GUIDELINES FOR STUDENT ORGANIZATIONS

The Student Services staff and Student Activities Association (SAA) welcome your interest and involvement in student life in our Addison Metro. DeVry & Keller believe strongly that student organizations and activities are an integral part of the total college experience. Student life offerings give students the opportunity to develop their leadership style, implement new ideas, work together with fellow students and staff, and develop strong organizational skills. Your efforts will benefit others who are interested in enriching their college experience, ultimately making DeVry University & Keller Graduate School of Management a more enjoyable place to learn!

Existing organizations are encouraged to familiarize themselves with the guidelines set for in this packet so that they are best positioned to sustain and grow their organization. New organizations are encouraged to work with the Student Activities Association (SAA) to help you better understand the procedures and guidelines outlined in this packet, and the expectations of you as an organization leader or advisor. Thank you for your interest in contributing to student life in our campus community!

Sincerely,

Matthew Johnson
Associate Dean of Students
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630.652.8235
1. Outline your Vision  
   a. Define the reason why you are starting the organization. Why do you think it is needed on our campus or at our centers? What benefit does it provide to students?  
   b. Set goals and desired outcomes for your organization. Determine methods to achieve your goals and desired outcomes – what will your organization do, host, provide, take part in?  
   c. Identify your audience – what population of students would be interested in your organization and how do you plan on getting them involved?  

2. Understand the Commitment  
   a. Decide what level of involvement you will have. Do you want to start an organization and then find other students to assume your responsibility, or do you plan on being the group leader during your duration in school?  
   b. Find a faculty or staff member to serve as your advisor who is not only willing to mentor your organization, but who has some understanding, experience and/or interest in the organization’s purpose.  
   c. For Professional Associations: Contact the national office of your association to inquire about what steps you need to take to form and maintain a new chapter.  

3. Plan & Promote  
   a. Meet with SAA Co-Directors of Organizations & Activities to get help planning your membership drive campaign and first meeting.  
   b. Design and post marketing materials. Flyers should be posted/distributed at least two weeks before your first planned meeting date.  

4. Set Up Shop  
   a. Host your first meeting to gauge interest in your organization, share your vision for the future and solicit ideas from students about what they would hope to get from being a member. Even if only a handful of people attend the first meeting, you can use this group as your working nucleus—your officer core.  
   b. Elect or select a president, vice-president etc. Having an established group of officers is key to sustaining a organization’s existence, as you will share the responsibilities of leading. No one person can reasonably be expected to maintain organization operations.  
   c.  

5. Plan Ahead  
   a. Your second meeting will be held to confirm officer selection, compile your organization’s constitution, begin planning future activities and put together a budget proposal  

      You are on your way to building a organization membership and becoming an active, vital organization at DeVry University! Please read the remainder of this packet for guidelines for becoming and remaining recognized as an organization.
GUIDELINES & EXPECTATIONS

1. The SAA Office:
The SAA always employs two Co-Directors of Organizations & Activities to serve as the leaders for all student life related activities on our campus and at our centers. Their office is located in RM 125 at the south end of the Commons at the Addison Campus. Office hours vary, as they are dependent on the school schedule of our employees. Please feel free to contact the SAA in person, by phone at 630.652.8230 or by email at ADD-SAA@devry.edu if you have any questions, concerns or requests.

2. Requirements to be recognized as an organization and be eligible for approval for funding:
   - Must be open to all enrolled students without discrimination, unless eligibility requirements are otherwise prescribed by a national association.
   - Must have at least five active members.
   - Must have at least one faculty/staff advisor who has formally agreed to serve in that capacity.
   - Must have a list of officers on file with the SAA office – including at minimum, a President, Vice President.
   - Must have an SAA approved constitution which clearly outlines your organization’s mission, purpose, goals and the intended means whereby these goals are to be achieved. On page 8, you will find an outline of a typical constitution. This is for your reference—your final draft may be as brief or detailed as the organization feels necessary. New organizations are asked to please turn in your constitution to the SAA following your second club meeting.
   - At least one officer of your organization must attend the Student Advisory Council Meeting which occurs on Monday evenings on the 3rd Monday of the month from 5-6pm.

3. Meetings and Events
Organizations should meet regularly to keep their membership engaged and informed. You may choose to host your meetings monthly, session-based or semester based. Carefully select the meeting day and time of your regularly scheduled reoccurring meetings, taking into account when most students in your organization are at school or work. In preparing for meetings, it is good practice to make an outline of the agenda prior to each meeting you host in order to optimize your time and keep your club on task. Have details for all items to be covered, so that you can present facts not just thoughts. Also, please establish a formal method of taking attendance so that you can maintain a record of active membership to submit with your budget proposals each term. Need a room to host your meeting? Submit the Room Reservation Form to the SAA office at least 2 weeks in advance to request that the SAA staff secure a room for your meeting.

4. Active Membership
Active membership is a subjective definition, left up to each organization’s leadership. Each term, organization leadership will be asked to submit a Record of Activity with their budget proposals to the SAA office, in which you will be asked to provide an updated definition of active membership for your organization. While it is up to each organization to define the requirements for active membership, your specific definition of active membership should include something about attendance at meetings/activities and measurable contributions to the mission of the organization.
5. Officers

All officers must be currently enrolled DeVry/Keller students and be in good standing with their Dean of Academic Affairs and the Dean of Students. We encourage you not to select officers because they are “liked,” but rather select/elect them for their proven or suspected abilities to accomplish goals, advance the mission of the organization to our campus community and provide leadership to your group. The process of selection/election of officers is left up to the discretion of the organization, but is to be outlined in the organization’s constitution that is on file with the SAA. New organization officers are encouraged to meet with the SAA Co-Directors of Organizations & Activities to go over officer expectations and functions, and sign the Acknowledgement of Officer Responsibilities form. The specific expectations of an officer are:

- Overseeing all activities of the organization in light of the rules and standards established by the Student Activities Association as outlined in this guide, and in some cases, those of DeVry University.
  - If you feel that something needs to be approved before moving forward, please discuss with your advisor, who will bring it to the attention of the Associate Dean of Students.
- Hosting regularly scheduled on-campus meetings to discuss initiatives, activities and resources.
- Mandatory at the Student Advisory Council Meeting which occurs on Monday evenings on the 3rd Monday of the month from 5-6pm.
- Participation in Student Appreciation Week each session-working one of the nights of the week.
- Service to the SAA by volunteering with set-up, break-down or operations and delivery of campus-wide events (may be delegated to members)
- Creation of all marketing materials; providing flyers and other public facing documents to the organization’s advisor for review of accuracy, completeness and errors
- Formation of organization policies, planning and management of programs, and supervising all on-site activities at the campus or center
- Drafting of a Budget Proposal, projecting organization expenses (see Budgeting section on page 6), and providing rationales for fundraising efforts (see Fundraising section on page 10)
- Maintenance of a Record of Activity, to be submitted in conjunction with Budget Proposal.
- Ensuring that organization members are representing their organization and DeVry in a positive manner
6. Advisors

All student organizations must have at least one advisor who is a member of the DeVry or Keller faculty, staff or administration. As the responsibilities of an advisor can get cumbersome, it is advisable that there are co-advisors for each organization. In selecting an advisor, the group should seek individuals who share the interests of the organization and who can add some level of expertise and leadership to your organization. New organization advisors are encouraged to meet with the Associate Dean of Students to go over advisor expectations and functions, and sign the **Acknowledgement of Advisor Responsibilities** form. The specific functions of the advisor are:

- Overseeing all activities of the organization in light of the rules and standards established by the Student Activities Association as outlined in this guide, and in some cases, DeVry University.
  - If you feel that something needs to be approved before moving forward, please contact mjohanson@devry.edu to discuss liability and compliance related issues
- Attending regularly scheduled on-campus meetings of the group whenever possible to provide oversight and guidance
- Mandatory attendance at the **Student Advisory Council** monthly meetings.
- Taking an active part in forming and enforcing organization policies, overseeing the planning of programs, and supervising **all off-site activities** in which SAA funds have been used
- Approval of **Budget Proposals** and **Report of Activity**; verifying that financial arrangements of the club are kept with the standards and regulations of the SAA and DeVry University
- Ensuring that officers are representing their organization and DeVry in a positive manner
- Reviewing flyers and other public facing documents for accuracy, completeness and errors

7. Conduct

Whether students are participating in an on-campus activity or an off-campus event, all organization members are held to the expectations and policies outlined in the **Student Code of Conduct** in the **Student Handbook** as a student of DeVry University or Keller Graduate School of Management. Advisors are additionally held to the **Code of Ethics** set for by DeVry Inc. Any violations of the **Student Code of Conduct** will result in a report of the incident to the Associate Dean of Students and may result in formal sanctions; any violations of the **Code of Ethics** will result in a report of the incident to Human Resources. For all on and off-campus events, please have all participants sign the **Liability Waiver** and **Photo Release Waiver**; submit signed copies of your waivers within one week of your event for our records in the SAA office.

Officers/Advisors of an organization cannot be held liable for actions resulting from organization activities, as long as those officers/advisors act in as responsible a manner as possible, to the best of their ability, and as long as no officer/advisor acts as an agent for another organization in which he/she gains personal profit. Organization officers/advisors can be held liable for embezzlement and theft.
A copy of the Student Handbook can be found at:

**NOTICE: Alcohol is not allowed at organization meetings and/or events, whether on or off campus. Please refer to the Alcohol Policy in Appendix I of this document.**

8. Advertising

There are many ways to publicize the first meeting and other activities that your club has planned. All marketing materials must be approved for posting by the SAA, and must include the SAA logo somewhere on the flyer. Please contact one of the current SAA Co-Directors of Organizations & Activities for approval and for more information on any of the free advertising methods below:

- **Bulletin boards:** Create flyers, posters and banners to be hung on campus.
- **Announcements:** SAA will announce your event/meeting in the Commons over the PA system.
- **Tent Cards:** SAA has tent cards located on several tables in the Commons. Advertise your event while students eat or study!
- **TV:** Several televisions are located throughout Campus that can display club flyers.
- **SAA Activities Calendar:** This quarterly calendar is emailed to all students and faculty and contains all student events occurring on and off campus.
- **Facebook:** Email mjohnson@devry.edu to have something posted on DeVry University – Addison Campus Facebook page or post something yourself on the SAA’s Facebook page: https://www.facebook.com/DeVryUniversityAddisonCampus#!/DeVryAddisonSAA
- **Organization Specific Website:** If you wish to have a page created for your organization under the Organizations & Clubs page on the Addison Community Homepage, please email a copy of the desired content you want posted to mjohnson@devry.edu and include any upcoming important events you wish to have on your webpage.

9. Budgets

Budget proposals are to be drafted on a term by term basis (for two consecutive sessions). The **Budget Proposals and Reports of Activity** must be submitted to SAA by Friday of Week 5 in the session prior to the start of a term:

- September – Budget for November through February
- January – Budget for March through June
- May – Budget for July through October

Reforecasts will be accepted mid-term (Friday of Week 8 of the November, March, and July sessions). All budgets proposals must be submitted as a hard copy with signatures from your organization leadership and advisor; electronic submittals will not be approved. When setting up your current budget, keep in mind the following basic rules and guidelines:
Don’t overestimate or underestimate costs. Attempt to get accurate quotes for the expenses you anticipate incurring. It is important to base your budget on previous records as these records provide information on how much money was approved/spent on given activities, items, etc. in the past.

Follow your budget! If you would like to spend money that is not a part of your budget, you must fill out a Request for Unbudgeted Funds and submit it to the SAA. The Associate Dean of Students will review and approve/deny your request.

If you are budgeting for a large-scale event over $500, please provide line item descriptions for each anticipated expense for that particular event.

Account for money that you will collect from dues or fundraising activities, but do not depend on it to fund other activities, as it is variable.

Food for organization meetings will only be approved as an expense once a month.

Please keep in mind that your organization may not receive approval for all funds requested in your budget proposal. The Associate Dean of Students is the deciding entity that determines the allocation of funds to organizations based on active membership numbers and perceived value of expenses to enhancing student life in our metro.

10. Finances

Any expenses incurred by organization members that have been approved as part of your organization’s budget proposal is reimbursable by check through the SAA office. Please refer to the Reimbursement Process Overview document on the shared drive for direction on how to be reimbursed. Expense Report and Expense Request forms are available in the SAA office located on the south end of the Commons or on the shared drive as well. Please note that all invoices, receipts or bills submitted with either an Expense Report, Expense Request or through ExpenseWire must be itemized. No expenses will be reimbursed for expenditures that were incurred more than 8 weeks prior to the check request. All reports or requests must either have the signature of an organization officer or advisor prior to it being submitted to the SAA. NOTE: All organization funds raised or collected must be held in the SAA account. Disbursement of organization funds will then be made from the SAA account by check. No funds, whether in cash or check form, may be held by organization members, officers or advisors for more than 5 days and no club may create and/or maintain a checking/savings account or private fund of their own on behalf of the organization. Exception: The fund that exists for center operations for the Veteran’s Center at the Addison Campus.

11. Fundraising

Our organizations should be sponsoring, volunteering or fundraising for causes related to the mission of their own organization. Funding to take part in a benefit or charity event, as well as transportation to/from events that a organization is attending shall only be provided/paid for by the SAA when that event that they are attending and/or volunteering for is related to the organization’s purpose for existence (i.e. DeVry Military Resource Club going to a fundraising event for Veterans). All fundraising activities must be approved as a fundraising activity via the Fundraising Request Form.

If a DeVry organization wants to raise funds for a cause and need supplies for the event that they will be hosting to benefit that cause, whatever money the SAA supplies must be returned to the SAA; the amount of money raised in excess of the costs is the only amount that shall be donated to the cause/organization that you chose to raise money for.
FINAL TIPS FROM THE SAA

- The fastest way to destroy an organization is to have one person do all the work, all of the talking, and/or take all of the credit. To show your true leadership skills, show other people how to do things, encourage them and give them credit. An officer that hands out credit when due, publicly, is the true leader.

- Budget your time. Establish priorities, with the first being your success as a student! Begin the session by determining how much time should be designated to various duties and assess the effort that you are putting into the organization. Is it enough—are you neglecting your duties? Is it too much—are you spending too much time away from your studies? Find the right balance.

- Having trouble finding members? It may be helpful to set up a table in the Commons (between the hours of 11 am and 2 pm or 4 pm and 6 pm are typically heavy traffic times). An organization officer should be available at the table to discuss club membership with interested students.

CONSTITUTION STRUCTURE

This outline is designed to assist you in creating the constitution for your organization. It is not meant as a rigid standard, but rather as a suggested outline of the order and contents of a constitution. Generally, a campus organization will not need both a constitution and by-laws. The following outline for a constitution should serve the needs of most organizations.

OUTLINE

PREAMBLE: Description of the organization and reasons for founding

ARTICLE ONE: Official name of the organization

ARTICLE TWO: Mission, purpose, goals and vision of the organization

ARTICLE THREE: Membership
   a. Classes of membership with eligibility requirements, rights and privileges of each class (if applicable).
   b. Procedure for application or nomination into your organization.

ARTICLE FOUR: Officers
   a. List of founding officers of the organization by title with general email for the organization.
   b. Method of selection and terms of office.
   c. Duties of each officer.

ARTICLE FIVE: Meetings
   a. Regular vs. special
   b. Attendance requirements
   c. Who presides?

ARTICLE SIX: Committees (if any)
   a. Standing Committees: list, number of members, powers
   b. Special Committees: provision for selection

ARTICLE SEVEN: Finances
   a. Dues (if any)
   b. Budget preparation and adoption (if any)
APPENDIX I

ALCOHOL POLICIES

As stated in the Student Handbook, DeVry forbids the possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on University property. This policy extends to DeVry Student Housing, and to events, programs and activities off-campus when sponsored by DeVry, the Student Activities Association. By extension, this policy also applies to the on or off campus activities of any club or organization recognized or funded by DeVry or by the DeVry Student Activities Association.

Where a sponsored event or activity has a specific start time and end time, at a specific location, the policy is clearly in effect at that place for that period of time.
The policy does not govern individual students who chose to assemble on their own, prior to or after the event, at that or another location, completely incidental to the event.

However, where an event or activity spans an extended period of time (e.g. a ski trip which runs over several days) and the participants would be considered to be “at the event” from arrival at the site until departure, the policy remains in effect at all time. Similarly, where an event involves arranged transportation (e.g. by bus) to and from the event, the policy would govern from the boarding of the bus until return to the original point of departure.

We cannot present an analysis of all possible situations. All club leaders must meet with the Associate Dean of Students before planning any event which might include access or proximity to alcohol. The clear answer to unclear situations is, when in doubt, assume that the policy IS IN EFFECT.

Students who are found in violation of these policies will be subject to disciplinary action under the DeVry Student Code of Conduct. Students and/or club leaders who aid or permit such violations are similarly subject to disciplinary action. Where club leaders have been found to foster, permit or allow such violations, the club will be subject to withdrawal of recognition and loss of all student activity funds.