



**College of  
Podiatric Medicine**

# STUDENT ORGANIZATIONS MANUAL

## Table of Contents

KSUCPM Statement	3
Guidelines and Expectations for Student Organizations	4
Guidelines and Expectations for Student Participation in Student Organizations	5
Removal from Elected Positions	6
Policy on Hazing and Discrimination	
Starting A Student Organization	7
Release of Info Related to Student	
Income, Purchases, and Expenditures	8
Student Travel Instructions	
Organization Advisors	9
Role of the Student Services Office	
Services for Student Organizations	10
Planning and Holding an Event/Activity	11
Alcohol	12
Event Policies	13
Catering	14
KSU Policy Making Products (i.e. t-shirts)	15
Social Media	16
Statement of Reserved Rights	17

## **Kent State University College of Podiatric Medicine Statement**

The University is committed to the belief that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The University requires all student organizations and clubs comply with administrative policies and procedures established for this purpose. All student organizations and clubs are required to follow the University policies, academic policies, Student Organization Manual, and the Constitution of the Ohio Podiatric Medical Association. (OPMSA)

## **Guidelines and Expectations of Student Organizations, Clubs and Fraternities**

The following criteria must be completed by recognized Student Organizations/Clubs/Fraternity to be recognized as a Student Organization/Club/Fraternity at Kent State University College of Podiatric Medicine and to receive funding from the OPMSA.

- Abide by all applicable federal, state, and local laws as well as University and College of Podiatric Medicine policies, procedures and the Constitution of the Ohio Podiatric Medical Students Association.
- Ensure continuity from year to year by training new leadership and keeping good records of all organizational endeavors.
- Maintain open and honest communication channels with members, advisors, and University officials, and report any improper or illegal actions to the appropriate officials.
- Accurately represent the organization and its mission, goals, and objectives to the University.
- Respect the dignity of all persons
- Strive to promote intellectual and academic achievement and integrity.
- Treat all persons without discrimination or prejudice, regardless of race, religion, national origin, gender, age, sexual orientation, handicap, or identity as a veteran.
- Conduct all actions in an ethical manner.
- Plan and allow adequate lead time when services of University departments are needed.
- Practice sound fiscal management.
- Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.
- All Events are subject to approval from the Office of Student Services. If the Office of Student Services doesn't approve an event, the organization/club/fraternity will be told to change the event.
  - All organizations/clubs/fraternities should do their best not to host the same and/or similar events.
- Each Sports Club must submit a waiver form to the Office of Student Services or there will be a suspension of activities until waivers are turned in. Waivers are due by September 1<sup>st</sup> of each school year
- All organizations/clubs/fraternities follow the procurement guidelines for catering any event on campus.

## **Expectations of Elected Positions and/or Officers, including OPMSA, Class Officers, Organizations, Clubs and Fraternities**

- In order to participate and hold office in a position, including, but not limited to the student must be in good academic standing. Specifically, students must have a 2.50 cumulative GPA with no academic failures including Boards Part 1 to run and/or hold an elected position within any run and/or hold an elected position within any organization, fraternity or club at KSUCPM. This policy is included within the CPM Academic Policy register.
- Students should become knowledgeable about University policies, guidelines, and procedures that relate to student organizations and their activities.
- Events and/or meetings can only be hosted at public venues. Events and/or meetings cannot be hosted at any student's residence and/or any home residence.
- Inform the organization's members of University policies.
- Speak with the authority for the group when discussing the organization and its plans on behalf of the group and specify when speaking about the organization and its plans on one's own behalf.
- Notify the Office of Student Services when changes in officers or contact persons, advisor, or meeting day and/or time occur.
- Notify the Office of Student Services of all changes to the organization's constitution.
- It is important to note that officers/contact persons are not merely figureheads for the group. These persons are true leaders who have distinct responsibilities. All such persons must establish lines of communication with the group in order to know what is going on within the organization. The excuse "I did not know this was occurring" is not an acceptable one, except for unusual circumstances. Part of being a leader is taking responsibility at a higher level than that of a group member.
- To represent the student body in a professional matter at all times.
- Students can only hold only one position as a President of an Organization/Class/Club/Fraternity. (For Example: A student cannot be a Class President and a President of ACFAS)

**FAILURE TO ABIDE BY THE STUDENT ORGANIZATION MANUAL AND/OR THE OPMSA CONSTITUTION BYLAWS WILL RESULT IN THE STUDENT ORGANIZATION BEING PLACED ON EITHER SUSPENSION, PROBATION, OR REMOVAL AND WILL BE UNABLE TO RECEIVE FUNDING FROM OPMSA.**

An organization may be placed on probation, be suspended, or removed may be withdrawn for any of the following:

1. The organization fails to maintain compliance with the initial expectations which includes Guidelines and Expectations of Student Organizations/Clubs/Fraternities in Student Organizational Manual.
2. The organization ceases to operate as an active organization.
3. The organization operates or engages in any activity in violation of rules and regulations of the university or federal or state laws.
5. The organization violates rules and/or bylaws in the OPMSA Constitution.
6. The organization events are not be attended by students.

A student organization at Kent State University College of Podiatric Medicine which is placed on probation must get their event approved by the Office of Student Services but may or may not get funding

for the event. An organization which is placed under suspension may not participate in or sponsor any activity or conduct meetings.

### **Removal from Elected Positions in which members of the KSUCPM student body hold office including OPMSA, Class Officers, Organizations, Clubs and Fraternities**

1. Academic records will be checked following the fall and spring semesters and following the release of board scores. Students who fall below the academic minimum requirements or failure of boards on the first attempt will be removed from his or her position within a particular club, organization or fraternity so that he or she may focus on his or her academic and/or boards performance.
2. Misrepresentation of the student body in any form, matter, or action will result in removal from office by Administration.
3. An impeachment vote may be petitioned by 51% of the Class and/or Officers of OPMSA/Organization/Cubs/Fraternities members. The Office of Student Services will oversee the impeachment.

## **Policy on Hazing and Discrimination**

### **Hazing**

Kent State University College of Podiatric students as individuals or members of registered student organizations are expressly prohibited from engaging in hazing. Hazing is defined as committing any act or coercing another, including the victim, to commit any act of initiation individually or with any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Students and/or organizations charged with violating this rule are subject to disciplinary action.

### **Nondiscrimination by Organizations**

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy.

## **Starting a Student Organization**

### **Steps to Starting a Student Organization:**

1. Meet with the Office of Student Services to discuss the process for starting a student organization.
2. After meeting with the Office of Student Services, the group will need to meet with the OPMSA President to go over the requirements that need to be completed in order to be recognized by KSUCPM and funded by OPMSA. Complete the necessary information contained on the registration/renewal/change form.
3. Develop a constitution.
4. Complete all requirements and follow all policies and rules in the Student Organization Manual and OPMSA constitution.
5. In order to be eligible for funding, a new club must be voted in by a majority of voting at the All School Meeting requirements have been fulfilled.
6. The Organization must serve a probationary semester before funding will be allotted.
7. All voting for new clubs placed on a trial probationary period will occur on a secret paper ballot at the first All School Meeting of each semester.
8. All voting for new clubs to become an OPMSA recognized and funded club will occur on a confidential paper ballot at the last All School Meeting of each semester, unless circumstances dictate otherwise.

## **Release of Information Related to Student Organizations**

The following information will be made available to the University community and the public on an unrestricted basis:

- Name of student organizations
- Description of student organizations

In compliance with University policy and the Family Educational Rights and Privacy Act regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis; unless students indicate it should not be released:

- Names of officers/contact persons for the organization
- Names of advisors of organizations
- Phone numbers of organization's officers or contact persons and/or advisors

## **Guideline for Income, Purchases, and Expenditures for Organizations, Clubs and Fraternities**

OPMSA will hold and distribute funding for all organizations, clubs and fraternities. Presidents and treasurers or 'acting' treasurers will be able to request funding and/or get reimbursed via [www.venmo.com](http://www.venmo.com) for their events. If it is a large amount, OPMSA will be able to issue you a check for the event. If a club is receiving funding/donation from an organization, the check needs to be made out to OPMSA. The funding that the club receives will be designated to their account. All student organization/club/fraternity earned income must be given to OPMSA Treasurer immediately following any fundraising event/activity and it will be designated to their account.

**Form to request funding for your event:** [Request Money for a Future Club Event](#)

You must also have a quote, invoice, or copy of item pricing.

**Form to request reimbursement for an event:** [KSUCPM Club Reimbursement Form](#)

Your itemized receipt is required.

**Email** [treasurer.opmsa@gmail.com](mailto:treasurer.opmsa@gmail.com) **OPMSA Treasurer.**

### **Class Funding**

Each class year will receive \$10 per student, for the fall semester and \$10 per student for the spring semester via check from OPMSA. All class years must have their own bank account through PNC Bank. Both the President and the Treasurer or Vice President must be on the to be on the checking account. The Office of Student Services will assist adding new officers to the account. The Officers will need to proceed with the steps to be put on the checking account. Failure for officers to follow through on the steps to be put on the account may lead for them to be removed from their position.



## **Student Travel Instructions**

Student travel instructions for activities and events that include course related field trips, the activities of sponsored student organizations, meetings of academic organizations and sport club events where a student is officially representing the University.

The following information must be submitted to the Office of Student Services before each trip. Failure to submit information can result in a Professionalism Deficiency.

1. A list of participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.
2. Dates of travel
3. Event name and address
4. If traveling by plane: Name of Airline and flight numbers
5. Lodge Information: Hotel name, address and phone numbers

## **Organization Faculty Advisors**

### **Choosing a Faculty Advisor**

The University requires that each student organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group.

### **The Role of the Advisor.**

- Serve as a sounding board for the organization.
- In conjunction with the president, ensure that the officers or contact persons meet University requirements for involvement in student activities.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Be knowledgeable about appropriate University policies.
- Monitor the group's functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement.
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers.
- Contact the Office of Student Services to discuss organizational problems, concerns, plans, and changes in organizational status.
- Provide honest feedback to group members and positive reinforcement for accomplishments.
- Share their experience and expertise when appropriate.
- Provide an "outside" view or perspective.

## Role of the Student Services Office

- Consultant: Advising group on program planning, resolution advice for internal issues, etc.
- Mediator: Available to student organizations to assist with resolving intra-and inner group conflicts.
- Referrals: To appropriate areas/departments for the purpose of conducting organization business.
- Advocate: For student groups with University.

## Services for Student Organizations

### Fax Machine

A fax machine is available for student organization to use in the Student Services Office at the discretion of the Student Services Office.

### Reserving a Room and Digital Signage Request for a Campus Event

***Room reservations and Signage Request must be submitted at least two weeks prior to the date that the event is scheduled to occur.***

### Reserving Rooms

A Room Request Form exists at our CPM website. Classrooms, most common areas and even some class laboratories are available to be reserved for academic purposes outside of class hours and standing events. When you wish to reserve a room, simply fill out the Room Request Form to the best of your ability and click submit at the bottom of the page. You will be sent a confirmation email once your reservation is in the calendar.

- All room reservation requests must be submitted at least two weeks prior to the event. CPM reserves the right to refuse any request submitted after the two-week deadline.
- CPM reserves the right to deny any room request that it does not deem appropriate, supports our academic mission or may violate KSU policy.
- All reservations or cancellations at least 24-hours in advance.
- Rooms that do not permit food or beverage (i.e. Lecture Halls and Labs) also do not permit food or beverage for any room reservations.
- Any request to reserve a Class Laboratory will first require permission from the Division Head of that Lab.
- Maintenance Fees/Charges: A group leaving a meeting room in disorder is liable for a labor charge required to clean and reset the room of \$10 (minimum).

Click on link to reserve room <https://www.kent.edu/cpm/room-request>

Click on link to request signage. <https://www.kent.edu/cpm/digital-signage-requests>

## **Planning and Holding an Event/Activity**

### **Programming Expectations**

All students who plan an event, activity or program must follow University policies and procedures as well as applicable federal, state, and local laws. In addition to being responsible for the costs of programs, organizations are responsible for the conduct of their members and guests at all group functions.

### **Steps to Planning**

Preplanning is considered the most important element in programming for your organization. Please consider the following when planning an activity.

1. Needs Assessment
  - a. Who is your audience? What do they enjoy? What does your group want?
  - b. How will programs relate to your organizational mission?
2. Develop a calendar of events
  - a. What is realistic? What are your goals?
  - b. Will dates interfere with exams or other University activities? Consult with Student Services for guidance.
  - c. What can you afford to do?
3. Do Backwards Planning – starting with dates of events, move back and sequentially mark the date each task must be completed.
  - a. Who will be responsible for what?
  - b. What will we need to purchase?
  - c. What emergencies can arise?
  - d. Do we need any waivers?
4. Communicate Progress on a Regular Basis
  - a. Will meetings be needed?
5. Know the Program
  - a. What needs to be completed to ensure success on the day of the program?
6. Follow-up
  - a. Should a thank you be sent?
  - b. Did you document the programming steps for future years?
7. Evaluation
  - a. Did the program meet stated goals?
  - b. What was effective/ineffective?

You are required to contact the Office of Student Services before scheduling any event including:

- Workshops
- Fundraisers
- Contracts to be signed
- Assemblies
- Social Events
- Presentations
- Off campus
- Philanthropic Efforts/Charitable Events
- Major Events

## **Alcohol**

1. There will be no alcohol served on campus at student-sponsored organizational events.
2. KSUCPM students will be permitted to have alcohol served at an off-campus location during a student or organizational event. Any event where alcohol is served are never college sponsored. The event must have a designated third-party serving the alcohol on a "pay-per drink" basis. (cash bar only)
3. No University or student organization funds will be used to pay for alcohol.
4. "All-you-can-drink" events and drinking contests are prohibited.
5. Do not use alcohol as an incentive for participating in an event or as prizes in contests.

KSUCPM expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.

CPM student organizations are encouraged to contact the Office of Student Services for approval of events to ensure all requisite compliance with Kent State University and CPM guidelines

## **Event Policies**

### **Workshops**

The Office of Students Services must be contacted before scheduling any workshops. [This form must also be filled out.](#)

### **Presentations for Clerkships or Residency**

The Office of Academic Operations and Institutional Research must be contacted before scheduling an event about Clerkships and Residency. You will need to get the presentation approved by this office before anything is scheduled. Please reach out to Jaclyn Macomber at [jmacomb1@kent.edu](mailto:jmacomb1@kent.edu).

### **Academic Study Prep**

The Office of Educational Resources must be contacted before scheduling an event about prepping students for exams/classes. Please reach out to Gina Ralston at [gralsto3@kent.edu](mailto:gralsto3@kent.edu).

### **Anatomy Mock**

Meet with the Course Coordinator of Anatomy for approval and instructions.

### **Charitable Events/Activities**

Many student organizations pursue philanthropic efforts throughout the academic year. While such efforts are viewed favorably, the Student Services Office does exercise the right to identify duplicate efforts across multiple organizations and request efforts to be collaborative.

### **Showing Movies on Campus**

If your student organization is interested in showing a movie on campus, there are several guidelines you need to follow. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials may be used. To ensure you are in compliance to the regulations please contact the Office of Student Services.

## **Catering any event on Campus:**

Under Kent State procurement guidelines, and as approved by the Kent State Board of Trustees, all food on campus, including all catering, is required to be done through University Culinary Services (UCS). A catered event refers to any on-campus event in which food is expected as part of the gathering. University Culinary Services is available to support these types of events. This policy includes sponsored events. (Sponsored Event is an event paid by outside companies and/or organizations) However, certain allowances for waivers and exceptions are permitted and outlined below. UCS is not responsible unless contracted to provide catering services as described below.

## **FIRST RIGHT OF SERVICE**

UCS is given “first right of service” for on-campus events. However, certain allowances for [waivers](#) and exceptions are permitted.

### **I. Exceptions for Catering Using University Catering Services**

1. **Personal Food Items.** Personal food items purchased with personal funds including but not limited to bagged lunches from home, birthday cakes, cookie exchanges, office potlucks, and similar items brought to campus. **Personal food items purchased with personal funds for this purpose may not be otherwise reimbursed later with University funds.**
2. **Pizza.** The purchase of pizza with University funds for an on-campus catering event, whether single or in bulk, of any dollar amount.
3. **Events Equal to or Less Than \$200.00.** An on-campus catering event costing equal to or less than \$200.00 for any event at any time from any vendor, provided that a written estimate is secured prior to the event or the commitment of University funds.

**For Events More Than \$200.00.** A Food Refreshment Waiver Request Form must be completed and approved for all instances where catering is brought onto campus from an alternate provider. Responses to all waiver requests will be sent within 7 business days upon receipt. All decisions whether to grant or deny waiver requests are final.

Click here: [CATERING FAQ](#)

## **KSU Policy for making products**

- 1) When a Student Organizations/Clubs and Classes wants to make a product (i.e. t-shirts) either has a university logo on it, or says “Kent State University”, “Kent State”, “KSU”, “KSUCPM”, “Golden Flashes”, “Flashes”, or “Kent” (referencing the school not the city), they need to use a licensed vendor/licensee. Licensed vendors are the only companies that have permission to print the University marks.
- 2) KSU licensing agent’s website: <https://affinitylicensing.com/clients/collegiate>
- 3) Organizations/Clubs/Classes must submit their logo first to the Office of Student Services for approval before submitting to the licensed vendor.
- 4) Organizations/Cubs/Classes makes an order through a licensed vendor, the art is circulated internally through the University for approval.
- 5) If the purchase is not made with university funds, a royalty is charged through the licensee. Licensees are vetted through KSU licensing agent, have a contractual relationship with the university, and adhere to our design and manufacturing conduct standards.

## **SOCIAL MEDIA RULES**

- Social media sites will hold individuals liable for any content or material posted to their site. Social media site users should be familiar with the Terms of Service for the social media outlet they choose to use and respect general copyright and Fair Use policies.
- Be sensitive to posting confidential information. Do not post student information, (including phone numbers, e-mail addresses, or student identification numbers) without student permission.
- Events can be posted on social media sites but they should not be a substitute for advertising events. All events must be emailed out to the

## **BEST PRACTICES FOR SOCIAL MEDIA PAGES**

Best practices for social media accounts should be considered. Best practices consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts.

### **Be Authentic**

- Be open about your identity and professional affiliations.
- Keep deletions to a minimum; only remove content that is clearly offensive or spam.
- Admit mistakes and be upfront and prompt with corrections.
- Never post information that you do not have first-hand knowledge of. Post a link directly to the source of the information. For example, post a link to the National Weather Service for a weather alert.



## **Statement of Reserved Rights**

The Office of Student Services reserves the right to decipher the target audience of an event or fundraiser.

The Office of Student Services has the right to suspend or postpone a Student Organizations fundraiser or event if the profitable outcome does serve to support the organization.

The Office of Student Services reserves the right to suspend or postpone any student organization event.

The Office of Student Services has the right to remove a student from office if the student misrepresents the Student Body in any form, matter, or action will result in removal from office by Administration.

*Last Update Published by the Office of Enrollment Management and Student Services, 02/14/2022.  
Revisions will be made on an ongoing basis as needed.*