



ASHLAND
THEOLOGICAL SEMINARY

Student Organizations Manual

Revised 9/2014

Introduction

The Ashland Theological Seminary Office of Student Services is proud to present this Student Organizations Manual. It is meant to be utilized as a resource for students, student organizations, and faculty/staff advisors. Our hope is that it proves to be valuable as you organize, recruit, plan, and build a legacy through student leadership that will serve the mission of the Seminary for years to come.

This manual should be reviewed by any student leaders who desire to initiate or lead a campus organization. Each member of an approved organization should be prepared to uphold and serve within the policies and procedures described herein.

The Office of Student Services

Ashland Theological Seminary



Forward

All students are responsible for maintaining compliance with all Ashland University and Ashland Theological Seminary, local, state, and national policies and laws. Student organizations are held to these same standards. Any organization which fails to comply with these standards may face disciplinary action. Student organizations may be open to all full or part-time, residential and commuter students; alumni; faculty, administration, and/or staff of the Seminary. Student organizations are expected to comply with the Ashland University individual rights statement which is as follows:

Ashland University is an equal opportunity institution and reasonable efforts will be made to accommodate all students regardless of disabilities, sex, race, color, and national or ethnic origin.

Ashland University, Ashland Seminary, the Office of Student Services and/or any committee which has jurisdiction over policies and procedures contained within this manual reserve the right to amend said policies and procedures at any time. Due warning shall be given to all organizations before they are expected to comply with new procedures.

Any errors or omissions in this manual should be reported to the Associate Vice President of Enrollment and Student Services at 419.289.5151.

Student Organizations



What is a student organization?

A student organization is a group of Ashland Theological Seminary community members who have come together for a certain purpose or cause and is facilitated by student leaders for the benefit of others. The purpose and causes for creating a student organization are varied; however, at Ashland Theological Seminary, organizations are expected to uphold the mission, values, and ethos of the institution. Organizations that do not do so will not be permitted to meet on Seminary grounds, utilize Seminary facilities, or receive funds to operate from the Seminary. Nor will they be permitted to use the Seminary name or logo to promote their organization.

At Ashland Theological Seminary, student organizations are required to have a full time member of the faculty or administration serve as an advisor. The advisor serves as a resource and contact for the ongoing needs a student organization may face. Organizations may serve community members across the institution or be specific to a need or cause at one of our teaching centers.

The Seminary recognizes the value of student led organizations as places of leadership development, ministry opportunity, and in service to the mission of the institution. The responsibility for the chartering and recognition of any student organization is assigned to the Seminary Student Roundtable, Office of Student Affairs, and the Cabinet of Ashland Theological Seminary. Any of these three responsible parties reserve the right to deny chartering and/or recognizing a student organization.

PROVISIONAL CHARTER ORGANIZATION

The steps to becoming a provisionally chartered student organization are as follows:

Provisionally Chartered Organization

*Apply in January and September only.

*If approved, provisional charter lasts for 12 months. At that time the organization must apply for Full Charter status.

Fully Chartered Organization

*Complete application for full charter before 12 month anniversary of provisional charter.

*If approved access to benefits of full charter are achieved.

Inactive Organization

*Status determined by the Student Roundtable and Office of Student Affairs when an organization fails to submit annual paperwork to maintain full chartered status.

1. The student leader(s) seeking to charter an organization must complete a “Provisional Charter Application” form (available from the Office of Student Services). This includes writing an organizational purpose statement, giving evidence of how the organization helps to fulfill the mission of Ashland Theological Seminary, securing a faculty/administrative advisor, and securing a group of interested students. This form is submitted to the AVP for Enrollment and Student Services in 308 Sandberg.
2. The center appropriate Student Roundtable in conjunction with the AVP for Enrollment and Student Services will then review the application. **Applications will only be reviewed in September, December and February.**
3. The Student Roundtable in conjunction with the Associate Dean of Student Affairs will determine to either grant or deny provisional charter. If provisional charter is denied, a written explanation will be provided with the denial. In the case of a denial, the organization must wait until the next application month to reapply.
4. Once a group is provisionally chartered, you have 12 months to establish your organization on campus and to apply for full charter.

Rights, Responsibilities, and Privileges of Provisionally Chartered Organizations

All provisionally chartered organizations may publicize meetings, recruit members, and schedule to use seminary facilities. These activities are subject to availability and seminary policy. All activities are also subject to compliance with Ashland University, local, state, and federal law. Provisionally chartered organizations are not permitted to do any fundraising.

Loss of Provisional Charter

An organization may lose its provisional charter if it should be found in violation of any aforementioned policies or rules. Provisional charter could also be lost if an organization fails to apply for full charter status. If an organization loses provisional charter they may apply again no less than one year after loss of provisional charter.

FULL CHARTER ORGANIZATION

The steps to becoming a full charter organization are as follows:

1. Being a provisional charter organization
2. At the end of the provisional period (six months) the organization may apply for full charter. This application must include a roster of students, identified student leaders and how leadership is determined.
3. The Student Roundtable in conjunction with the AVP for Enrollment and Student Services will review the application and will either grant or deny full charter status. If the request is denied, a written explanation will be provided with the denial. In the case of a denial, the organization must wait until the next application month to reapply.

4. A full charter organization is permitted to do fundraising.

The steps to maintain full charter organization status are as follows:

1. By October 1 each year, a fully chartered organization must present an updated roster of students, student leaders, and faculty/administrative advisor.
2. This form should be completed and sent to the AVP for Enrollment and Student Services at 308 Sandberg Building.

INACTIVE STATUS

1. Inactive status will be given to student organizations who are no longer active or do not submit paperwork to the Office of Student Services required to maintain charter status.
2. Organizations which fail to do this for one year will be allowed to start up again without additional paperwork. Organizations which have been inactive for more than one year will need to reapply for provisional charter status.

Review and Dismissal of a Chartered Student Organization

Charter and recognition of an organization may be reviewed by the Student Roundtable and the Office of Student Affairs when any of the following occurs:

1. Organization has failed to re-charter or submit proper documentation by the annual deadline
2. Organization does not show a reasonable amount of activity in promoting their purpose and goals
3. Failure to comply with University, Seminary, local, state, or federal regulations, policies and guidelines
4. Failure to meet the organizations purpose or objectives as stated in documentation
5. Mishandling of funds as indicated by an audit conducted by the Office of Student Services or appropriate Seminary/University entity
6. If the organization receives a sanction from the University Student Conduct board

In instances where an organization is being reviewed for one of the above reasons, the following process applies:

1. The organizations leadership and advisor will be notified giving specifics to the reason for the review
2. An interview will be scheduled and conducted with the organizations leadership and advisor
3. A recommendation will be made regarding the status of the charter
4. The organizations leadership will have an opportunity to respond to the recommendation
5. The Student Roundtable and AVP for Enrollment and Student Services may choose to continue the charter, levy restrictions and provision, or revoke the charter all together. If the charter is revoked the organization cannot reapply for provisional status for at least one year.
6. An organization can appeal the decision in writing. If warranted, an administrative review may be conducted.

Rights, Responsibilities, and Privileges of Chartered Student Organizations

All student organizations will be afforded the same privileges and are bound by the same obligations. Ashland Theological Seminary recognition as a provisional or fully chartered organization does not equate endorsement of the organization by students, faculty, administration, or trustees of the Seminary. It simply means the organization is able to function as a student led organization on campus.

The following list is an overview of the rights, responsibilities, and privileges of chartered student organizations. This list is neither comprehensive nor exhaustive.

- Organizations may use the name of the Seminary, or an abbreviation, as part of the organizations name. However, an organization may not advertise events or activities in a manner that falsely suggest sponsorship or endorsement by the Seminary. In all promotions, it should be clearly stated that the organization is the sponsor, not the Seminary.
- Organizations must adhere to all University and Seminary policies and guidelines as set forth in the Student Handbook. Acts involving hazing or discrimination, or are in direct opposition with the ethos of the Seminary will not be tolerated, and may be considered grounds for suspension of the organizations charter.
- Organizations may use Seminary facilities for meetings, programs, and activities. Availability of facilities must be navigated with the Seminary administrator assigned the role of facility use management.
- Organizations are expected to plan and conduct activities the further enrich the academic, spiritual, formational, and communal aspects of the Seminary.
- Organizations, student leaders, and advisors are, under no circumstances, to sign contracts with speakers, artists, vendors or other service providers. Only the AVP for Enrollment and Student Services or his/her designee Seminary administrator may sign contracts on behalf of the Chartered Student Organizations.
- Organizations may only use the Seminary logo or brand images/phrases with the express approval of the Associate Vice President for Marketing and Recruitment.

Email, Website and Social Media

Fully chartered student organizations will typically be given access to an organization web page within the Ashland University website (or a link to an approved website). This access is a privilege that can be revoked at any time if the organization misuses the site in any way.

Organizations may also obtain an email account (i.e.: studentclub@ashland.edu). The procedure to obtain an email account is:

1. Contact the AVP for Enrollment and Student Services to request an email account indicating a preferred 8 character login.
2. The AVP for Enrollment and Student Services will contact the appropriate person in the Information Technology office to have an account, login, and password created.

3. As soon as IT notifies the AVP for Enrollment and Student Services that the account is live, the student organization will be contact.

Currently Facebook, YouTube, and Vimeo are limited to the official Seminary usage. Twitter, Instagram, and other social media may be approved for individual student organization use with a petition to the AVP for Enrollment and Student Services and the Student Roundtable.

Advisors



Eligibility Requirements to be an Advisor

In order to serve as an advisor to a student organization, the advisor must meet the following criteria:

- Must be a full-time faculty or administrator of Ashland Theological Seminary
- Cannot be on study leave (during study leave a substitute advisor can be nominated)
- The Office of Student Services reserves the right to request that an organization change their advisor should he/she be unable or unwilling to fulfill the duties of advisor

Responsibilities of an Advisor to their Student Organization

- Serve as a “sounding board” for student ideas and issues
- “Check In” with student leaders regularly (advised that be at least monthly)
- Attend meetings, programs, and organized activities of the organization
- Assist in solving group conflict
- Modeling excellence in leadership and stability especially in times of leadership transition
- Ensure that the organization follow all University and Seminary policies and procedures by being aware of how these may impact the organization
- Helping to find a replacement advisor should you be unable or unwilling to continue in service
- We request a one year commitment at minimum and at least a ½ semester notice if you plan to step down from leadership
- Advisors are not allowed to sign contracts on behalf of the Student Organization or Ashland Theological Seminary

Responsibility of a Student Organization to its Advisor

- Keeping the advisor aware of all organizational meetings, decisions, and activities
- Work with the advisor to form a stable environment for the organization
- Be respectful of your advisors time and other commitments
- Share and discuss all important matters and organizational decisions with your advisor
- Receive your advisors wisdom and insight with an open mind and ear
- Discuss obstacles to group effectiveness with your advisor

See appendix for **Advisor Agreement**

Funding



Currently Student Organizations are not eligible for funding from the Ashland Theological Seminary budget. To gain sponsorship for events, students may engage in support conversations with Academic or Administrative Departments.

Policies and Procedures



Student Handbook Policy

All student organizations are required to follow the policies outlined in the Ashland Theological Seminary Student Handbook. A copy of the current handbook can be downloaded from the website.

Hazing Policy

Hazing is defined by the Seminary as doing, requiring, or encouraging any act or behavior regardless of the participant's willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person. This specifically includes, but is not limited to activities that involve psychological shock; morally degrading/humiliating games or activities; creation of excessive fatigue; bizarre or unusual dress; distraction from scholastic activities (particularly class attendance and participation); and/or violation of Ashland University/Seminary policies or Ohio/Michigan state laws.

Any organization or individual found responsible for hazing will be subject to the Student Conduct policy or procedures. Repercussions may also occur through the organizations regional or national governing bodies.

Film Viewing Law

Organizations cannot show videos or DVDs in a public performance unless they have obtained a license to do so. Contact the Office of Student Services to discuss the specific details of the video or DVD your organization wishes to show.

Contract Policy

When an event requires a contract with a speaker, entertainer or other vendor, the AVP for Enrollment and Student Services must be given a copy of the contract for review and signing. Under no circumstance should a student or advisor sign a contract on behalf of the organization or the Seminary. All contracts must be signed by the AVP for Enrollment and Student Services and the Director of Operations and a copy will be kept on file.

Solicitation and Vending Policy/Law

Campus Solicitation

All student organizations must comply with the following solicitation requirements:

- Submit a type written request that includes the following information
 - Name and contact person of the group sponsoring the event
 - Type of fundraiser being proposed
 - The location and hours of the event
 - Reason for the solicitation request

Vendor Sales

Request for vendor sales on campus will be considered on an individual basis and will not be approved unless it is clearly in the best interest of the organization and the Seminary. In order to bring a vendor on campus a student organization must:

- Submit a type written request that includes the following information
 - Name and contact person of the group sponsoring the vendor
 - Type of vendor being proposed including product and sales methods (cash, credit, check, payment on receipt)
 - The location and hours of the event
 - Reason for the vendor request

Special Notes and Highlights

- Publicity may not be distributed until the solicitation/vendor request has been approved
- Coin collecting jars are prohibited except when approved by the above process
- Funds may be used for: donations to charities, philanthropies, and community projects, as well as implementation of programs/events open to the entire Seminary community
- Funds may not be used for personal or group benefit and fund usage must comply with all local, federal and state law as well as Seminary/University policy
- Records of expenditures of such solicited funds are subject to verification by the Office of Student Services and the Seminary CFO

Gambling

No raffles, games of chance or gambling legal or otherwise will be utilized for fund raising purposes by student organizations at Ashland Theological Seminary.

Branding Policies

Seminary Name

A student organization may make use of the Ashland Theological Seminary name or its title, or letterhead, but may not use the name in a manner that in any way that would constitute an endorsement, approval, or underwriting of any organization, product, activity, service, or contract by the Seminary.

Permissible: *Cyclers for Christ at Ashland Theological Seminary*

Not Permissible: *Ashland Theological Seminary's Cyclers for Christ*

All student organization names must be approved by the Student Roundtable and the AVP for Enrollment and Student Services.

Logo, Seminary Seal, and Tagline Usage

The Seminary logo, seal and/or tag lines are not permitted to be used in print, web or other media without the express approval of the Office of Recruitment and Marketing. All usage must fall within the branding guidelines established by Ashland Theological Seminary. This includes size, shape, color, and expression of any of the above items.

Publication Policy

Any student organization publication, newsletter, or flyer must be approved by the Office of Marketing and Recruitment prior to its printing and distribution. This applies to all publication on or off campus.

Any student organization is prohibited from using the logo or seal on letterhead, business cards or other identifying materials.

Regarding clothing and Merchandise

The use of the name "Ashland Theological Seminary" or its logo, seals, or tag lines is not permitted without the express permission of the Office of Marketing and Recruitment. Sale of any shirts or other merchandise may be subject to approval by the Ashland University Bookstore management.

Chalk Policy

Organizations may promote events through chalk messages on Seminary sidewalks. Only open all-campus events may be publicized in this manner and only "sidewalk" chalk may be used.

- Individual announcements such as birthdays, etc. are prohibited
- Political viewpoints are prohibited
- The event must be a one-time event or an inaugural of an ongoing event
- All chalk must be removed within 24 hours of the event.

Public Posting Policy

The Office of Marketing and Recruitment is the clearing house for all materials to be posted on campus flyer holders, doors, and event announcement boards. Only chartered student organizations are eligible for use of these display areas. There are bulletin boards provided to serve for general announcements, jobs, rentals, and other non-event postings. While these boards are able to be used without express permission, the Office of Student Affairs does monitor those boards for dated material.

- Postings for specific events should not be hung more than four weeks before the event
- Materials should never be posted in a manner that damages the surface on which they are hung
- No material should be posted on painted surfaces, steps, sidewalks, or glass surfaces
- Postings may not obscure exit signs, windows, directional signs, building signs, fire alarm boxes, railings, fire extinguishers, or general safety equipment

LCD Screen Procedures

Following approval of your event by the Office of Student Services, a request may be submitted to the coordinator of the LCD screens on campus to promote your event no earlier than 4 weeks prior to the event.

Copyright Law

It is illegal to make copies of any material that is copyrighted under the law. This includes but is not limited to books, magazines, posters, and certain website art. If you wish to use copyrighted material, contact the publisher, artist, or web designer for written permission.

Faculty Mail Center Policy

To promote an event in the faculty/administration mail boxes located in the main administration building the following guidelines are required:

- Full letter sized sheets must be bi or tri folded
- Nothing smaller than a ½ letter sheet will be accepted
- To reach all faculty, administration, and staff 70 copies are needed
- Copies can be given to the Seminary Receptionist for distribution
- Only one distribution per event is permitted

Appendix