

CUSG Student Organizations & Clubs Policy Manual

CUSG Student Organizations and Clubs are an important and vibrant aspect of the Cornerstone University community. This policy manual contains general information about student organizations and clubs, information about starting a new student organization or club as well as documents and forms that student organization and club leaders will need.

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Overview: CUSG Student Organizations & Clubs

Cornerstone University has two types of student organizations and clubs, funded and non-funded. Both types of student organizations and clubs are a part of Cornerstone University's Student Government (CUSG) but they have slightly different benefits and responsibilities. Below are two charts that outline the differences, following are more detailed descriptions.

Funded vs. Non-Funded Benefits

Benefits	Funded	Non-funded
Participating in a promotional event at the beginning of Fall semester	X	optional
Budget from CUSG	X	
Charge PrintShop orders to a CUSG Account	X	X
Reserve rooms and request sound equipment	X	X
Request food and supplies from Food Service (charge to CUSG account)	X	
Place meetings and events on Student Activities Calendar	X	X
Listed on Organization Page and given a CUSG Webpage	X	X

Funded CUSG Student Organization/Club Benefits

1. At the beginning of fall semester your organization/club will be able to participate in a promotional event. This event is designed to help your student organization/club recruit new members.
2. Your organization/club will have the opportunity to apply for a budget from CUSG. This budget can be used to cover events and meeting costs. Budgets for new student organizations do not exceed \$150 for the first semester but after one semester the organization may request a larger budget if there are funds available in CUSG. For more specific information, see the Budget section.
3. Your organization/club will have access to Print Shop and be able to charge marketing costs for colored posters and mass-student-mailings to your organization's CUSG account.
4. You will be able to reserve rooms for events and meetings through the V.P. of Student Organizations. This will give you access to classrooms, the Corum Student Union, the Fieldhouse and other facilities.
5. Your organization/club will be able to place orders through Food Service and charge the expense to your organization account.
6. Your organization/club will be listed on the CUSG Student Organizations page and will also receive its own webpage.
7. Your organization will be more connected to the other student organizations on-campus allowing you to collaborate for events as well as offer each other advice and encouragement.
8. You will be a voting member of CUSG.

Non-Funded CUSG Student Organization/Club Benefits

1. At the beginning of fall semester your organization/club will be able to participate in a promotional event. This event is designed to help your student organization/club recruit new members.
2. Your organization will have access to Print Shop and be able to charge marketing costs for colored posters and other ads to a generic CUSG account.
3. You will be able to reserve rooms for events and meetings through the V.P. of Student Organizations. This will give you access to classrooms, the Corum Student Union, the Fieldhouse and other facilities.
4. Your organization will be listed on the CUSG Student Organizations page and will also receive its own webpage.
5. Your organization will be more connected to the other student organizations on-campus allowing you to collaborate for events as well as offer each other advice and encouragement.

Funded vs. Non-Funded Benefits

Duties & Responsibilities	Funded	Non-funded
Have a minimum of 3 members	X	X
Have faculty/staff/expert advisor	X	X
Host two large events per semester	X	X
Attend Full Forums (3 times per semester)	X	optional
Attend Constitutional Amendment Full Forum (1 per yr)	X	X
Sit on Organization Council (3 times per semester)	X	
Meet one-on-one with V.P. of Student Organizations once per semester (2 times a year)	X	

Funded CUSG Student Organization Responsibilities & Requirements

1. Your organization/club must have at least three members.
2. Your organization/club must have a faculty/staff/expert advisor. For further explanation of what is expected of advisors and what to look for in an advisor see the Advisor section under General Information.
3. Your organization/club must host at least two large events per semester. To see what constitutes an event and possible exceptions go to the Event section under General Information.
4. The president/leader of your organization/club must attend Student Organization Orientation at the beginning of the fall semester.
5. The president/leader of your organization will attend Constitutional Full Forum(s) once a school year so that your organization/club and will be privileged with a vote in order to participate in the making the policies that directly affect student organizations/clubs.

6. The president/leader of your organization/club or an organizational representative will be a voting member of CUSG and will sit on the Student Organizations Council. For more information see CUSG Involvement.
7. The president/leader of your organization will get to meet with the V.P. of Student Organizations once each semester. See Leader Responsibilities & Guidelines.

Non-Funded CUSG Student Organization Responsibilities & Requirements

1. Your organization/club must have at least three members.
2. Your organization/club must have a faculty/staff/expert advisor. For further explanation of what is expected of advisors and what to look for in an advisor see the Advisor section under General Information.
3. Your organization/club must host at least two large events per semester. To see what constitutes an event and possible exceptions go to the Event section under General Information.
4. The president/leader of your organization/club must attend CUSG training at the beginning of the fall semester.
5. The president/leader of your organization will be privileged to attend Constitutional Full Forum(s) once a school year so that your organization/club can be a part of establishing policies that directly affect student organizations/clubs.
6. The president/leader of your organization will attend Student Organization Orientation in the fall in order to learn recent policies and meet other student organization/clubs on campus.

General Information

Advisors

There are multiple purposes for a faculty, staff or expert advisor for student organizations /clubs. Advisors can offer invaluable support, guidance and resources. Through advisors student organizations/clubs have sometimes been able to receive extra funding through university departments or bring to campus a prestigious speaker due to their advisors networking. Faculty and staff advisors also help to create longevity for student organizations as they remain on campus while student leaders graduate and transition into new environments.

The V.P. of Student Organizations is encouraged to help student organizations and clubs find a suitable advisor.

All advisors must be full or part time faculty or staff members of Cornerstone University. Or, in special cases, an expert in an area applicable to the club or organization may act as the organization or club's advisor. Any organization desiring an expert advisor must have approval from the Vice President of Student Organizations

If a current advisor is unable or unwilling to advise his/her organization or club he/she may resign without explanation and a new process will begin.

If an organization wishes to change advisors they must submit a written explanation to the V.P. of Student Organizations for the proposed change and meet with the current advisor explaining the decision. Once the current advisor has resigned, the process begins again.

Charters

The purpose of an organization or club charter is to articulate for the benefit of your organization the vision, goal and general purpose of your organization/club. Also, the charter helps organizations to think through the general organizations structure (what needs to be done and who is responsible for what) and decide on what the purpose and structure of their meetings will be.

Review

Each organization or club must review and update their charter in the fall. Revised charters must be filed with the V.P. of Student Organizations by the date decided upon by the V.P. of Organizations. He/she will review the revisions charters along with the V.P. of Legislation and accept alternations by no later than the second month of the fall semester.

Amendments

All amendments to a student organization/club's charter made after the initially revised charter has been submitted to CUSG may be passed within the organization and do not have to be submitted to CUSG until the following year's review.

Events

All organizations/clubs are required to host two large events per semester. The purpose of this requirement is to help organizations and clubs so that they will be more visible on campus in order to help increase involvement, maintain student interest and to add to the vibrant campus life of Cornerstone University.

These events do not have to be all-campus events and CUSG is flexible in their interpretation of what constitutes a large event depending on the vision, description and general purpose of your organization or club. For example, an awareness and activist organizations such as Amnesty International or the International Justice Mission could have an awareness week with flyers around campus and a small related event such as a day of silence. CUSG would consider this a large event. Another example would be for an educational organizations, such as Socially Aware Students, to bring in a speaker.

In the past organizations have been very creative with their events from a pumpkin carving contest in October to raise money for Cornerstone's Chapter of Habitat for Humanity to hosting a Masquerade Ball in the Fieldhouse to raise awareness about the English Society.

Leader Responsibility & Guidelines

Responsibilities of student organization leaders:

Set a vision for the organization/club and set goals for the year. (You will do this when you update your charter at the beginning of the school year)

1. Select leaders for your organization/club
2. Maintain the organization's active presence on Cornerstone's campus
3. Develop a relationship with your advisor; see the section on Advisors for more information.
4. Inform the Vice President of Student Organizations about:
 - o All meetings, including the time and location.
 - o All events, including the event name, time and location.
 - o Participate in a financial audit in November with the student organization finance committee.
 - o Submit midyear self-evaluation
 - o Meet with V.P. of Student Organizations once per semester
 - o Represent your organization at Full Forums
 - o Sit on the Student Organization Council
 - o Participate in a beginning of the year promotional event to recruit members as well as advertise your organization/club
 - o Maintain accurate financial records
 - o Maintain good academic standing and exercise good judgment consistent with the student conduct code

Attend Student Organization Orientation at the beginning of the year and an end of the year CUSG event.

Process for Becoming a New Student Organization/Club (Funded or Non-funded)

All organizations/clubs seeking to join Student Government must:

1. Pick-up a New Organization Packet from Spiritual Formation or email the V.P. of Student Organizations on CUSG executive council.
2. Fill out a registration form to become either a funded or non-funded organization or club.
3. Begin writing an organization/club charter. The purpose of the charter is for your organization/club to establish and articulate what it is about, what it does and why it exists. The charter will also contain practical information about your organization/club such as who runs your organization and how it is organized and led.
4. Though required, this document is for your benefit. Also, CUSG wants to see that you are seriously thinking through the practicalities of leading an organization/club. Every organization/club charter must follow a basic template created by CUSG. Click the following link for the Sample Student Organizations Charter and the Organization/Club Charter Template.
5. Find a faculty/staff/expert advisor. Generally it is recommended that you find an advisor who in some way has experience that will benefit your organization. The purpose of having an advisor is to have someone else in your organization with more experience to provide advice and assistance. Furthermore, advisors can help to provide stability and consistency for organizations/clubs so that even as leadership changes your organization/club will continue.
6. Once you have found an advisor and completed your charter submit it to the V.P. of Student Organizations along with the registration form.
7. Once you have submitted your charter and registration form, the V.P. of Student Organizations will present it to the Student Organizations Council and CUSG Executive Council for approval. Your organization must be approved by a majority vote of the Student Organization Council in order to become official.
8. The V.P. of Student Organizations will notify you as to whether or not your student organization/club has been approved. If your organization is approved by both councils, it will become an official CUSG student organization/club. From that point forward your organization/club becomes responsible to adhere to the responsibilities, requirements and duties laid out in the Student Organization/Club Policy Book.

Student Organization/Club Forms

Cornerstone University

Non-Funded Student Organization/Club Registration Form

In order to receive approval to become a non-funded student organization/club you must submit this form along with your organization/club's charter to the V.P. of Student Organizations. A sample charter can be found at http://www.cornerstone.edu/current_students/cusg/organizations or you may request these forms from the V.P. of Student Organizations.

Organization Name: _____

Name of Officer(s) you would like to have access to update the website or have Print Shop permission (under permission specify what you would like the person to be able to access):

Name	Permission	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Presiding Officer's Signature

Date

Advisor's Signature

Date

RETURN THIS FORM TO:
Aleka Thrash, V.P. of Student Organizations
Spiritual Formation, Office # 209

Cornerstone University

Funded Student Organization/Club Registration Form

In order to receive approval to become a funded student organization/club you must submit this form along with your organization/club's charter and a filled out budget proposal to the V.P. of Student Organizations. The budget proposal form and a sample charter can be found at http://www.cornerstone.edu/current_students/cusg/organizations or you may request these forms from the V.P. of Student Organizations.

Organization Name: _____

Name of Officer(s) you would like to have access to update the website, have access to the organization/club's budget and have Print Shop permission (under permission specify what you would like the person to be able to access):

Name	Permission	Phone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Presiding Officer's Signature

Date

Advisor's Signature

Date

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