



Recognized Student Organization Handbook

Office of Student Engagement

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WELCOME FROM THE DIRECTOR

Student Organizations:

The Office of Student Engagement and the Student Association Senate are pleased to provide this handbook to assist your student organization in succeeding here at South Dakota Mines. We currently have over 100 recognized student organizations on campus. Student organizations play a vital role in providing a diverse, and dynamic campus life at the School of Mines. Included in this handbook is information on starting new organizations, re-registering of current organizations, event planning tips, budgeting, marketing and promotion, managing your organization, officer transition, and much more. We hope you share this information with your entire organization. We look forward to having you as part of campus life, and look forward to assisting you in the future.

Cory L. Headley
Director, Student Engagement

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Student Organization Policies

South Dakota Board of Regents Policies

- 1:17 [Harassment including Sexual Harassment](#)
- 1:17.1 [Prevention of Sexual Assault](#)
- 1:18 [Human Rights Complaint Procedures](#)
- 1:19 [Equal Opportunity Non-Discrimination](#)
- 3:4 [Student Code of Conduct](#)
- 3:9 [Guest Speakers](#)
- 3:18 [Recognition and Funding of Student Organizations](#)

South Dakota Mines Policies

[Student Organization Posting Policy](#)

[Tailgating Policy](#)

[Logo/Licensing Student Organization Apparel](#)

[Policy III-1-1 Excused Undergraduate Absences for School Sponsored Activities](#)

[Policy III-10-1- On Campus Advertising/Campus Posting](#)

[Policy VI-11- Assessing User Fees: Scheduling, Events, and Conferences](#)

[Policy VI-03-University Vehicle Usage](#)

[Sexual Misconduct Policy- See BOR policy 1:17](#)

Anti-Hazing Policy

The South Dakota School of Mines and Technology has zero-tolerance for hazing of any kind. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. All student organizations are required to inform members and adhere to the Board of Regents Student Code of Conduct policy 2.4.8 and 2.4.8.1 Prohibited Acts defining Hazing

The following are examples of what might be interpreted as hazing:

- Any brutality of a physical nature, such as paddling, beating, branding, or forced calisthenics;
- Excessive exposure to the elements;
- Forced consumption of any food, alcohol, drug, or other substances;
- Forcing the theft of any property;
- Any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting less than six (6) hours of continuous, uninterrupted sleep per night;
- Forced conduct, which could result in extreme embarrassment, such as uniforms, costumes, degrading, humiliating games and activities;
- Run forced personal errands for others, such as driving them to class, cleaning their rooms, washing their cars, etc;

- Forced “Road Trips” (dropping someone off to find their own way back), or kidnaps;
- Forcing or encouraging the violation of any university policy, federal, state, or local law;
- The use of pledge requirements such as signatures or interviews as a means of harassment;
- Activities that expose any initiate(s) to physical danger.

Fraternities and Sororities (FSL)

Fraternity and Sorority life at South Dakota Mines is supported by the staff of the Student Engagement office. FSL chapters are considered recognized student organizations and are required to meet all the same requirements that non FSL organizations do to maintain recognition. In some instances, fraternities and sororities will have additional requirements to complete their recognition and recruitment processes.

[Becoming a Recognized Student Organization](#)

Process and Requirements

Any organization that is interested in becoming recognized, or organizations that have lost recognition, must follow the process below:

- Hold informal meeting to determine purpose and name of your organization. In addition decide officers, and gain interest of at least 10 students to join organization.
- Write a constitution following the guidelines in this document.
- Begin online registration process on Mines Link
 - See Registration Section for more information on this.
- After submitting online registration, the Student Association Constitution Committee will reach out to the President to set a committee meeting between the organization and the constitution committee.
- After this meeting (if the organization passed through the constitution committee) a presentation time will be determined for the student organization to present to the full Student Association Senate.
- See guidelines for a presentation section for more information on presentations to Senate.

Time to become a recognized Student Organization

It takes about a month to become an officially recognized student organization, but will vary depending on the time it takes to finalize a constitution for an organization. Once a student organization presents to senate, the resolution for approving said organization is read during the same week, and voted on the following week.

Prior to becoming an Organization

Organizations can do the following prior to applying to become an organization:

- Hold three official meetings.
- Reserve rooms for these meetings.
- Advertise on campus for these meetings.

- Begin online registration process on Mines Link.
- Elect Officers.
- Select organization Advisor.
- Draft and vote on constitution.
- Cater food (personal account would need to be used).

Benefits of becoming a Recognized Student Organization

A recognized student organization receives several benefits including but not limited to:

- Eligible to apply for SOAP Funding.
- Eligible for New Venture Funding.
- Foundation Accounts.
- Ability to book space on campus.
- Reduced catering rates with Aramark Catering.
- Campus Advertising.
- Access to Student Organization Fairs.
- And more!

Constitutional Guidelines

Any organization must have some procedures by which to conduct its business. A constitution and by-laws are effective ways of establishing those procedures. The constitution and by-laws traditionally are two separate documents. The constitution sets forth the general principles creating the organization, membership and officer responsibility. The by-laws contain in more detail the procedures to be followed for meetings, decision-making, officer selection and financial transactions.

Generally, registered student organizations are of a size that only calls for a constitution. The following is a suggested outline for information to be included in a constitution:

Article I NAME: The name of the organization.

Article II PURPOSE: The purpose of the organization.

Article III MEMBERSHIP:

Section 1. Requirements for Membership:

Membership in this organization is open to all South Dakota School of Mines and Technology undergraduate students. (Some organizations may be open to graduate students)

- A. Anyone may become a member who:
 - a. Is a current SDSMT student
 - b. Has a passion for your group's purpose, mission, and objectives
 - c. Additional requirements
- B. Voting Members

Section 2: Example: Removal of Members ***All organizations must have this section.***

This section should outline the guidelines and protocols for removal of any member including leadership positions.

- A. Grounds for removal of members may include:
 - a. Violation of University/BOR policy and/or Code of Conduct
 - b. Violation of organizations standards and/or expectations
 - i. Non-payment of dues
 - ii. Did not abide by outlined attendance policy
 - iii. Additional rules
- B. A member may be removed by the following process:
 - a. A petition to remove the member should be submitted to the leadership board or a leadership member. A petition must contain the signatures of at least a certain percentage of voting members (determined by the organization). When a petition is received with all appropriate signatures and additional paperwork if needed is fulfilled, the President shall call a meeting if the organization is to decide upon member removal.
 - b. The case/evidence/cause for removal is to be presented by the President (or complainant(s) at a regular or special meeting of the organization.
 - c. The member in question shall be provided an opportunity to defend themselves either in person or in writing.
 - d. Voting is to occur after both cases of accusation/grounds and defense have been made. For a vote for removal to take place, a designated percentage of the voting membership must be in attendance at the meeting, and a (designated percentage) vote of the members present at the meeting is required for removal.

Section 3: Example. Appeal of Removal of Members. ***All organizations must have this section.*** (Members should be given the opportunity to appeal the original result through a certain and specific process, an example is shown below.)

- A. A member may appeal their removal. The appeal must be made within a given timeline of the original vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least (a designated timeline) and not more than (a designated timeline/date) after the appeal request is received by the President.
- B. The decision to repeal the vote for removal shall require at least a designated percentage of the voting membership to attend the meeting, and a designated percentage vote of the voting members present at the special meeting.

Removal of Members and the Appeal of Removal of Members sections adapted from the University of Dayton's Sample Student Organization Constitution.

The membership of the organization including (1) categories of membership such as "active" or "associate", with any rights and privileges of each; (2) qualifications and eligibility including

provisions for application, acceptance and termination; and (3) membership dues and collection procedures.

In general, voting privileges should be reserved only for South Dakota Mines students, but may be granted to other members (faculty, staff, alumni or honorary members) at the discretion of the organization.

Your membership section must include this statement, verbatim:

This organization does not discriminate in membership selection, officer election or other appointments, or practices of organizational activities on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference or disability.

Exceptions to this non-discrimination clause may only be granted by the President of South Dakota Mines, upon the recommendation of the Director of Student Life and Engagement, and only in cases where such an exception is deemed appropriate to the nature of the organization. For example, a Greek letter sorority may be allowed to limit their membership to women only.

Article IV OFFICERS: The officers of the organization specifying each office, their responsibilities and authority, term of office and procedures for election, removal, and filling of vacancies. Remember, officers must be full-time SDSM&T students in good academic and disciplinary standing.

Article V ADVISORS: The official advisor of the organization must be a full-time, permanent employee of SDSM&T. Additional advisors are allowed to serve in conjunction with the official advisor, provided that they have an official role with the local, regional, or national organization of the student chapter.

Article VI MEETINGS: The meetings of the organization including (1) the time for regularly scheduled meetings, (2) procedures for calling special meetings, (3) required notice of meetings and (4) quorum, order of business and disposition of minutes.

Article VII EXECUTIVE COUNCIL: The administrative board, cabinet or executive council of the organization that may be entrusted with any administrative authority and responsibilities, if applicable.

Article VIII COMMITTEES: The committees of the organization including the process of appointment, responsibilities and reporting, if applicable.

Article IX UNIVERSITY POLICIES: The following University Policies must be included, verbatim, within your constitution. They are as follows:

This organization, including all members, officers and advisors, agrees to abide by all SDSM&T regulations, policies and procedures of an academic, non-academic, legal or financial nature.

This organization does not participate in or encourage any unlawful activity.

This organization, including all members, does not allow hazing in any form. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.

Article X LIABILITY CLAUSES: The following statement must be included verbatim in your constitution. It sets the baseline requirement for liability waivers for high risk activities sponsored by your organization.

This organization requires the use of liability waivers for any high risk activity. "High risk activities" are defined by the South Dakota Office of Risk Management as water recreational activities or athletic events, but in general are those which present the possibility of physical injury. In all cases in which there is doubt about risk, the Campus Environmental Health and Safety Manager (EHS Manager) shall be the final judge. All event participants are required to complete a waiver, especially those which do not receive credit hours. The templates for these waivers are available permanently at <http://sdmines.sdsmt.edu/studentrisk>. In the case of proposed alterations to these waivers, this organization shall first contact the EHS Manager for approval.

Article XI PARLIAMENTARY PROCEDURE: The parliamentary practice to which questions will be referred, most commonly Roberts Rules of Order.

Article XII AMENDMENTS: The procedure for amendments including advance notifications, number of readings and required vote for adoption.

****Note all organization constitutions must have an outlined process for removing officers and members from an organization.***

Presenting to Student Association Senate

A part of the process to receive recognition as a student organization includes a presentation to the Student Senate. Below are recommendations on what to include in your presentation as well as what questions you may receive from Senators.

Presentation Recommendations:

- Presentation should highlight the benefits of having this organization on campus
- Presentation should include the current spread of members, including the number in each class, to show that the club has long term potential

- The club should highlight any expected expenses and how they plan to receive funds for those expenses
 - See Fundraising section
- The club should make the presentation appealing and be well prepared to answer specific questions regarding the organization to the Senate.

Potential Questions from Senators

- What makes your organization different from all other organizations on campus?
- How can you justify the funding that you expect to receive?
- How often does your organization meet, and how often are your events?
- Do you plan on having any fundraising or community outreach events?
 - See outreach ideas and/or fundraising ideas
- What does your member base look like? (years, schedules, meeting times, majors, events, outreach).

Deactivation of Student Organizations

Student organizations come and go based on student interest. Student Association has created a deactivation process to make sure that we continuously have an accurate organization database. The following process below will be utilized to deactivate inactive organizations.

1. Each fall student organizations are required to complete the annual re-registration process. Included in that process is the Senate Activity Report. The re-registration is due October 1.
2. Probationary period begins when an activity re-registration process is not filled out before the due date listed above.
 - a. Student Organizations will receive an email within two days after the period ends.
3. Probationary period lasts 14 days after the period ends
 - a. Rights of the club are revoked
 - i. See Organization benefits
 - b. If a re-registration is submitted within this 14 day period
 - i. Club rights are restored
 - ii. A standard penalty will be deducted from SOAP budget for the next year
 1. Amount will be determined by the SOAP committee yearly
 - c. If a re-registration is **not** submitted within this 14 day period
 - i. Deactivation process begins
4. Deactivation process
 - a. Resolution for the deactivation of the student organization will be submitted at the meeting after the probationary period ends
 - i. No re-registrations will be accepted after the resolution has been proposed.
 - ii. If resolution fails, re-registrations may be accepted until another resolution can be proposed.

- b. Any organization can be deactivated and dissolved through resolution to Senate and the signature of the Student Senate advisors.
 - i. This serves as a means to deactivate organizations that have misused their rights and/or misrepresented the school in any manner.

Grounds for Not Approving an Organization

An organization will not be approved if they are in direct violation to any University policies. Any forms of discrimination or hazing will not be allowed or approved.

If a potential student organization has the same defined goals and national affiliation as another student organization already present on campus, the potential student organization will not be approved.

If a potential student organization is not approved by the Student Association Senate by a $\frac{2}{3}$ majority vote, the potential student organization can retry one semester following the vote, but a change must be present in one of the following ways:

1. Differentiation between an already existing club
2. Remove the reason why the organization was not approved

What Can Differentiate Similar Organizations

1. Different member basis (Grad or Undergrad, Gender)
2. Competitive or non-competitive team
3. SOAP funded or not SOAP funded
4. Membership restriction
5. Differing national organizations

Requirements to Retain Recognition

The Student Association Senate has outlined the following requirements to maintain recognition as a Recognized Student Organization at South Dakota Mines.

- Full membership of South Dakota Mines student organizations is limited to full and part-time students. Student Organizations can also have associate members which include University faculty and staff, and local community members. Only South Dakota Mines active **student** members can vote, hold officer positions, run organization meetings, and solicit funds.
- All recognized student organizations are required to renew their organization on an annual basis through the Student Leadership, Involvement, and Community Engagement office. The process is outlined below.
- All recognized student organizations are required to have a minimum of ten (10) student members in order to obtain and maintain recognition.
- All student organizations are required to have a minimum of four (4) officer positions on their Mines Link pages including: President, Vice President, Secretary, and Treasurer. Student organizations may rename these positions as needed, and may list more than the required officers.

- All recognized student organizations are required to have at least one (1) full-time South Dakota Mines faculty or staff member to serve as their organization advisor. This individual will need to fill out an Advisors agreement annually via Mines Link.
- Recognized student organizations are required to follow their organization constitutions. All changes to an organizations constitution must be approved by the Constitution Committee of the Student Association.
- All recognized student organizations must abide by University and SD Board of Regents Policies.
- Recognized student organizations should register all of their organizational sponsored events via their Mines Link Pages.
- Attend mandatory Student Organization meetings in the fall and spring.
- All recognized student organizations are required to renew their organization annually with the Office of Student Engagement through the Mines Link system. Information that is currently contained on your Mines Link page such as your membership roster will be automatically imported during the re-registration process. We encourage you to update those sections prior to starting the renewal process. Annual renewal is due October 1 of each academic year.

Operations and Management of Student Organizations

Student organizations are a great way for South Dakota Mines students to get involved. We want your organization to be successful and sustainable. Since officers of organizations transition out every year, we don't want important information to be lost during that transition process. Here are a few tips to help your organization be successful!

Operations/Procedures Manual

We encourage you to create an operations and procedures manual for your organization. This manual will help your organization in the member and officer transition process and can serve as a record of past events, procedures, etc. Some items to consider adding to this manual include; your organizations constitution, information about your advisor(s), log-in information for websites and email accounts, organization financial information, officer information, event planning documents just to name a few.

Official Organization Emails/Digital Resources

In addition to having a physical operations and procedures manual, student organizations may find it beneficial to have a centralized email account that is your primary way to contact your organization that can stay consistent from year to year. The South Dakota Mines IT department is happy to create an organizational email for you. Just click [Student Organization Email Application](#) and fill out the required information. You can also utilize the different application within the Google system such as google calendar, google drive, and google photos that can help keep your student organization organized and on the right track.

Mines Link- Mines Link is our web based portal that houses all of our student organization webpages as well as the Mines Advantage program. To learn more about using Mines Link, visit our [Resources](#) section of our website. Some of the useful advantages of Mines Link include:

- Create organization surveys and upload photos
- House guiding documents such as your organization constitution
- Email your group members utilizing the built in roster
- Track events and service hours
- Archive past organization events

Additional Resources

Organizations are encouraged to visit our resources section of our [website](#) for additional student organization resources including; meeting management, officer transition, team building, group management, goal setting, and conflict resolution.

Running Effective Meetings

Many people dread attending meetings if they know that they will be boring, unproductive and last too long. The key to an effective meeting is careful planning. Here are some steps to keep in mind to make sure that your meeting will be a productive one.

Before the Meeting:

1. Define the purpose of the meeting. Meetings without a purpose usually are unorganized, boring, and last a long time. If you can't find a purpose for a meeting, then don't have a meeting.
2. Develop an agenda. Below is a sample:
 - a. Call to order/Roll Call
 - b. Correction and approval of the last meeting's minutes
 - c. Committee reports
 - d. Unfinished business
 - e. New Business
 - f. Announcements
 - g. Adjournment
3. Distribute the agenda and any background material or articles prior to the meeting so members can come prepared.
4. Choose an appropriate meeting time. Set a time limit and stick to it.
5. Arrange the room so that members face each other (i.e. a circle or semi-circle).
6. Be sure everyone knows where and when the meeting will be held; if possible, hold meetings at the same time and place every week.

During the Meeting:

1. Greet members and make them feel welcome.
2. If possible, serve light refreshments; they make members feel welcome and comfortable.
3. Start on time. End on time.
4. Stick to the agenda.

5. Encourage discussion and feedback. Members need to see that their input is important. If the meeting will not involve any member interaction or discussion, then you might consider substituting a memorandum or newsletter in place of a meeting. (If members don't have the opportunity to get involved in meetings, they will probably stop attending).
6. Keep the conversation on topic and toward an eventual decision.
7. Keep minutes of the meeting.
8. The leader or facilitator should be a role model by listening and by showing interest, appreciation and confidence in members.
9. Set a date, time, and place for the next meeting.

After the Meeting:

1. Write up and distribute minutes within two or three days. Quick action reinforces the importance of the meeting.
2. Discuss any problems that occurred during the meeting with other officers. Evaluate the meeting and brainstorm some ways that improvements can be made. For example, if you find that members felt meetings were too boring, decide to include some fun activities during the next meeting. Or, if members feel meetings are too laid back and not accomplishing anything, decide to implement some structure into future meetings.
3. Follow-up on delegated tasks. See that members understand and carry-out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.
5. Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings.
6. Most importantly, give recognition and appreciation to members for excellent and timely progress.

Remember, if your meetings are too long, unorganized and boring, your members will probably lose interest and drop out of the organization. By following these suggested steps, you will find that meetings don't have to be dull; you will also find that both you and your members will get more accomplished.

Group Development and Management

Through understanding of the stages of group development; leaders are able to assess the needs, plan the direction and prepare for the future of the group. Understanding the theory of group development aids leaders in determining realistic expectations about group behavior.

According to the Tuckerman Model of Group Development, a group's growth is:

SEQUENTIAL-stages occur in a specifically stated order.

DEVELOPMENTAL- issues and concerns in each stage must be resolved in order for the group to move to the next stage.

THEMATIC- each stage is characterized by two dominant themes, one reflecting the task dimension and one reflecting the relationship dimension.

The four stages are FORMING, STORMING, NORMING, and PERFORMING.

Initial Stage: **FORMING**- task behavior is an attempt to become orientated to the goals and procedures of the group. Having plenty of information available is critical at this stage. Relationship issues revolve around resolving dependency issues and testing, which can be sped up by making leadership roles clear and getting the group acquainted.

Second Stage: **STORMING**- involves resistance to task demands and hostility in relationships. Members challenge the group's leadership. Leaders should provide clarification about role. Excessive storming leads to anxiety and tension whereas suppressed storming leads to resentment and bitterness. Conflict resolution is often the goal, but learning conflict management is just as important because as new situations develop, the group may briefly return to this stage.

Third Stage: **NORMING**- characterized by cooperation. Task themes include communication and expression while cohesion is the relationship theme. Team building efforts increase group unity and increase shared responsibility.

Fourth Stage: **PERFORMING**- encourages cooperation. Task theme is problem solving and the relationship theme is interdependence. At this stage, the group is functioning efficiently to achieve group goals. Group members will assume roles that are necessary to achieve goals, learning independence with dependence. It is beneficial to encourage a continued developmental theme for the group to stimulate new problems for their problem solving.

While some groups will try to jump from Forming to Performing to immediately accomplish a task, others will consistently revert to Storming after once being Norming. The thing to remember is that the stages are sequential, and even if the group jumps around, the leader can still encourage and help the group no matter what stage the group is in or back in.

After determining what stage the group is in, it would be good to meet with the officers and advisor(s) to make plans for group growth.

Effective Group Practices

- Members do not ignore or ridicule seriously intended contributions.
- Members check to make sure they know what a speaker means by a contribution before they agree or disagree.
- Each member speaks only for himself/herself and lets others speak for themselves.
- All contributions are viewed as belonging to the group to be used or not used as the group decides.
- All members participate but in different and complementary ways.
- Whenever the group senses it is having trouble getting work done, it tries to find out why.
- People support what they help to create.

- The group makes decisions together and openly rather than by default.
- The group attempts to make consensus decisions however, when the majority decisions are made, members accept it and work together, even if they may not have agreed with the majority decision.
- The group brings conflict into the open and deals with it.

Team Building

An energetic group of diverse individuals who are committed to achieving common objectives who work well together, enjoy doing so, and who produce high quality results. As you begin building your team, there are a few important things to keep in mind.

When is team building important?

- Starting a new organization
- Organizations that have large numbers of new members
- When members appear to be going off in different directions, or when members seem bored or uninterested
- When the organization is dealing with conflict or infighting of members
- When you need to shake things up, and take a break from your normal routine

Building your organizational team helps to lay a foundation for a more effective organization and a more committed and satisfied membership. Before you begin to build your organizational team, it may be helpful to know the characteristics of an effective team.

- Common vision
- Clear, cooperative goals to which every member is committed
- Energy and enthusiasm
- Distributed participation and leadership
- Appropriate and effective decision making procedures
- Productive controversy
- High levels of trust, acceptance and support among its members
- Members feel significant and are motivated
- High level of cohesion

Getting Started:

A retreat is a great way to begin the process of building your team. Some groups have an overnight retreat or a full-day retreat that focuses on teambuilding and other organizational issues. Even a two-hour teambuilding retreat can make a difference in the cohesiveness of your organization. The Professional Development Institute offers free consulting service to help your group become a team. GPS: Destination Where (Group Processing Skills) is a program that will help your members learn more about each other and how they can work together more effectively. Contact the Career and Development Center or SLICE office for more information about this free service.

Goal Setting

Goals help describe success. People tend to maintain expectations, not surpass them. Thus, expectations or goals should be challenging, yet within a person's or group's grasp. Goals are outside an individual and sometimes referred to as "hoped for" rewards toward which motives are directed. Goals create common tasks and processes for a group or individuals. By having them, a group knows what it has to do and can work together on the goals.

Although goal setting is rewarding, some difficulties do exist: It is sometimes difficult to quantify and qualify what goals or actions should be.

Goal setting takes time. Initially the members must be introduced to the process, develop necessary skills, implement procedures and record evaluations.

Organizational goal setting can be difficult when trying to set goals that all members agree with and will actively pursue.

Goal Setting Can:

- Serve as clear and specific delegations of responsibilities.
- Offer more diversity of services and programs by updating and improving old programs and developing new ones.
- Identify both individual and organizational strengths and weaknesses.
- Allow clarification and/or development of an organization's mission or philosophy.
- Focus your efforts in a consistent direction.
- Increase success, because success can be defined as the achievement of a goal.
- Serve as self-motivators and energizers.

S.M.A.R.T. Goals

Specific, Measurable, Attainable, Realistic, Timely

Specific: A specific goal has a much greater chance of being accomplished than a general goal.

To set a specific goal you must answer the six "W" questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable: Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

- To determine if your goal is measurable, ask questions such as:
 - How much?
 - How many?
 - How will I know when it is accomplished?

Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic: To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely: A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal. Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Advisors

All recognized student organizations are required to have a full-time South Dakota Mines faculty or staff member to serve as their organization advisor. Advisors play a pivotal role in the success of student organizations. Student organization advisors are there to provide guidance, support, and advice and to make sure that student organizations are following university and Board of Regents policy. Advisors can also assist student organization officers in setting goals, planning events, and help organizations with the officer transition process. Advisors also serve as the signing authority on student organization accounts. Advisors must complete an advisor agreement annually.

Tips for Recruiting an Advisor

When looking for an organization advisor, student organizations should consider the following:

- What expectations does the organization have for the person serving in this role?
- Will the selected person have time to fulfill this role?
- Is this person interested in the purpose and mission of the organization?

Advisor Roles and Expectations

It is important that student organizations visit with their advisor to set up clear expectations.

The following are some expectations of Student Organization Advisors:

- Must be a full-time faculty or staff member at South Dakota Mines.
- Aware of the purpose and activities of the group through attendance at group meetings and events.
- The advisor is not personally responsible for acts of the student organization through their service as an advisor. Advisors should provide advice and guidance in accordance with University and BOR policies to provide the organization advice that will further the general welfare of its members.
- Serve as a reference for general information regarding University and Board of Regents policies.
- Will assist in the transition process of outgoing and incoming student leadership.
- Will assist in financial matters of the organization.
- Will ensure student organizations maintain recognition through organizational renewal each year, and making sure organizations' Mines Link pages are updated.
- Will encourage student participation in student organization fairs, and other university sponsored events for organizations.

(Adapted and used with permission from the University of Wyoming Campus Activities Center)

Changing Advisors

There may be times when your student organization will need to change your officers or advisors. These updates should be made on your Mines Link organization pages. In addition when changing an advisor, you will need to contact the SLICE office so that your new advisor can fill out our annual advisor agreement.

Advisor Resources

The Office of Student Engagement is a great resource for student organization advisors. A list of resources for advisors can be found on the Student Engagement resource [webpage](#).

Student Organization Event Planning

Reserving Space on Campus

The Surbeck Scheduling Office, located on the main level of the Surbeck Center, works with students, staff, and faculty, as well as the community, to ensure optimum use of the Surbeck Center and other general use spaces of the university. Surbeck scheduling coordinates the use of university facilities and associated personnel, services, and equipment to support academic, student, community, and professional activities on campus. They ensure that Surbeck Center generates revenue to support building operations. All scheduling of campus resources for meetings and events begins and ends with Surbeck Scheduling.

Online Room Request and Reservation

1. Use the [Event Planning Checklist](#) (.pdf) to make sure you have your plans in order before making your online request.
2. Review our [Facility Use Guidelines](#) for information on the policies and procedures that apply to your reservation.
3. Check our [Rooms and Spaces](#) information for facility details.
4. Submit your reservation request online:

Online Reservation Request System

If you have questions or need assistance, contact the Surbeck Center Scheduling Office at 605-394-6774.

Confirmation of Scheduling Request

When all information has been provided and the request has been successfully scheduled, an electronic confirmation will be emailed to the contact person reserving the space. Based on the information provided, all facilities, services, equipment and estimated charges will be reflected in the event confirmation. All customers need to review this confirmation to ensure its accuracy. If any additions or corrections to a reservation are required, Surbeck Scheduling must be notified immediately. All changes to your reservation must be provided to Surbeck Scheduling at least forty-eight hours prior to the day of the event to avoid any penalties.

Surbeck Scheduling assumes customer acceptance of the event as indicated unless otherwise notified.

Please note that your request is not confirmed until you receive confirmation from the Surbeck scheduling staff. If you have not received confirmation, contact Surbeck scheduling to follow-up on your request's status.

Additionally, the Surbeck staff must optimize the needs of all parties; this may involve reassignment of your event after confirmation. In the event this does need to happen, Surbeck scheduling will work with you to ensure your event happens with minimal disruption.

Catering on Campus

South Dakota Mines has contracted with Aramark to provide all food services on campus which includes food and beverages needed for events held on campus. When scheduling your space, you should identify if you are planning to have food and beverages at your event. Once your space is reserved, you can schedule catering in two ways.

1. Visit our online catering guide at www.sdsmt.catertrax.com and create an account to place your order. Choose from our traditional guide which includes full service (linen, china, delivery and staff) or our student guide (which is disposable and pick up service).
2. Visit the Dining Services Office (lower level of the Surbeck Center) and meet with the Catering Manager to discuss your event needs. This is a great option if you are unsure what to order or if you are looking for alternative options from the online catering guides.

When setting up your catering whether online or in person, you will need to have the following information available.

- Delivery or pick up service
- Location including building and room number (make sure you reserve food tables when booking the space with the Scheduling Office)
- Guest count
- Date of event
- Set up time (this is when catering will have your items delivered, typically 30 minutes prior to service time)
- Service time (this is when you want to start eating)
- Clean up time (this is when your event is complete and the catering staff is able to collect items)
- Billing contact for the Scheduling Office to send invoice to
- Any dietary requests should be put in special instructions

If you are affiliated with South Dakota Mines, you receive a 10% discount on all catering. If you are an off-campus entity, there is a 10% scheduling fee added to all catering. If you are a tax exempt entity outside of the university, you will need to provide a copy of your tax exempt certificate.

Once you place your order, you will receive an email confirmation from Catertrax. Please review your event and request any changes needed as this event sheet is what Catering

Services uses to execute your event. This event sheet is not an invoice and should not be paid directly to Dining Services as the completed invoice will be handled by the Scheduling Office.

In certain circumstances, a food waiver may be requested and the approval is at the discretion of the Food Service Director. All requests should be submitted 10 business days prior to the event in person to Dining Services. [Food Waiver Form Link](#)

Screening Movies on Campus

As a student organization, you may want to screen a film or movie for an event. This is certainly a great idea, but there are some regulations you must follow to show a movie as what's considered a 'public performance.' The circumstances that constitute public performance are clearly defined in the law: "A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered."

Groups screening films or videos at South Dakota Mines must be sensitive to the educational mission of the University and comply with federal copyright laws.

Copyright law prohibits the showing of film in a public setting unless approval is granted by the company who owns the rights to distribute the film (sometimes the creator does not solely own the rights to grant permission for a screening) or unless the film is rented from a licensed public film distributor which generally includes licensing fees. Film programming may be shown in a public setting at an educational institution without additional approval or licensing if the program fits under the educational exception stipulated in copyright laws. Under the "Education Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content".
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

Listed below are some common violations of film copyright laws by student organizations. The student organization or group rents a video from a local video rental store or streams a film from a media site and:

- Shows it in a residence hall lounge.
- Shows it to their student organization members for a social gathering.
- Plays the video at a table in the union for recruiting members or providing information.

Solution: Student organizations planning a film program for public viewing should consult with the Office of Student Engagement staff to learn more about the copyright law

educational exception or to review catalogs of licensed public film/vendors.

The Student Engagement Staff will be happy to assist you in planning a successful film/video program that is in compliance with copyright laws. Film licenses can range from free to \$500, and sometimes more. In order to determine the cost, the Office of Student Engagement will need to know the following:

- The film title
- The film screening date, time, location
- Capacity of the venue
- If there is an admission charge, and how much
- If the group already owns a physical copy of the film (i.e. DVD), and if not, what format the film needs to be sent to us in (tip: check with venue capabilities)

For additional event planning resources, visit the Event Planning section of our [website](#).

Risk Management and Student Organizations

“Risk” is defined as the possibility of loss or injury. It further implies a person or thing that is a specified hazard to an insurer. Because all events present situations, which imply potential risks and liabilities, it is beneficial to the student organization to know how to anticipate and prevent risky situations and to be aware of its responsibilities in case an incident occurs. The Student Leadership, Involvement, and Community Engagement office and Facilities and Risk Management office are here to assist organizations in planning their events with regards to liability and reducing risk.

For additional resources, visit the Risk Management section of our [website](#).

Advertising and Marketing your Student Organization

Marketing/Publicity Resources

Publicity is an integral part of any organization. Without the proper publicity the organization’s goals – to raise money, to attract new members or to provide a program or service – will not be met. For your organization’s publicity to bring results, careful thought and planning should be put into your campaign.

The most effective publicity allows people to grasp all the important facts of the program quickly. Accordingly, promotional materials should bear a clearly printed message that is designed to evoke a response from the viewer. They do not necessarily have to be extremely artistic, but your message should be clear and understandable to the reader.

Advertising in the Residence Halls

Posters, signs, advertisements or notices may be posted in public areas of the residence halls ONLY with the approval of the building Assistant Director or the Director of Residence Life. RAs may post signs related to residence hall activities.

Dorm Storming

Officially-recognized student organizations and University departments may request a 'dorm storm' to inform residents of an upcoming event following the following procedures. 1. Submit written request to Director of Residence Life at least 24 hours in advance of proposed 'dorm storm.' 2. Provide the following information in this request: proposed date/time, purpose of 'dorm storm', and names of building escorts (each building must have a resident escort at all times). "Dorm storms" cannot occur during quiet hours. Since Residential housing is for resident use only, requests will be approved/denied at the discretion of Residence Life.

Planning an Organization Publicity Campaign:

Student organizations should consider the following when planning a publicity campaign:

- **Budget:** How much can you spend? Is the figure realistic? Are there any hidden costs? A budget should always be completed in advance of doing publicity.
- **Audience:** Who do you want to reach and what is the best way? Is there a pre-selected market available? Take into account age groups, audience's likes/dislikes, career fields, etc. Publicizing something for professors or non-students may be an entirely different task than publicizing an event for traditional-aged students.
- **Information:** Make sure that your campaign materials contain all of the appropriate information, which includes Who, What, Where, When, and Why. It is best to publicize the aspect of your program that people have heard of or to which they can relate.
- **Resources:** Know your resources, whether they be people, talent, materials, etc.
- **Location:** Think about places where your materials will get the most attention. High traffic areas and different/unusual places that are frequented are good ideas for placements. Be creative!
- **Schedule:** How much time do you have? What deadlines must be met? The optimum time to begin advertising the event is two to three weeks before your event. Write up a calendar with deadlines to keep track.

Once you have thoroughly discussed the above topics, your publicity campaign should be ready to take off. All that is needed is the appropriate medium.

Things to consider:

Appeal: Who is your audience? Will they be attracted to your promotion? Do the promotional items convey or reinforce the image of your event (fun, informational, dealing with controversial issues, entertaining)?

Timing: How much lead time do you have (for printing deadlines, etc.)? When should your publicity and/or advertising be released? Should it all go out at once, or certain kinds at certain times?

Location: What are traffic patterns on and off campus?

Information: How much should be printed? How little? Is the information clear?

People power: Do you have a sufficient amount of individuals to work on publicity, promotion, and advertising strategies? Who will put up publicity and when?

Budget: Do you have sufficient funds to cover promotional expenses? Will the projected response be worth the amount of money extended?

Restrictions: Are there any contractual restrictions imposed by a performer? Are there any campus promotion rules or regulations to consider?

Marketing and Communications

The South Dakota Mines Marketing and Communications office is also a great resource to help you market your organization and events. They can assist you with graphic design, press releases, and more. For a complete list of resources visit their [website](#).

Student Organization Posting Policy

All posters must be approved by the Student Engagement Office

All events must be registered on Mines Link before approval.

All student and student organization postings must include the following statement: "This is non-university material that is neither endorsed nor necessarily reflective of the views of South Dakota Mines."

All posters must include; the sponsoring group name, contact person, phone number, and email address

Surbeck Center

- **After seeking approval from Student Engagement, drop materials off at the Surbeck Front Desk for posting on Surbeck Bulletin Boards (2 copies)**
- **There is no table top advertising allowed in the Surbeck Center lounges**
- **Events you would like to advertise on electronic signs in Surbeck Center, submit to the Student Engagement (slice@sdsmt.edu) two weeks prior to posting. The ad needs to be a ratio of 4:3 (typical landscape Power Point slide) –jpg, bmp, flash files, avi, or ppt.**

Campus

- ***Academic & Administrative Buildings-* In addition to having Student Engagement approval, you will need to seek permission from the appropriate department before posting.**
- ***Spirit Rock-* a limited public forum open for advertising recognized university events and events of officially recognized student organizations. Use and painting of the rock must contain date and time of the event. It may be used on a first come first served basis and should only be painted 3 days in advance of the event. It cannot be repainted until the event currently advertised has commenced.**

- **Chalking-** chalking on the sidewalks is only permitted for advertising events of the University and recognized student organizations. Chalking is not permitted on any buildings or within 10 feet of a building entrance. Chalking must be approved by the Student Engagement office before the chalking is to occur. The student organization sponsoring the event is responsible for removing the chalking within 24 hours following the event. All chalking materials must be water soluble.
- **Sidewalks-** posters are allowed to be placed on sidewalks. They cannot be within 10 feet within a building entrance, on an incline or stairs, and cannot be placed on doors or buildings. All fliers must be removed 24 hours following the advertised event. Only use blue painters tape when placing posters on sidewalks.

Weekly What's Up

- The WWUP is sent out every Friday. Student organizations that would like their event included in this newsletter should email their event information to slice@sdsmt.edu by 4:00 pm the Wednesday prior to the newsletter being sent out.

Residence Life

- In order to advertise within the Residence Halls, submit 48 fliers to the Residence Life Office for distribution to Residence Life staff who will post the fliers.
- Fliers taped to doors/windows will be removed.

(All student organizations are responsible for adhering to the SD Mines On-Campus Advertising/Campus Posting Policy III-10-1)

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Utilization of University Logos/Apparel Purchasing and Licensing

For information on proper use of university logos and trademarks on posters and apparel, visit the resources section of our [website](#).

Student Organization Funding and Fundraising

SOAP ACCOUNTS

One of the benefits of being a recognized organization is the ability to apply for SOAP funds. These funds are dispersed through Student Association and the SOAP Allocation Process. SOAP accounts are located in both the Business Office and Foundation. Expenditures from SOAP Accounts are subject to the state purchasing guidelines. For more information on SOAP, you can view the SOAP constitution on our resources [webpage](#).

AGENCY ACCOUNTS

Funds earned through organization fundraisers can be deposited into Agency Accounts housed in the Business Office. These accounts are separate from any SOAP awards, and have a different budget number.

If you have questions about your Business Office Account(s), contact Dawn Miller, Accountant, in the lower level of O'Harra.

FOUNDATION ACCOUNTS

Donations and gifts to the University are deposited into Foundation Accounts. The Foundation is a separate non-profit agency, so funds in these accounts have a little more flexibility in terms of how they can be spent. In general, though, they try to follow the same guidelines as the state. All expenditures from Foundation Accounts must have advisor approval.

If individuals or companies are making a donation to your organization, you must deposit these funds into an account in the Foundation. These donations may be tax-deductible, and the Foundation will issue the appropriate receipts.

If you have any questions about a Foundation Account, contact Audrey Boehm, Financial Analyst, located at the South Dakota Mines Foundation.

FUNDRAISING

Fundraising Ideas include but are not limited to:

Student organizations are required to fill out and submit a Student Organization Fundraising Form (found on the SLICE website) prior to hosting a fundraiser.

- Raffles (See SLICE staff for Raffle process)
- Sale of something related to the club (such as a calendar sale featuring pictures taken by a photography club)
- Asking for donations at a free event
- Partnership with a firm or business for an event (ie Pizza Ranch)
- Bus tables or do a percentage of profits (Pizza Ranch, Pancheros, Civic Center concessions, Mines Games etc.)
- Work with Alumni/Foundation to solicit funds from Alumni and companies
- Work with Foundation to create crowd-sourcing fundraiser

STUDENT ORGANIZATION TRAVEL

Student organizations looking to travel, should work with their organization advisors. You can also visit our resource [webpage](#) for additional information.

Student Organization Awards and Recognition

Student Organizations have the opportunity to be recognized during the annual Student Leadership Awards and Leadership Hall of Fame Recognition every spring. Student organizations can recognize outstanding members and advisors in addition to nominating themselves for the South Dakota Board of Regents awards. The three Board of Regents awards recognize student organizations for their community service, organizational leadership, and academic excellence. For more information on student organizations awards and recognition, please visit our [website](#).

Additional Organization Resources

Organization Training and Workshops

The staff of the Student Engagement office are happy to assist and/or provide training and workshops for your organization. We can present on a variety of different topics including: leadership development, officer transition, event planning, group development, and more! If interested, please contact the SLICE office for more information.

Student Organization Websites

Each officially recognized student organization will have a website housed in our Mines Link system. Organizations have the ability to choose a tagline for their site when registering your student organization. You also have the ability to include social media sites or your organization on your Mines Link page.

Additional Organization Involvement Opportunities:

There are other opportunities on campus that your student organization can be involved in.

Adventure Weekend:

Adventure Weekend is open to all new, incoming first-year students. It is an opportunity for new students to meet one another and experience the Rapid City region, and form connections with returning students, faculty, and staff. If your organization would like to lead an Adventure, contact the Student Engagement office.

Rocker Days (South Dakota Mines Homecoming)

There are a variety of ways for students to get involved during Rocker Days. Whether it is during Paint the Town, Rocker Days Fair, hosting your own event, or just serving on the planning committee.

Martin Luther King Day of Service

This community service event happens every January, and we make it a day on, not a day off. Various student organizations collect non-perishable food at local grocery stores which is then donated to Feeding South Dakota.

Additional resources for student organizations can be found on our [website](#).

References

A special thanks to the University of Wyoming for letting us use their handbook as a resource.

Additional Resources:

Swank Motion Pictures Copyright Procedures

Robert's Rules of Order