. Complete the Student Org Advisor Agreement.

What is expected of an RSO:

1. Bylaws
 - a. Each organization must have bylaws that are reviewed annually and kept on file within the PSC.
2. Executive Board
 - a. Must meet the requirements of the state/national organization they are affiliated with and have those outlined in their organization bylaws.
 - b. All executive board members must be acknowledged on the SORF to continue to be an organization. Any changes to the e-board must be sent to PSC secretary and the Student Services Specialist.
3. Events:
 - a. There must be one general body meeting per term Fall through Spring
 - b. Each RSO is required to host at least one of each of the following events annually. At least one of these events must occur during each academic term Fall through Spring.
 - i. One community service project
 - ii. One professional development event
 - iii. One fundraiserThe community service project or the professional development event MUST involve the entire RUCOP student body.
4. Bulletin Board: Each organization must update their bulletin board every term with upcoming events for that term
5. Cords: Organizations must have their cord requirements easily accessible and available to all members
6. Reports
 - a. Each RSO must submit a Term reports of activities to PSC Vice-President by the end of the second week of the following term (Summary of fundraising, events, community service project, professional development event, special recognitions, budget, other)
 - b. Annual Report (covering summer-spring terms) to be turned in by June 15th to PSC Vice President
7. Award ceremonies
 - a. Spring –Each RSO will participate in presentation of cords and other award recognitions for graduating class
 - b. Fall—Focus on recognitions for P1/P2 students

Failure to Meet Expectations of an RSO

The Pharmacy Student Council Vice-President should assess if the expectations for the RSO are being met. If the PSC Vice-President deems requirements are not being met, he/she will notify RUCOP SOFAC. If the RUCOP SOFAC determines the RSO has not met expectations, that RSO will be placed on probation for 1 academic term.

- Terms of probation include, but are not limited to, making up a missed event or meeting, hosting an additional major event or meeting, and forfeiting use of student services funding.
- If probation terms are not met, the RSO will be immediately suspended from all activities for 3 terms and will need to reapply as a new student organization.

All student organizations must comply with University Code of Student Conduct and conduct themselves

respectfully and portray Roosevelt University in a positive light. All organizations must also follow University guidelines policies, procedures, and contracts for room reservations, funding processes, and other operations. Failure to meet these requirements may result in a student conduct hearing, restrictions on access or privileges to individuals and/or an organization, or other outcomes.

The University Code of Student Conduct can be found at: www.roosevelt.edu/Policies/CodeOfConduct

Room Reservation Policy

Student organization members may not use their organization affiliation to reserve space for off-campus groups or organizations. All room reservations are for student organization meetings and events only. Any organization in violation of this policy is at risk of losing their registered status and all benefits. Room reservations will be made by the Student Services Specialist as indicated on the SARF.

Student Org Trainings

Student organizations are required to attend a Student Org training within the first term of the academic year, or within two weeks of registering as a new student organization. Student Org Trainings must be attended by at least **2 executive board members**. A student org may also be required to attend additional trainings if there are consistent errors in proposals. Training times will be sent out to student orgs as soon as a schedule is available. If your new organization is beginning after the Fall term, please contact the Associate Dean to set up a training.

Meeting and Event Planning Tips

Additional information regarding planning, running effective meetings and events, recruitment and retention, and marketing can be found in the Student Org Manual Addendum on the CSI website under [Student Org Documents](#).

Chapter 2: Program Planning Process

Index:

- Introduction
- Fundraiser
- Event Planning
- Event Timeline
- Event Tips and Guides

Introduction

Programming is a valuable experience that Student Organizations can and should take full advantage of. Two distinct types of programming, Fundraisers and Events, are described in detail below.

Fundraiser

The purpose of a fundraiser is an attempt to gain funds for items that are not eligible for Student Services Funding.

To host a fundraiser, **your organization must fill out SARF** located in the Student Organization Folder in BlackBoard®.

- **IMPORTANT DEADLINE:** SARFs should be turned into the Associate Dean 10 days prior to the program

Event Planning

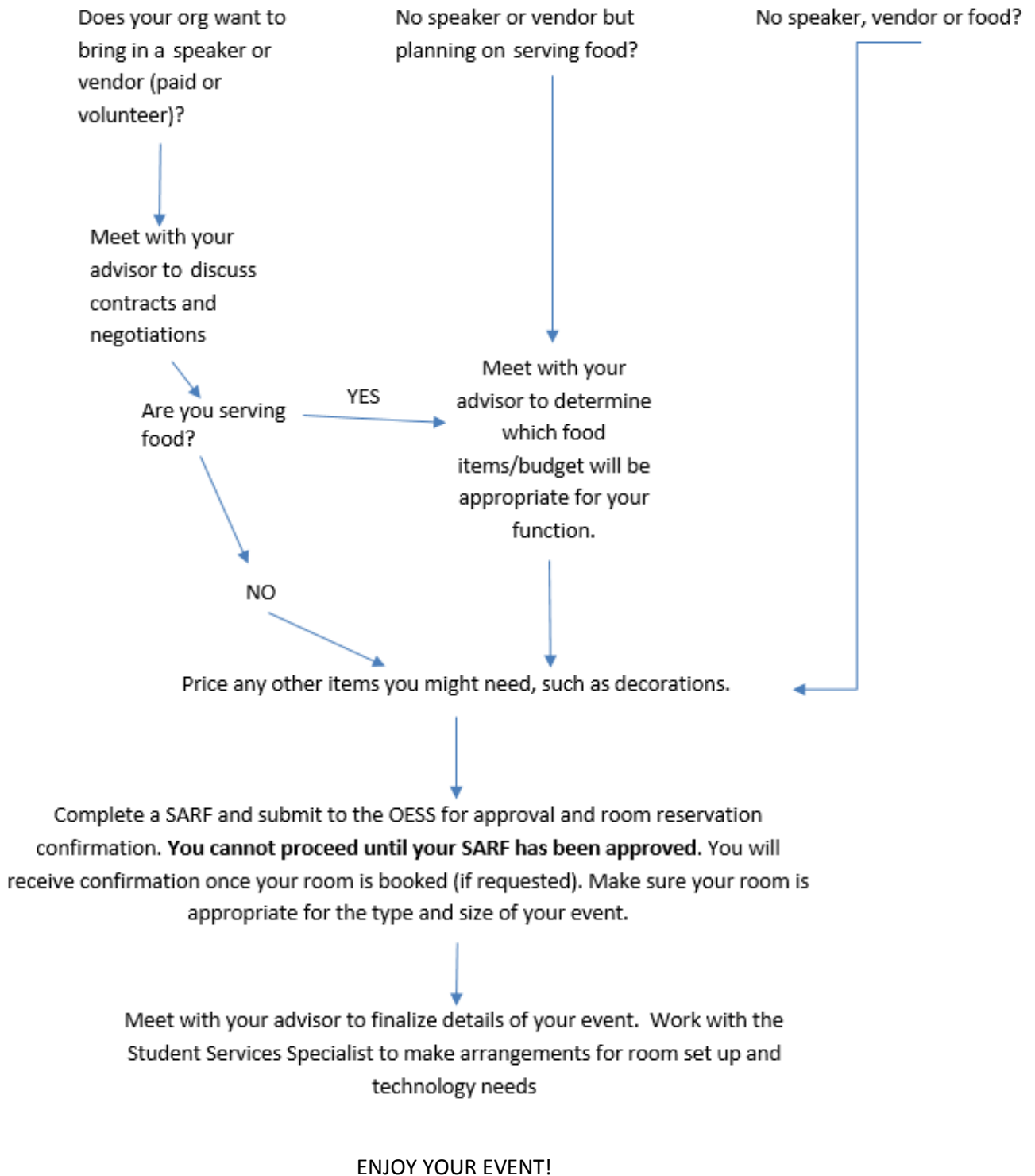
Do not underestimate the amount of time it will take to plan and execute a successful program.

OESS/CSI recommends **at least 4 full weeks**; keep in mind that in many cases this is not enough time to complete all the required paperwork and secure the details for the event. Unexpected issues often come up in event planning, particularly for large-scale events.

In order to help you plan events, we have provided a general timeline that you should follow, as well as a list of tips and guides to certain parts of the event planning process.

Event Planning Made Easy!

Is your organization planning an event? Use this easy to follow flow chart!



Event Tips and Guides

When and where to have your event

- 1) **Make sure you have plenty of time between now and your event** to plan, secure funding and complete the approval process
- 2) **Be mindful of other events when picking a date**
 - Check the Term block schedules for both classes to determine if there are any conflicts
 - The PSC secretary keeps a master calendar of all RSO events. A link to the calendar can be found in the Student Org Resource folder in the RUCOP Calendars and Schedules Organization in Blackboard.
 - It is your responsibility to check this calendar when planning your RSO events
 - Common hour can only be used for an event that is intended for the entire student body
 - As a general rule two general body meetings/all student events or similar fundraisers will not be scheduled at the same time.
 - Scheduling the day before a holiday/break or the week of finals and/or midterms will likely lower your attendance
- 3) **No student programs or events can be scheduled when the main building is officially closed** for holidays or commencement.
- 4) **Sponsoring organization(s) will be responsible for any and all damages and/or cleanup costs** incurred to Roosevelt University property including restrooms on the floor the event is being held.
- 5) **A Student Organization must obtain approval** to use Roosevelt University (RU) facilities after building hours.

How to request approval of your fundraiser/event

1. Complete a SARF located in the Student Organization Folder in Blackboard and submit it via email (preferred) to the Associate Dean Dr. Dana Singla dsingla@roosevelt.edu at least 10 days prior to the event. The SARF should be filled out completely, including funding requests from the Students Services account and room reservation. If the form is not filled out completely this will delay event approval.
 - a. If your event involves patient care project you must also secure Dr. Brock's signature on the SARF and provide a detailed description of your event including the name of the supervising faculty attending. In addition each member attending the event must sign the Patient Care Policy located in the Student Organization Folder in Blackboard
 - b. If your event has a pot luck please see section 3.1 Potluck Events of the [IL Food Handling Regulation Enforcement Act](#)
 - c. If you have any questions on how to complete the SARF please reach out to your RSO Advisor or the Associate Dean
2. If there are questions about the event prior to approval the Associate Dean will email the student organization representative that completed the form and copy the faculty advisor
3. The RSO will receive a confirmation of event approval from the Associate Dean within 3 business days along with a room request confirmation (if applicable)

Technology/Room Set-up

Technology and room set up requests should be indicated on the SARF. The RSO will work with the Student Services Specialist to ensure technology needs and room set up for the event.

Security and Roosevelt University SCH Building Hours

Building Dates, and Times	SCH
Monday-Friday	7:30 a.m. to 11 p.m.
Saturday-Sunday	7:30 a.m. to 6:00 p.m.
Holidays	Closed

- Below is the Process for Applying for an After-Hours Event Request:
 - (1) Print and complete a hard copy of the AFTER HOURS BUILDING ACCESS REQUEST FORM from the Docs and Forms section of the CSI website. The sponsoring organization must complete and submit the form to the Associate Dean **three (3) weeks prior to the event.**
 - (2) Once the request is approved by both the Associate Dean and Campus Safety, the RSO will be notified.

Fundraising

Your organization may choose to do a fundraiser for items not eligible for funding from Student Services Account or to raise funds for a charitable organization. Please submit the SARF for approval from the Associate Dean at least 10 days prior to your fundraising event. You will be notified via e-mail if your event has been approved.

Due to Illinois Department of Health regulations, student organizations may not conduct bake sales and/or distribute food of any kind.

Bulletin Boards

Bulletin boards throughout Roosevelt University College of Pharmacy are part of the college's official strategic communications plan. They are intended for posting of news and events targeted toward current COP students and are reserved primarily for use of internal student organizations.

Guidelines:

1. A liaison from each student organization will be assigned as the official monitor for their board space
2. All postings of organizational events sponsored by student organizations may be posted by representatives of those organizations with prior approval from their faculty organization advisor
3. Each organization must update their bulletin board every term
4. Push pins and blue tape can be used on bulletin boards and are available in the OESS

Event Marketing

Publicizing your event is the responsibility of your organization, not OESS staff. Please see the list below to see the most common ways to advertise your event on campus:

1. Social Media:

- Email cop@roosevelt.edu with information about your event and the subject line “Social Media Request” to have your event posted to the COP Facebook page. Include pictures, if possible. You should start media pages for your organization and utilize Facebook events. Please ensure that your online advertising adheres to the Social Media Policy, as well as the Code of Conduct and the Student Handbook.

2. Flyers: If your event is approved you may post flyers around campus.

- Email a copy to cop@roosevelt.edu and in the subject line put “Flyer” once your event has been approved. OESS staff will make copies and provide you with blue tape so you can post it on the student organization boards and around campus.
- Flyers must be turned in by **5pm on Thursday** to be printed for the following week
- Flyers must include **date, time, location, organization name and contact information** to be approved for posting.
- Flyers can only be posted in designated areas which include your student organization bulletin board and any official bulletin board location throughout the SCH campus. Flyers should NEVER be posted on walls, doors, or windows. Inappropriately placed flyers will be removed. All flyers must use push pins or blue tape that can be found in OESS.

3. #RULakerLife- Weekly Email: Events may be submitted (via online form that can be found under the Student Org Document section of the CSI website) before Friday at 4:00 p.m. to be sent in the following week’s Monday RU Mail broadcast.

Social Media Policy

CSI encourages Student Organizations to use social media platforms to their advantage. Any use of RU and campus technology, as well as all social media posts, must follow the guidelines laid out in both the Student Handbook and the Student Organization Code of Conduct. In addition, social media may not be used to promote political activity. Any use of social media must be respectful of Roosevelt University and its mission. False identities and pseudo personalities to promote either the University or a student org are prohibited. Any use of copyrighted information or reused materials must be cited accordingly.

Confidentiality must be kept regardless of the situation. **Remember that anything you post is public and may have repercussions on you, your org, and the University.** Do not post stories about others without their explicit permission. All use of social media must be truthful, respectful, and reasonable. Spam, chain letters, and advertisements for anything outside of the University (such as apartments) are prohibited.

Please keep all social media posts focused on Roosevelt University and your student org. HIPAA (PATIENT PRIVACY) As a health care provider, patient privacy is one of our utmost concerns. A breach of

patient confidentiality can lead to serious consequences both for you and your institution. When photographing in any patient care setting, be aware of who and what is included in the frame of your picture. Do not include patient identifiers (i.e., names and faces) without proper written consent from those in the picture.

If you have any questions or concerns about appropriateness of a social media post, consult your faculty advisor or CSI. Remember to keep posts concentrated on **your organization and its mission**.

Examples of approved social media use for RSOs:

- **Fundraising information**
 - This includes fundraisers held both on and off campus.
- **Co-sponsored events**
 - Student Orgs may advertise and post information regarding cosponsored events that may include the following:
 - Other RSOs at Roosevelt
 - RU Departments
 - Off campus organizations, including other organizations from another university
- **General Meeting Information**
- **Organization Outings**
- **Membership guidelines**
- **Roosevelt University events**
 - This may include events held by Roosevelt University, another Roosevelt organization, or a Roosevelt University department, even if your organization is not cosponsoring the event. Reblogging, retweeting, sharing, or posting a link to an advertisement from one of the above departments' social media accounts is also allowed. Please avoid sharing screenshots, images, or other posts without including a link to the original source.
 - For example, a tweet reading "CSI involvement fair in Congress at 12pm! Go check it out!" is approved. A screenshot posted on Instagram of a flyer for an event without any caption or reference to the organization hosting the event is not allowed.

Chapter 3: Funding for Programming

Index:

- Introduction
- Process of Applying for Funding
- SSA Funding Information

Introduction

This section will explain how to get funding for your RSO through the Student Services Account (SSA). On September 1st of each year the balance of each RSO SSA will reset to \$100. On January 15th a membership allocation (if available) will be added to the SSA of each RSO. The amount of the membership allocation is dependent upon available funds and membership total for each RSO. Funding requests from the RSO SSA must be approved by the Associate Dean.

Process of Applying for Funding.

To apply to use funding from your RSO SSA account fill out a SARF and submit this to the Associate Dean at least 10 days prior to your event.

Funding Policies

1. Funding may NOT be used to purchase and/or fund:
 - a. Alcohol and/or other illegal or controlled substances
 - b. Travel or parking for students, faculty, staff, or performers/vendors
 - c. Items that advertise the organization such as organization shirts, banners, gifts for organizational members, or items that are used to raise additional funds for the organization itself (t-shirts, robes, costumes, etc.)
 - d. Closed events that only allow attendance of the organization's members
 - e. Membership dues to other organizations or charitable causes
 - f. Honorariums or gifts for RU faculty or staff members
 - g. Fundraising materials, either for a charity organization or for the organization itself
 - h. Gifts for event speakers or presenters
 - i. Gift cards of any kind
 - j. Off-campus events
2. All programs and activities must be open to the entire student population and advertised as such, with no fees to Roosevelt students
 - a. If there will be non-Roosevelt students or outside guests at the event, **at least 50%** must be Roosevelt students.
 - b. Please also check with Security regarding a list of the non-Roosevelt guests at your event and have this list sent to the OESS as soon as it is available, along with the RU student attendance at your event.
 - c. All guests must be signed in according to the RU Guest Policy.
 - d. All guests must adhere to the Code of Conduct and Student Handbook policies.

3. To be eligible for funding, the RSO must meet the Roosevelt University Non-Discrimination Clause.
4. All activities funded by SSA must follow the Roosevelt University Student Code of Conduct.
5. All organizations planning to apply for funding must be Registered Student Organizations as determined by the PSC.
6. Once funding is allocated to an RSO, event or program details may not be changed unless a request is made to the Associate Dean
7. Greek organizations are prohibited from requesting funding for events that take place during recruitment periods (otherwise known as “rush weeks”).
8. Students cannot make any formal agreements regarding payment with vendors in the form of contracts, letters of intent, etc. Only professional staff within Roosevelt University and the Purchase Department have the authority to make formal agreements regarding payment with outside vendors.
9. Any funding requiring a contract or agreement must be submitted before a contract is started/signed.
10. Performer, entertainers, and/or outside vendors must be paid by the university and will be paid after the event or after goods are received.

SSA Funding

1. Student reimbursements are required to have the original, tax exempt, receipt.
2. A list of attendees must accompany the receipts for reimbursement.
3. Vendor and/or Volunteer Contracts must be submitted at least 3 full weeks before the date of the event.

SSA Conference and Travel Policies

1. A limited amount of funding is reserved for conference registration fees for RSO members interested in attending a conference for educational, professional, or leadership development. Only students representing the RUCOP at the conference in some capacity (poster presentation, speaking, and participation in a student competition) will qualify for reimbursement.
2. SSA will only pay for conference fees, not travel, food, or other costs associated with attending the conference.
3. **SSA will fund only one (1) conference per student per academic year.**
4. To be considered for conference funding, all requests must be submitted at least **thirty business days** in advance of the conference and should be coordinated through the RSO faculty advisor.
5. Students on Academic or Disciplinary probation will not be authorized for travel/conference attendance.
6. The RSO Faculty Advisor must ensure the University Sponsored Student Travel Policy is followed including obtaining written permission for the travel from the Provost and collecting from each student the **Assumption of Risk and Release of Liability Form** and the **Health and Medical Authorization Form** (RU Policy 6.1 and 6.1F)
7. Copies of registration materials and a list of all members who attended must be submitted to the Associate Dean within 3 weeks after the conference by the RSO.
8. SSA does not fund student organization retreats/executive board development outings.
9. The RU Student Code of Conduct applies to students traveling for conferences.

Violations of Funding Policies and Guidelines

Violations of funding policies or guidelines can result in the following, as determined by the SOFAC:

- Funding may not be approved, only partially approved, or revoked
- Events being cancelled or postponed
- Loss of future funding privileges for a determined period
- Restricted funding privileges or a probationary period.