

# Rhodes College Student Organization Guidebook 2006-2007



Rhodes College  
—1848—

# CREATING A STUDENT ORGANIZATION

Any student can start a club at Rhodes College if he or she has an interest that is not currently found among student organizations. Make an appointment with the Director of Student Activities to find out more information about how to start a student organization.

## STUDENT ORGANIZATION RECOGNITION

An organization seeking College recognition should:

1. Contact the Director of Student Activities and obtain the proper materials for applying for official recognition.
2. Submit a completed Student Organization Record along with an electronic copy of your constitution and roster list with R numbers and proposed by-laws to the Director of Student Activities. The constitution must meet the minimum stipulations provided by the Director of Student Activities, who will then submit the complete application to the Rhodes Student Government (RSG) for consideration.

When a student organization seeks recognition, the Rhodes Student Government will vote to recommend to the Dean of Students whether the group should be a Recognized Student Organization. With the exception of nationally-affiliated fraternities and sororities that have received official approval from the Dean of Students office, official recognition by the college will be granted to organizations who meet with the following requirements: (1) the organization's purpose is not in conflict with the mission of the college and (2) the membership of the organization is not exclusive (i.e., the organization must be open to all Rhodes students who are interested in membership. Furthermore, the organization must not act in a way that violates the College's policy on Discrimination and Harassment or disallows members the same privileges or opportunities in regards to membership, leadership, etc.

The RSG treasurer will notify the organization in writing within four (4) weeks of the RSG senate's decision on whether or not the proposal has been approved. If denied, a written explanation of the denial must be included. If approved, RSG will forward the organization's application for approval by the Dean of Students. The Dean of Students will review the recommendation of RSG, approve or deny the organization's request for recognition and inform the RSG treasurer of the decision within fourteen (14) days. The RSG treasurer will then notify the organization of the status of its petition for recognition. The decision of the Rhodes Student Government may be appealed to the Dean of Students. The decision of the Dean of Students regarding the recognition of the organization may be appealed to the President of the College.

The officers of recognized student organizations are responsible for the actions of their respective organizations. The Director of Student Activities, Dean of Students and the Rhodes Student Government do not control nor are responsible for actions taken by student organizations.

For further information regarding Rhodes system of fraterni-

ties' and sororities' rights and responsibilities, see the Director of Greek Affairs or the fraternity/sorority Web site.

## SELECTING A FACULTY/STAFF ADVISOR

Every Rhodes College student organization must have a faculty or staff advisor. A member (or members) of the group may recommend a faculty or staff member with whom they have had positive interactions, or they may want to approach a faculty or staff member who has an expressed interest in the goals and ideals of the organization. Availability is a common characteristic that group members seek in advisors. Group leaders may ask members of the Student Affairs staff for recommendations of potential advisors. When selecting a faculty/staff advisor it is important to consider someone who can perform a variety of roles, such as mentor, supervisor, consultant, motivator, leader, coach, referee, teacher, follower or role model. Since all of the details of the advisor's role cannot be determined in advance, this arrangement needs to be explored periodically, and both parties should be prepared to speak up if actions or potential actions may lead to an uncomfortable situation. The organization members should regularly discuss the advisor relationship with the advisor.

## DEFINING AN ADVISOR

All registered student organizations at Rhodes College are required to have an advisor. Some advisors may choose to advise more than one group. An advisor can be a full-time faculty or staff member.

An advisor is one who gives ideas, shares insight, provides a different perspective, and counsels, among other things. Four main functions of advisors include:

- facilitating the growth and development of students
- contributing to the continuity of the group from year to year. Advisors can provide consistency and communicate the goals, legacy and history to new and future members.
- assisting in the areas of program content and purpose
- communicating knowledge of college policies and procedures to ensure successful events

In the beginning of the advising relationship, the members of the organization and the advisor should agree on clear expectations about the role of the advisor and the role of the student organization. Discussion questions might include:

- Will the advisor plan or attend retreats for the organization?
- Will the advisor attend all meetings of the organization?
- Will the advisor meet separately with the officers to discuss issues between regular meetings?
- Will the advisor be consulted regarding agenda items or

meeting planning?

- Will the advisor be expected to help the group find financial resources or meeting space?
- Should the advisor help construct budget proposals prior to fall or spring allocations?
- Is the advisor expected to help with programming?
- Is the advisor expected to attend all programs?
- Is the advisor expected to help resolve problems in the group or mediate personality conflicts?
- Is the advisor expected to provide feedback to officers regarding their leadership?

Clearly defining everyone's role will decrease the chances of conflict in the future. Therefore, it is important to do this at the onset of this relationship.

Advisors should make a conscious effort to stay connected with the organization by attending meetings regularly and

making themselves available outside of those meetings for advice or consultation. It is also in order for the advisor to assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

Each advisor will be asked to sign the following document:

**Advisor's Commitment to Service**

As the faculty advisor for (name of organization) I agree to serve in this role the full (year of service) academic term as much as the organization and I deem necessary. This may include, but is not limited to,

- facilitating the growth and development of the students
- contributing to the continuity of the group from year to year
- assisting in the area of program content and purpose
- communicating knowledge of college policies and procedures to ensure successful events.

I acknowledge that I have read the above information and do understand what is being asked of me.

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Advisor's Signature

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Date

\*\*Please note if you will not be able to serve the full academic term but would like to serve for one semester. Your commitment to service does not hold you personally responsible or liable for inappropriate behaviors committed by individual members of the organization. To learn more about college policies and procedures for student organizations, contact the Office of Student Activities.

## **GUIDELINES FOR CONSTITUTION WRITING**

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. The articles contain the essential information needed for a comprehensive organization constitution. Items that are subject to frequent revision should be included in bylaws or standing rules, rather than a constitution. Such frequently revised items might include specific meeting schedules, attendance policies, meeting procedure, committee specificities, as applicable, and/or supplementary reference information as appendices. NOTE: If you need any help with writing your constitution or any other governing document, please contact the Director of Student Activities, x-3552.

### **CONSTITUTION OF (NAME)**

#### **ARTICLE I - Name, Purpose and General Statements**

**Section 1** What is the exact title of the organization?

**Section 2** What is (are) the purpose(s)?

**Section 3** Nonprofit status of organization

**Section 4** Special relationship(s) with other organization(s), policies, etc.

#### **ARTICLE II - Membership**

**Section 1** Who is eligible for membership? Are there special requirements or restrictions?

**Section 2** Are there categories of membership? If so, what are they?

**Section 3** How does one become a member?

**Section 4** How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause and by what process?

#### **ARTICLE III - Officers**

**Section 1** How many officers are there? What are the requirements for holding an office?

**Section 2** What are the duties and general responsibilities of the officers?

**Section 3** How are officers elected/appointed? How long do they serve? Can they be removed from office? Under what circumstance(s) and by what procedure? When are they selected and take office?

#### **ARTICLE IV - Committees**

**Section 1** Which standing committee(s) shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

**Section 2** Special committees?

#### **ARTICLE V - Meetings**

**Section 1** How many regular meetings are to be held? How are they called and who is responsible?

**Section 2** How many for a quorum?

**Section 3** How are decisions made? Simple majority?

**Section 4** Special meetings? For special purpose only? Who may call them?

#### **ARTICLE VI - Financial Matters**

**Section 1** The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership.

**Section 2** Should the organization dissolve, leaving residual assets, how shall these be distributed? If not stated, who shall decide?

#### **ARTICLE VII - Bylaws**

**Section 1** If there are to be provisions for bylaws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

#### **ARTICLE VIII - Amendments**

**Section 1** Who can propose? To who are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

**Section 2** Quorum? Vote needed to pass?

DATE OF RATIFICATION: \_\_\_\_\_

SIGNATURES OF OFFICERS/WITNESSES: \_\_\_\_\_

# **SAMPLE CONSTITUTION**

## **The Beekeeper's Club**

### **I. Purpose**

The purpose of the Beekeepers Club shall be to provide the Rhodes College community with an opportunity for beekeepers to get together and discuss the latest advances in beekeeping technology and to educate the student and faculty of the college about the art of beekeeping.

### **II. Membership**

The Beekeepers' Club is open to all students enrolled at Rhodes College

- A. Membership is acquired by attending a meeting, and maintaining regular attendance.
- B. A member may not miss more than two consecutive meetings, unless excused by an officer.

### **III. Officers**

- A. Officers shall be elected by members who attended at least two meetings prior to the one at which the election is to take place. Elections shall be held at the end of each spring semester.
- B. Officers shall include:
  - 1) President, whose duties shall include:
    - a) Presiding over meetings
    - b) Organizing the club agenda
    - c) Being responsible for all beekeeping equipment
  - 2) Vice President, whose duties shall include:
    - a) Acting as President Pro Tem
    - b) Acting as liaison to the faculty
    - c) Arranging for meeting space
    - d) Advertising
  - 3) Treasurer, whose duties shall include:
    - a) Handling financial matters of the club
    - b) Maintaining contact with the Allocation Board chair
  - 4) Secretary, whose duties shall include:
    - a) Keeping meeting and committee meeting minutes
    - b) Keeping club records and rosters
- C. Any member may request an impeachment vote. Impeachment requires a two-thirds majority vote by members who have attended at least three meetings prior to the one at which the impeachment vote is held.

### **IV. Committees**

#### **A. Standing Committees of the Beekeepers Club shall be as follows:**

- 5) Programming. The programming committee shall coordinate at least one event per semester to educate the faculty and students of Rhodes College about the art of beekeeping. The committee shall be chaired by the vice president and consist of all interested members.
- 6) Membership. The membership committee shall be responsible for spearheading the beekeepers' annual recruitment drive and coordinating the organization's presence at college events such as the S.A.C.K. activities fair. The membership committee shall be chaired by the secretary of the Beekeepers Club.

#### **B. Special Committees**

Special committees may be created by the Beekeepers' Club president as needed.

### **V. Meetings**

- a. Regular meetings shall be held weekly while college is in session. The president shall set the meeting schedule during the summer and distribute the year's meeting schedule at the beginning of the fall term.
- b. Quorum shall be 50% of the membership plus one.
- c. Meetings shall be conducted in accordance with Robert's Rules of Order.
- d. The president may call emergency meetings by giving members 48 hours' notice when business cannot wait till the next regularly scheduled meeting.

### **VI. Financial**

- a. The club shall not provide monetary gain, incidentally or otherwise, to its directors or members.
- b. In the event that this club dissolves, all college monies received through the Allocations Board shall be returned to the college as required by Allocation Board policy. Any residual funds left from the organization's fundraiser shall be donated to an area beekeeper association, with the association's permission.

### **VII. Bylaws may be created by the membership by a majority vote of the membership.**

### **VIII. Amendments**

- a. Any member may request a vote to alter the constitution. Amendments to this constitution must be submitted in writing to the secretary at least 48 hours prior to the meeting the amendments are to be introduced. Passage of an amendment requires a two-thirds majority vote by members who have attended at least three meetings prior to the one at which the vote is to be held.
- b. Amendments approved by the membership become effective at the beginning of the term following the amendments' approval.
- c. Any changes to this constitution shall be submitted to the Rhodes Student Government and the Office of Student Activities.
- d. The Beekeepers Club will not engage in activities that violate the Rhodes College policies delineated in the Student Handbook.

Approved unanimously on 1/1/01

President's Signature: \_\_\_\_\_

## NEW STUDENT ORGANIZATION RECOGNITION PROCESS

Students wishing to create new student organizations may petition the college for recognition of the club through the following process:

- \_\_\_\_\_ Director of Student Activities (DSA) meets with student(s) and gives
- \_\_\_\_\_ Guidelines for Writing a Constitution form
- \_\_\_\_\_ Student Organization Record Form
- \_\_\_\_\_ Copy of Student Organization Guidebook
- \_\_\_\_\_ Student group identifies and secures a faculty/staff advisor
- \_\_\_\_\_ Student submits to Director of Student Activities
- \_\_\_\_\_ An electronic copy of your Constitution
- \_\_\_\_\_ Completed Student Organization Record form
- \_\_\_\_\_ Electronic roster with R numbers, and a minimum of 5 students interested in forming group. Roster template can be obtained from the Student Affairs office.
- \_\_\_\_\_ Forms read and approved for content (no discriminatory clauses, etc.) by the DSA
  
- \_\_\_\_\_ Student organizations will become eligible for benefits of recognition when they submit their forms to the DSA, including:
  - Listing in campus publications
  - Ability to reserve facilities
  - Ability to apply for student activity fee dollars through the allocations process
- \_\_\_\_\_ Forms are forwarded to Student Government for a recommendation to the Dean of Students for approval.

\_\_\_\_\_ The applying organization and the DSA will be notified in writing by the RSG treasurer about their recommendation for or against approval within four (4) scheduled senate sessions. Student organizations may be denied approval if they:

- 1) Have a purpose or principals conflicting with the mission of the college
- 2) Are not open to all students who are interested in membership

\_\_\_\_\_ The RSG treasurer will forward the paperwork and RSG recommendation to the Dean of Students for approval or denial based on the same criteria mentioned above.

\_\_\_\_\_ The Dean of Students has final authority over student organization recognition and notifies the RSG treasurer of the applying clubs of approval or denial.

\_\_\_\_\_ The DSA will notify the organization in writing when the organization has been approved or denied for recognition.

\_\_\_\_\_ Appeals on the decision of the Dean may be brought to the President of the College.

\_\_\_\_\_ Student Organization Record form and Constitution kept on file in DSA office.

\_\_\_\_\_ Organization required to complete new student record each academic year and to submit updated copies of the constitutions, bylaws and membership roster.

\_\_\_\_\_ College policies for student organization recognition are included in the Student Handbook.



## **SERVICES PROVIDED BY THE OFFICE OF STUDENT ACTIVITIES**

The Office of Student Activities maintains a listing of all active student organizations and offers many services to student organizations and their leaders. The office is located in the Bryan Campus Life Center past the Lynx Lair. Call (901) 843-3552 for more information about the office or any of the services available.

### **S.A.C.K. Fair**

All registered student organizations will receive invitations to participate in the S.A.C.K. Fair from the Office of Student Activities. The fair is a wonderful opportunity to recruit new members, particularly first-year students, for your organization.

### **LEAD Retreat**

Traditionally held a week after the S.A.C.K. Fair (post Labor Day holiday), the LEAD Retreat allows presidents, treasurers, programming/social chairs and faculty advisors to convene to discuss pertinent information regarding programming, funding, publicity and campus policies. Session presenters include representatives from Facilities Management, Communications, Campus Safety, Physical Plant, etc. As a leader in a student organization, you are in the unique position of having access to information and resources necessary to see THE BIG PICTURE. This makes it easier for you to plan and work to achieve the goals of the group. Your responsibilities include inspiring others to get involved, recruiting new members, retaining the membership of the organization, motivating the members, team building, organizational goal setting, delegating tasks and passing on necessary information to your replacement.

### **Student Organization Database**

The Director of Student Activities maintains a student organization database that lists the presidents of each group. After a group of students applies for and is granted campus organization status, the organization is added to the database.

### **Copy Codes**

Student organizations with on-campus accounts can obtain copy codes for photocopiers. If your student organization receives an allocation, copies made will be charged to the account. If your organization does not receive allocations, an account will be created into which club leaders can deposit money to pay for copying expenses. Call the Office of Student Activities to arrange for a copy code. Student organizations using or requesting a copy code must have a line-item request in their student allocations budget proposal. Copy codes are less expensive than copying at Kinko's or paying at the machine.

### **Butcher Paper and Paints**

To assist club leaders with advertising and PR needs, butcher paper and paints are available at the Student Activities office during business hours for any students use. Water soluble paints for windows are also available. Paints may be checked out and must be used at the Campus Life Center. Appointments can be made for use after business hours. Those wish-

ing to paint the windows of Fraizer-Jelke may do so by reserving the space through the Student Activities office.

### **Additional Resources**

The Office of Student Activities has a typewriter, a photocopier and paper cutter that are available for student use in the Lynx Lair. In addition, the office frequently has helium tanks for balloons available for organization use at certain times of year. Organization leaders should call in advance of their event to see if there will be a tank available when needed.

## **EVENT PLANNING**

### **Approval Guidelines for Social Events**

A social event is defined as any event sponsored by a registered student organization which people outside its current membership will attend. This includes, but is not limited to, alumni, students interested in membership and other constituents who may fall in this category.

Any event/activity held on campus as described above must be registered with the Office of Student Activities through the event registration process prior to its occurrence.

## **EVENT REGISTRATION PROCESS**

(1) Student organization picks up event registration form from the Office of Student Activities. After completion of the form, the sponsor(s) submits the form to the Director of Student Activities or designee.

The Non-Alcoholic Social Event Registration Form must be received no later than 1:00 p.m. on the day of the event or by Friday at 1:00 p.m. for weekend activities. Events that require Aramark, security/parking, video/audio, or physical plant setups must be registered no less than three (3) days prior to the date of the event in order to schedule these services.

The Special Event Registration Form must be received at least three (3) days prior to the scheduled date of the event. This form should be completed to obtain permission to have alcohol present at the event. If you need to reserve a space, you will need to allow 48 hours/2 business days for processing. Therefore, the earlier you can submit your paperwork to the Office of Student Activities, the better.

(2) Director of Student Activities or designee reviews form to ensure compliance with student activity guidelines.

(3) Director of Student Activities or designee will send "approved" or "denied" paperwork to sponsor(s) via e-mail. If denied, the sponsor(s) will be informed of the reason and given an opportunity to resubmit request with necessary corrections.

PLEASE NOTE: Once the event has been given the OK to proceed with space requests which must be submitted at [calendar.rhodes.edu](http://calendar.rhodes.edu), requests for space are processed based upon availability and campus policies. THE OFFICE OF STUDENT ACTIVITIES DOES NOT APPROVE THE SPACE TO WHICH THE EVENT IS TO BE HELD. To learn more about a particular meeting space on campus go to <http://calendar.rhodes.edu/spacebrowse.htm>.

(4) Sponsor(s) of an approved event is then responsible for making contact with all offices integral to the event implementation process. This includes room reservations, Aramark, security/parking, physical plant, audio/video, etc. A copy of the request will be kept on file in the Office of Student Activities.

## Room/Space Reservations

Reservation requests are submitted online at [calendar.rhodes.edu](http://calendar.rhodes.edu). Instructions are located here as well as information on checklists, contact information, smart classrooms, special permission spaces, information on particular spaces and rooms, etc..

Before placing space requests, check the availability to be sure the space is not already reserved. Requests are first routed through the Office of Student Activities (OSA) to ensure paperwork completion. OSA forwards requests to Facilities Management for review based on space availability and the event priorities (see policy guidelines for use of space.) **AL-LOW TWO (2) BUSINESS DAYS FOR PROCESSING.**

Your request for use of space is only a request, **IT IS NOT A CONFIRMATION.** You will receive an e-mail confirmation if approved. Read the confirmation page for important information.

When making requests, double-check that the times you have entered are correct (i.e. AM vs PM, allowing time to set up and clean up, noting the actual start time of the event in the description field, etc.). Include in the description field the number of people expected. More information shared on the form improves communication campuswide.

### Rooms Requiring Special Permission

Certain spaces on campus require particular authorization. Please consult this list of special permission rooms to contact the appropriate person for permission.

## ACCESSIBILITY CONSIDERATIONS

### Office of Student Disability Services

Currently, 7% of Rhodes students have a documented disability in one or more of the following areas: vision, hearing, mobility, physical, psychiatric, learning or attention. It is important to be proactive and ensure that your organization's programs are accessible to all attendees. Depending on your event, attendees may include Rhodes students, alumni, faculty/staff or outside visitors. Below are a few tips to ensure program accessibility.

### Identify Disability-Related Needs in Advance

- Arranging disability-related accommodations may require time and careful planning. To allow for this process, it is important to find out in advance when attendees will have specific disability-related needs.
- Consider including a statement somewhere on your program registration materials, information packet, and/or advertisements. For example:  
"If you will require special accommodations, auxiliary aids

or services in order to access [insert program title], contact [insert name of student group] at [insert phone number] as soon as possible."

- Examples of requested accommodations, auxiliary aids or services may include: handouts/materials made available in alternative formats (e.g., enlarged print or disc format); interpreter; closed-captioned films; preferential seating; nearby wheelchair-accessible restroom; etc.

### Ensure Program Accessibility

- To ensure that programs are accessible to people with disabilities, it is important to schedule events in accessible locations on campus. When reserving a space through Facilities Management, keep in mind that some buildings and classrooms are more accessible than others. For example, not all campus buildings have wheelchair accessible restrooms. Also, the number of stairs at the building entrance and/or small elevators may be difficult for people with mobility impairments to maneuver.
- Prior to the event, be sure to identify where the nearest accessible restroom and building entrance are located.
- A list of wheelchair-accessible restrooms and a campus map indicating the location of accessible building entrances, parking spaces and handicap ramps are available from Campus Safety and the Office of Student Disability Services.

For more information about accessibility concerns and/or disability-related questions, contact Melissa Butler McCowen in the Office of Student Disability Services at x3994.

## SECURITY

Any event on campus where cash is collected or alcohol is served requires a contract security officer. Contact the Office of Campus Safety to arrange for an officer at least one week prior to the event at 843-3880. Cost is currently \$25.00 per hour.

## SETUP REQUESTS

Detailed work order requests for setups must be submitted by e-mail to [specialservices@rhodes.edu](mailto:specialservices@rhodes.edu) at least one week prior to an event. If for some reason the event is canceled or postponed, notify Physical Plant as soon as possible.

Physical Plant hours are Monday thru Friday 8:00am until 4:30 pm. If any work needs to be completed after 4:30pm or on the weekends, there will be a charge, and Physical Plant will work overtime. An estimate of overtime costs will be provided. Physical Plant must have an account number for overtime charges before a setup can be done after regular hours. Please be aware that requests for setups REQUIRE one week's notice.

Please check your setup before 3:00 p.m. on the day of the event so that if you need any additional equipment or help, Physical Plant can assist.

Tips for events in larger venues:

For events that require complicated setups, it is recommended that you reserve the room in advance and request that the

setup take place the day prior to the event. It is wise to draw a diagram and write the work order number on it and fax it to Physical Plant (ext.3594).

If you have an emergency after hours, call Campus Safety and ask them to radio someone in Physical Plant. Work orders should be submitted by e-mail to **specialservices@rhodes.edu** at least one week prior to an event.

## BUSES

Student organizations bringing buses to campus for student transportation to events are required to notify Campus Safety at least one week prior to the event. Club leaders are expected to work with the bus company staff to ensure compliance with Department of Transportation and safety guidelines regarding bus capacity. Student organizations are responsible for the cleanliness of the lots where the buses will pick up and to ensure that the number of buses is sufficient for the expected attendance at the function.

In order to improve the safety of our campus, it is requested that all gates on the perimeter of campus be closed or staffed during evenings and weekends. All student organizations are responsible for funding and coordinating the staffing of a contracted officer at the southwest gym gate when transporting students from campus to off-campus parties and events. Typically, the cost of an officer is \$25.00 per hour and the gate must be staffed from the time the first bus is scheduled to arrive to the time the last bus is scheduled to return students to campus. It is important that a representative of the organization contact Campus Safety at least 7 days in advance of the organization's function to make these arrangements.

## MULTIMEDIA EQUIPMENT

Refer to [calendar.rhodes.edu](http://calendar.rhodes.edu).

## FOOD

To order food from Rhodes Dining Services, call the direct

catering line 843-3158 (Tineke Farley) or 843-3541. An additional line to the kitchen is 843-3103, or e-mail directly to the Catering Director at **Farley@rhodes.edu** or **ARA@rhodes.edu**. The fax number for the RAT is 843-3029. Please keep in mind that Physical Plant, and not Aramark, provides table and chair setups, so a work order request will be required in advance of the event.

## PUBLIC VIEWING OF VIDEOTAPES

All organizations should be aware that renting videocassettes or videodiscs through local retailers and showing them on campus is a violation of federal law, whether or not admission is charged. These cassettes and discs are for home use only. Purchasing prerecorded videocassettes or videodiscs from local stores does not give you the right to show them on campus publicly. The U.S. Copyright Act grants to the copyright owner the exclusive right, among others, "to perform the copyrighted work publicly". (United States Code, Title 17, Sections 101 and 106). Even "performance in 'semi-public' places such as organizations, lodges, factories, summer camps and schools are 'public performances' subject to copyright control." (Senate Report No. 94-473, page 60, House Report No. 94-1476, page 64). Any club or organization wishing to show videos legally may do so through a licensed film and video wholesaler. Information about video licensing may be obtained in the Office of Student Activities, Bryan Campus Life Center. Some videos available from the Burrow Library or other media collections may come with semipublic viewing rights. Clubs and organizations wishing to use these videos publicly (such as for a special workshop or lecture) should first check with a college media librarian to determine if this is possible.

## RETREAT SITES

Need a break from life at Rhodes or a quiet place for your organization to meet? Take a road trip to one of the many retreat centers nearby. Each center has something unique to offer depending on your needs and interests. Give them a call and be on your way!

	Location	Phone	Special Features	Website
Brigadoon Farm	Olive Branch, MS	(662) 895-3098	Conference Center	<a href="http://www.brigadoon-farms.com">www.brigadoon-farms.com</a>
Camp Bear Track Camp Cordova	Drasco, AR Cordova, TN	(901) 754-7028		<a href="http://www.campbear-track.com/">www.campbear-track.com/</a>
The Country Place	Moscow, TN	(901) 877-3943		<a href="http://www.countryplace-retreat.com/index.htm">www.countryplace-retreat.com/index.htm</a>
Crowley's Ridge State Park	Paragould, AR	(870) 573-6751		<a href="http://www.arkansasstateparks.com/parks/park.asp?id=">www.arkansasstateparks.com/parks/park.asp?id=</a>
Crow's Neck	Tishomingo, MS	(662) 438-6751	Outdoor Activities	
Holiday Inn	Olive Branch, MS	(662) 895-2941	Conference Center	<a href="http://www.holiday-inn.com">www.holiday-inn.com</a>
Hugh White State Park	Grenada, MS	(662) 226-4934	Water Sports	<a href="http://www.grenadamississippi.com">www.grenadamississippi.com</a>

Meeman-Shelby Forest State Park		(901) 876-5215		
Mid-South Baptist Conference Center	849 Rocky Point Road, Cordova, TN 38018	(901) 754-7028		<a href="http://www.stateparks.com/meemanshelby_forest.html">www.stateparks.com/meemanshelby_forest.html</a> <a href="http://www.MSBACC.org">www.MSBACC.org</a>
Misty Hollows Farm	Millington, TN	(901) 876-6315		
Nacome Conference Center	Pleasantville, TN	(931) 729-9723	Cabins	<a href="http://www.nacome.org">www.nacome.org</a>
Nelson Woods	Memphis, TN	(901) 726-4104	Conference Room	<a href="http://www.nelsonwoods.org">www.nelsonwoods.org</a>
Percy Quin State Park	McComb, MS	(601) 684-3938	Nature Activities	<a href="http://www.mdwfp.com">www.mdwfp.com</a>
Pickering Center	Germantown, TN	(901) 757-7375 or (901) 757-7376		<a href="http://www.ci.germantown.tn.us/facilities.html">www.ci.germantown.tn.us/facilities.html</a>
Pickwick Landing State Park	Pickwick Dam, TN	1-800-250-8615 or 731-689-3135		<a href="http://www.stateparks.com/pickwick_landing.html">www.stateparks.com/pickwick_landing.html</a>
Pinecrest	LaGrange, TN	(901) 878-1247		<a href="http://www.presbyteryof-memphis.com">www.presbyteryof-memphis.com</a> <a href="http://www.stcmemphis.org/templates/cou09ye/default.asp?id=31194">www.stcmemphis.org/templates/cou09ye/default.asp?id=31194</a>
St. Columba Episcopal Conference Center	Memphis, TN	(901) 377-9284		
Victory Ranch	Bolivar , TN	(731) 659-2880	Recreation Activities	<a href="http://www.victoryranch.org">www.victoryranch.org</a>
Victory Valley Bible Center	Memphis, TN	(901) 353-9349	Recreation Activities	
Village Creek State Park	Wynne, AR	1-800-264-2467		<a href="http://www.arkansasstateparks.com/village-creek">www.arkansasstateparks.com/village-creek</a>
Whispering Woods Hotel	Olive Branch, MS	(662) 893-6442	Conference Center	<a href="http://www.atcbrleqp.com">www.atcbrleqp.com</a>

## WAIVERS

All student participants are required to complete the below form for off-campus activities. Contact the Office of Student Activities for copies.

### GENERAL WAIVER, RELEASE AND INDEMNITY AGREEMENT

(Off-Campus Activities)

1. There are many opportunities for off-campus study and other activities at Rhodes College (the "College") in which the College encourages students to participate. The College makes reasonable efforts to assure that due care and prudence are exercised in the conduct of these off-campus studies and other activities (the "Activities"). However, the College does not assume liability for risks associated with the Activities. Accordingly, the College requires that each student (the "Student") sign this General Waiver, Release and Indemnity Agreement (the "Release").

2. This Release applies to the Activities sponsored by the College and is effective from the date of the undersigned Student's official acceptance into the College through the date of the Student's graduation. If the Student is in an off-campus study-abroad program, the College requires that he execute a separate Off-Campus Study Abroad Release.

3. \_\_\_\_\_, (Please Print) the Student, in consideration for being permitted to participate in the Activities, for himself, his heirs and his personal representatives, hereby forever releases and discharges the Col-

lege, its trustees, officers, faculty, staff, employees and agents (the "Released Parties"), from any and all liability arising out of the Student's participation in the Activities, including, without limitation, liability for any claims or causes of action whatsoever arising out of any damage, loss, or injury (including death), to the Student or to property owned by or in the custody of the Student while engaged in such activities.

4. The Student, in consideration for being permitted to participate in the Activities, further agrees to assume the liability for, and indemnify and defend the College from, any and all claims or damages for any sickness, personal injury, death, property damage or any other loss that may arise, either wholly or in part, out of any negligent, intentional or other act or omission by the Student in connection with the Activities, including those claims or damages that may arise out of the joint or concurrent negligence of a third party, the Released Parties, or any of them.

5. In the event that the Student supplies any automobile in order to transport himself or other students in connection with the Activities, the Student warrants that the Student has a valid automobile operator's license and is covered by liability insurance then in force.

6. Neither the College nor its trip leaders, program directors, faculty members, employees, or other agents of the College assume any responsibility or liability for the personal conduct of students. In the area of personal behavior, the Student understands that students are required to make personal decisions for which the College does not assume responsibility or liability.

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **SPEAKERS ON CAMPUS**

Thinking about bringing a speaker or hosting a social function with your club or organization? Successful programs are what keep your membership excited and involved, but they don't happen overnight. A lot of planning, organizing and communicating go into making your program a success long before that day comes.

Before you start making arrangements, it is important to take the time to think about what you want the program to be. Brainstorm ideas and define the program. Know your audience—will they be interested in the program? Are there others on campus who might be interested in the program? It is helpful to identify the purpose for creating the program.

Be sure:

1. You are aware of college policies concerning campus activities
2. You are aware of what college facilities and services are available to your organization and how you can obtain them, i.e. physical plant services, food service, campus safety (traffic and crowd control), etc.
3. To establish the PURPOSE of the program and ensure that it is unique
4. You can create the appropriate environment for the program
5. You have budgeted funding for this event
6. You have checked to see what other events may have already been scheduled for the day and time you are planning to have your event

## **USING OUTSIDE VENDORS - CONTRACTS**

Prior to entering into an agreement with a vendor for any goods, services, facilities, accommodations or any other agreement, the vendor must furnish a written statement outlining the terms, costs and any other details pertaining to those goods, services, facilities, accommodations. Organizations should plan ahead for events using outside vendors because it takes time for the vendor to draw up a contract and submit it to the organization. Then, it takes time for the contract to be reviewed by the organization and Rhodes College. And finally, once it has been signed, it takes time to get the approved copy back to the vendor.

Such agreement or "contract" must be processed through and signed by the Director of Student Activities and the Vice President, Finance and Business Affairs--in that order. The Vice President for Finance is the ONLY representative of the College who is authorized to enter into a contract with a vendor.

Most third-party vendors (like speakers and bands) require a contract to do business with a school. It may seem reasonable to accept the contract knowing that your group can pay. **STUDENTS SHOULD NEVER SIGN A CONTRACT OR ENTER INTO A VERBAL AGREEMENT WITH AN OUTSIDE VENDOR.** A student who signs a contract is personally financially responsible for the terms of the contract.

## **PUBLICITY**

Posting Signs on Campus— This is the responsibility of the

### **Dean of Students Office**

The name of the organization responsible for posting must appear on the poster material. Student organizations must adhere to the guidelines for Posting Signs printed in the Student Handbook. Fliers and other materials must not violate the college's policies on harassment and desegregation.

### **Online events calendar**

The event publicity calendar categorizes each event by its appropriate audiences. There is an online form available for you to Add Your Event to this Web-based event listing. Student organizations may use this form to add their event to the Web site or contact RSG or the Communications Office to add it for them. All events listed in this way will be approved by the Communications Office. All events using on-campus facilities will first have to have an approved room reservation.

### **Sou'wester**

The Sou'wester is the weekly student newspaper of the college. Student organizations can contact the editor-in-chief for submission information. The paper comes out most Wednesdays, so announcements pertaining to student organizations should be received by Sunday night. If a last-minute announcement is necessary, come by the Publication Center on the second floor of Briggs on Tuesday night and talk with the editorial staff personally.

### **Inside Rhodes**

Published monthly by the Office of Communications, the Inside Rhodes e-mail newsletter contains news, announcements and other information of interest to the campus community. Inside Rhodes accepts submissions of items by faculty, staff and students. Send news items to [inside@rhodes.edu](mailto:inside@rhodes.edu).

### **Rhodes.edu**

To add or update information on the Rhodes Web site, use the Questions & Comments form on the site or e-mail [webmanager@rhodes.edu](mailto:webmanager@rhodes.edu). To add approved events to the Rhodes.edu calendars, use the Add Your Event form. To ensure inclusion of your event on the calendar, please submit complete information at least two weeks in advance. It is your responsibility to notify the Web Manager of any changes in event information. If you are interested in creating a new organization Web site, contact the Web Manager for standards and guidelines.

### **Rhodes Magazine**

Rhodes, the magazine of Rhodes College, published three times per year and circulated to alumni/ae, parents and friends of the college, contains news and features of alumni, faculty, and students. It is distributed by mail and at various pickup points across campus. While issues of Rhodes are planned one year ahead, the schedule is somewhat flexible to accommodate timely articles. Submit story ideas by e-mailing [magazine@rhodes.edu](mailto:magazine@rhodes.edu), or call the editor, 843-3544.

### **Off-campus Publication—Contacting the Media**

Before any contact is made with newspapers, television or radio stations, student organizations are required to contact the

Office of Communications at 843-3530. The office staff can be of assistance in identifying appropriate media outlets, reviewing news releases and ensuring they get to the right contact person. Members of the media are not allowed on campus without approval of the Office of Communications.

### **PAYING FOR THE EVENT & REIMBURSEMENT**

See “Budgets and Funding”

### **EVALUATION**

Organizations should evaluate their programs in order to gain information that will be useful in subsequent program

planning. This will help determine what students liked or did not like about your program and will give you some valuable insight on how to make your program better in the future. An evaluation serves as a record of the things that did and did not work, of your observations, of the opinions of others, of whether you met your goals, strategies and budget.

### **EVENTS SERVICE CONTACTS LIST**

Refer to [calendar.rhodes.edu](http://calendar.rhodes.edu).



## Risk Management for Student Organizations

The purpose of these policies is to ensure that student safety remains a top priority in planning events for student organizations. Awareness of campus drug, alcohol, social event and campus safety policies is critical to managing liability for student leaders, the organizations they represent and the college. These policies are available in an abridged version following the Three Steps to Managing Risk, and are available in full format in the Student Handbook and on the Rhodes Web site.

### Three Steps to Managing Risk

#### Step 1: Familiarize Yourself with Campus Policies

The Rhodes College Alcohol Policy, Anti-Hazing Policy, Drug Policy, Social Event Policy, Commitment to Diversity and Sexual Harassment and Assault Policy apply to all on and off-campus events sponsored by student groups. These policies were created by the college to standardize guidelines and manage risk. Following college policy is an appropriate and wise thing to do to manage risk, it is also MANDATORY for student groups.

#### Step 2: Identify Risk

Every event has a degree of risk, but some events have inherently more risk associated with them than others. If alcohol will be served or available at your event, the risks associated with the event increase substantially. Underage drinking, injury, alcohol poisoning or sexual harassment or assault are some of the risks that increase substantially when alcohol is available. Remember that you can be held legally responsible for injuries or preventable accidents that happen at your events.

When planning an event, be sure to identify possible risks. Reviewing similar events at Rhodes or other colleges is a good indicator of possible issues that may arise during the event. If in doubt, ask an advisor or the Director of Student Activities to assist in identifying risks.

#### Step 3: Eliminate or Reduce Risky Behavior

Having a safe event does not mean that all risk is eliminated. Indeed, some events and activities would not be possible without some inherent danger. For example, a hiking trip has some inherent safety risks, but by taking a First Aid kit and someone certified in CPR/first aid with you, risk is somewhat contained.

Risks are never truly eliminated, but reducing risk to acceptable and manageable levels should be the goal of every responsible student leader.

### Rhodes College Alcohol Policy

The following policy has been established in an effort to promote a balance between the interests of the individual and those of the Rhodes community, and to encourage responsible decisions about alcohol. This policy recognizes and is guided by the following principles:

All members of the Rhodes community are responsible for their choices and behavior regarding alcohol. We are committed to the ongoing development of a community based on respect for the individual and compliance with the policies of the college and the laws of the city, state and nation. One's presence at Rhodes requires compliance with the laws and standards of behavior of the community. Within this community, the college will attempt to take all reasonable steps to ensure that no illegal or excessive consumption of alcohol occurs on its property or at its institutionally sponsored activities.

### Regulations Regarding Alcohol Use

The regulations contained in this policy apply to all students, faculty, staff, alumni and visitors or guests of the college. These regulations are to be observed: 1.) At all times on the property of Rhodes College 2.) On all property leased for official purposes by Rhodes College 3.) At all college functions or institutionally sponsored activities of the college that occur off-campus. (An "institutionally-sponsored activity" and "college function" refer to a specific activity of a college-funded organization or department.)

1. Alcohol may not be consumed or possessed anywhere on campus or at any college function by anyone who is under the legal drinking age.
2. The individual and legal possession and consumption of alcohol on campus is limited to the residence hall rooms and to the following campus locations: East Village patio, inside fraternity houses and the patios immediately behind fraternity houses. Other areas of the campus, including the stairwells and hallways of residence halls, social rooms, roadways, parking lots, athletic areas and walkways are common areas where alcohol consumption is prohibited.
3. No kegs or other common containers will be allowed on campus. All students present in a room that contains a keg or common container will be in violation of the College Alcohol Policy. Events involving the legal consumption of alcohol will be BYOB (Bring Your Own Beverage) only. Only the Dean of Students for student groups and the Dean of Administrative Services for other college functions can grant exceptions to this policy for special occasions.
4. The sale of alcoholic beverages on campus is prohibited unless approved by the Dean of Students for student groups and the Dean of Administrative Services for other groups.
5. The possession or use of alcohol at college sports events or in athletic or recreation areas is prohibited.
6. The possession or use of paraphernalia, such as a beer funnel, or the playing of drinking games, which put the user in a position to consume alcohol irresponsibly, is a violation of the alcohol and social event policy.
7. Public intoxication is a violation of the Alcohol Policy and will not be tolerated. Furnishing alcohol (on campus or at any college function off-campus) to persons who appear to be intoxicated is prohibited.
8. Except as otherwise provided in these regulations, no person shall furnish alcoholic beverages to others on campus or at

any college function.

### **Guidelines for Hosting an Event That Includes Alcohol**

\*\*\*In addition to filing the appropriate event registration form with the Office of Student Activities\*\*\*

1. In accordance with city of Memphis ordinances, loud music must end by midnight on weekdays and by 1:00 a.m. on Saturday and Sunday mornings.

2. The sponsor is responsible for: ensuring that alcoholic beverages are not consumed by people under the age of 21; implementing reasonable precautionary measures to ensure that alcoholic beverages are not provided or served to people who appear intoxicated; providing options for safe transportation or escorts home for intoxicated people; and reporting to the security guards or Campus Safety staff. The sponsor is responsible for coordinating the assistance of security guards and monitors.

3. Appealing and accessible food (for example, hors d'oeuvres, snacks or meals) and nonalcoholic beverages (soft drinks, mocktails, juice) must be available in quantities that will last throughout the event.

4. A reasonable number of nondrinkers must be designated to serve as monitors during the event. This number will consist of no less than 5% of the estimated group size. Monitors assist the sponsors by: ensuring that no one under age 21 is consuming alcohol; implementing reasonable precautions to prevent intoxicated guests from drinking more alcohol and providing them safe escort home; reporting intoxicated guests to Campus Safety or security; and maintaining adequate supply of food and nonalcoholic drinks.

5. One or more security guards may be required to assist in ensuring the enforcement of the Alcohol Policy and the safety of the participants. Sponsors must notify the Director of Campus Safety at least seven days in advance of the event. The number of security guards needed will be determined and arranged by the Director of Campus Safety. All costs for such will be the responsibility of the sponsors. Security guards are responsible for admitting only invited guests; checking identification to ensure that those drinking alcohol are of legal age; reporting intoxicated guests to the Campus Safety office; and working with the Campus Safety office to ensure the safety of the participants. Although a security guard is present, the sponsor remains ultimately responsible for compliance with the Alcohol Policy.

6. Cleanup of campus properties must be completed 1-1/2 hours after the registered ending time of the activity.

7. In the event that policy violations occur, sponsors must rectify the violations in the planning and implementation of future social events. The approval of future social events will be contingent upon such measures.

8. The Dean of Students, Director of Student Activities and the

Dean of Administrative Services have the authority to decline activities that may pose unreasonable risk of violations of the Alcohol Policy for the sponsor(s) or other members of our community.

9. A completed registration form is a contract. Any breach of this contract is considered a violation of the College Alcohol Policy and events not held in accordance with this policy can be shut down immediately, with student organizations possibly subject to disciplinary action.

### **Rhodes College Anti-Hazing Policy**

Hazing is prohibited at Rhodes, and has been defined as follows by the Fraternity Executives Association:

“The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include: paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions that interfere with scholastic activities; and any other activities that are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution.”

Hazing may occur in any student organization and is not limited to Greek organizations. Any student organization found guilty of hazing may be subject to suspension or expulsion from the college.

### **Sexual Harassment and Assault Policy**

Rhodes College is committed to providing a working, educational, social and residential environment for all members of the college community, including all faculty, staff and students, that is free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission of the college.

Sexual assault includes but may not be limited to rape, forcible sodomy or sexual penetration with an inanimate object, the intentional touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. To constitute an assault, the above acts must be committed without the consent of the victim, by threat or intimidation, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual assault will not be tolerated in the Rhodes community.

It may be punishable by both civil and criminal legal action and constitutes a serious violation of the standards of the Rhodes community and the Sexual Harassment and Assault Policy.

For more information on the Rhodes Sexual Harassment and Assault Policy, Alcohol Policy or the Hazing Policy see the Student Handbook or the Rhodes Web site.



## **BUDGETS AND FUNDING**

This guide serves as an index of how a college-recognized organization can make use of its allocated money to benefit your organization. The No. 1 way to make the best use of your money is to plan to spend. The best organizations of campus know which programs they will sponsor during the year well ahead of time. Planning to spend is often not enough. A club should make use of all of its funds without wasting the money. The Allocations Board frowns upon those groups who have accepted funds but have only spent a fraction of their budget. At the end of the year, all unused funds roll back to the college.

Any questions or problems should be directed to the RSG treasurer or to the Dean of Students Office via e-mail.

## **APPLYING FOR FUNDING**

Once the college recognizes a student group, the organization may apply to receive financial support. Recognized status does not guarantee funding by the college.

The Allocations Board and Rhodes Student Government will consider the following stipulations before any allocated funds are approved:

The organization must be a Recognized Student Organization with a current constitution and completed Student Organization Record on file with the Rhodes Student Government and the Office of Student Activities. The organization must be open to all Rhodes students who are interested in membership.

The purpose of the organization must not be political as defined by the United States Tax Code. Namely, an organization must not be empowered for one or more of the following purposes: “To devote more than an unsubstantial part of its activities to attempting to influence legislation by propaganda or otherwise; or directly or indirectly to participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf or in opposition to any candidate for public office; or to have objectives and to engage in activities which characterize it as an ‘action’ organization as defined in paragraph (c)(3) of this section” (Reg. 1.501 (c)(3)-1 (b)(6), General Rule, page 39. 003. United States Tax Code).

## **OVERVIEW OF THE STUDENT ACTIVITY FUND ALLOCATION PROCESS**

The allocation of the student activities funds takes place twice a year, once in the fall and once in the spring. About 90% of the activities funds for the upcoming fiscal (school) year is distributed in the spring, and about 10% is distributed in the fall to organizations that were unable to attend spring allocations or are looking to appeal for more money. Although there is a large difference in the amount of money allocated in fall and spring, the same process is followed:

### **1. Informational Meeting**

About three weeks prior to the allocations board hearings (II), an informational meeting is held for all organizations applying

for student activities funds. At this meeting two handouts are given out: “Application Procedure for Student Activity Funds” and the “Treasurer’s Guide to Organization Funding.” The “Application Procedure for Student Activity Funds” handout explains what is expected in the organization’s application for funding and provides a sample budget. The “Treasurer’s Guide to Organization Funding” is basically a frequently-asked-questions handout that most treasurers will find useful through the year.

### **2. Allocations Board Hearings**

Once all of the applications for funding have been submitted, they are copied and sent to the members of the Allocations Board about one week prior to the hearings. This allows board members to review the applications before the hearings, which allows them not only to save time, but ask more informed questions of the organization. The Allocations Board is made up of 10 at-large voting members, a nonvoting secretary, and is chaired by the Rhodes Student Government treasurer, who is allowed to vote only to break a tie. The voting members are elected annually by the student body, and the treasurer of the Rhodes Student Government is appointed by the Student Government president (subject to the Senate’s approval). The secretary is appointed by the chair of the Allocations Board (subject to the board’s approval).

The Allocations Board meetings are typically held on a Thursday evening, Saturday, and Sunday. Each organization is given roughly 20 minutes to present its budget and answer any questions the board may have. After the budget has been presented and any questions answered, the organization is asked to leave, and the Allocations Board discusses the budget proposal and performs any cuts it deems necessary. Some of the things considered when discussing and modifying an organization’s budget are:

- How many members are in the organization? How many students does the organization serve?
- How many people attend each of the organization’s events?
- How much of its allocated money has the organization spent in the past? If the organization was not good about spending all of its money, is there better leadership now in the organization?
- Which of the line items are the most—and least—essential to the organization?
- Is there much overlap in the organization’s goals and events with those of other organizations?
- Should the funding for particular events/organizations come out of the student activity fund?
- What accomplishments has the organization achieved?
- Would funding any of the line items be controversial in any way or go against the goals of Rhodes College?

Generally, the Allocations Board does not pay for travel or food unless there is an excess of funds. After this process has been completed for each of the organizations, the Allocations Board discusses and votes on the budget as a whole to ensure that the board approves of all the modifications made to the

budget and is pleased with the “big picture.”

The student activity funds usually total about \$350,000 annually. Of this amount, the publications board is guaranteed at least \$35,000. 7.5% of the total is placed into a discretionary account to be used for any appeals and for fall allocations. The Rhodes Student Government is guaranteed at least 5.5% of the total fund. 1% of the total activity fund is to be held for appeals. However, in past years, because of inadequate funds, appeals have not been conducted, as they would be almost completely ineffective.

In the fall, the same process is followed for organizations that did not attend spring allocations. The money for fall allocations is pulled out of the discretionary account; however, not all of the money is used in fall allocations. Typically, about \$3000 is kept in the discretionary account to cover any emergency expenditure.

### **3. Reallocations and Discretionary Spending**

According to the constitution of the Allocations Board, the Allocations Board is to meet and vote on any reallocations of funds greater than \$300 or any discretionary spending. However, since these reallocations and discretionary expenditures are rather infrequent and usually inconsequential, the chair of the Allocations Board has typically used his/her own judgment on any reallocation or discretionary spending after seeking the advice of the Dean of Student Affairs and/or the Director of Student Activities for the sake of efficiency.

## **APPLICATION PROCEDURE FOR STUDENT ACTIVITY FUNDS**

Application deadlines are announced by the student body treasurer at an informational meeting held a few weeks prior to the fall and spring allocations hearings. When seeking Activity Fund appropriations, organization officers should attend these meetings for the most updated guidelines and requirements. Groups are required to submit a typewritten application. It is recommended that you use both MS Word and MS Excel in preparing your budget request. Contact information and general questions can be prepared using MS Word. The budget

proposal is most easily prepared using MS Excel.

### **1. Petitioning Representative Contact Information**

Each group may send a maximum of two petitioning officers (students) to its budget hearing. The first section of your application should contain contact information for these officers. If possible, the board requests that you send your treasurer and president as petition officers. Full names, phone numbers, e-mail addresses and campus boxes should be included.

### **2. General Questions**

A. Briefly describe your organization’s accomplishments and activities in the last year.

B. Describe your organization’s goals and planned activities for the next session. If this budget proposal is significantly different from the last budget proposal your organization submitted, you may want to take this opportunity to justify the changes.

C. Describe items on your budget proposal that are not obvious. If you have “shopped around” or otherwise attempted to find the lowest-cost supplier for your needs, indicate so. If your requests are estimates (this is sometimes necessary), please indicate that as well.

D. State which items on your budget request are most essential to your organization. The limited availability of funds requires the board to make cuts in many budgets, and this is your chance to let the board know which items are most important to you.

E. State the purpose of your organization just as it is stated in your organization’s constitution.

### **3. Budget Proposal**

Type your budget proposal according to specific line items. Be very specific with your line items. Remember to include your account numbers. If your organization has multiple account numbers, include the relevant account number next to each section. See the following example.

Sample Budget Proposal			
Organization Name			
Request for Fall 2006 Allocations			
Account	Description	Subtotal	Total
SAFxxx	Fall Festival		
	Speakers	\$500.00	
	Hospitality	\$100.00	
	Sound and light	\$200.00	\$800.00
SAFxxx	Spring Festival		
	Speakers	\$600.00	
	Hospitality	\$150.00	
	Sound and light	\$100.00	\$850.00
Total Expenses			\$1,650.00
SAFxxx	Income		
	Car wash	(\$100.00)	(\$100.00)
TOTAL REQUEST			\$1,550.00
*If this were your budget, you would want to give a more detailed explanation of these line items and how you came about these figures in the General Questions section. The more information you provide to the Allocations Board, the better chance you have of getting what you want.			

#### 4. Inventory of Property and Equipment

With your application, you must provide a complete and accurate inventory of any property, supplies and/or equipment (including office supplies, sports equipment, tools, uniforms, etc.) managed, maintained or owned\* by your organization. This inventory should list a description, quantity and condition of the property or equipment. The inventory should give a complete and accurate picture of any property or equipment in your organization's current possession.

\*Any purchases made with Student Activity Fund dollars are property of the college.

If you have any questions, contact the treasurer of the Rhodes Student Government.

#### GENERAL GUIDELINES

- Whenever a student group uses the Bursar's Office for a cash advance or reimbursement, the group should have a completed form (e.g. invoice approval form, check request, etc.) and a receipt to remove money from an account (with the exception of a cash voucher).
- Deposits do not need a form.
- The faculty/staff advisor of your organization should autho-

rize all forms.

- Any materials or equipment bought with funds generated from a club (whether allocated from student activity fees or not) are property of the college.
- Reallocation of funds greater than \$50.00 requires approval of the RSG treasurer; reallocation of funds greater than \$300.00 requires the approval of the Allocations Board.
- Monies not used by the end of the fiscal year (June 30) will be turned back over to the college, unless the RSG treasurer is notified in advance that allocation will be spent by the organization. Overages will be taken out of the organization's budget for the next year.

#### How to pay an invoice

The most common way to use organization money is to pay using a bill invoice approval form. When a bill is received for services rendered, the Bursar's Office will mail a check directly to the vendor.

Some guidelines for using an invoice approval form:

- Use one form per invoice
- The department line should be the organization name.
- Use an invoice number only if the invoice has a number.
- The approval should be signed by one of the administrators

listed in General Guidelines.

· If the bill is for a service rendered (i.e. band, speaker, consulting, etc.) the following information is required: Name as it matches the student's Social Security card, permanent mailing address (not a Rhodes PO box), Social Security Number, W-9 form signed by the payee (service provider). A W-9 form may be obtained from the Accounting Office. We must have the Form W-9 before payment can be issued for services.

### **Cash Advance Voucher**

Vouchers may be used when an organization needs petty cash from its account. A voucher can be obtained from the Bursar's Office and needs to be signed by your faculty/staff advisor. Vouchers cannot be more than \$100. The entire amount of the voucher must be accounted for using receipts or returning cash to the Bursar's Office WITHIN 3 BUSINESS DAYS.

### **A note about receipts**

Whenever you turn in a receipt to the Bursar's office, be sure to make a copy for the club's files. If a mistake has been made, it can be corrected using a copy of the forms. Remember, a receipt needs to accompany all requests for checks and turned in with the remainder of cash for vouchers.

### **How to request reimbursement**

A check request form will supply a check on Friday if it is turned in by 5:00pm the previous Wednesday. This can be used for expenses the club has planned in advance. A check request form can be obtained from the Bursar's Office. Your faculty/staff advisor must sign it.

All requests for checks to cover advances to vendors for goods, services, facilities, accommodations, etc., must be accompanied by a copy of the contract signed by the vendor and by the Dean of Administrative Services. In the event there is no formal contract, the vendor's proposal for goods, services, facilities, accommodations, etc. must be reviewed and approved by the Dean of Administrative Services before any funds are advanced to the vendor.

Check requests can be marked for pickup in the Bursar's office (mark the "Bursar" box) and should include a receipt or a contract with a quoted and approved price. Otherwise, the check will be mailed to the vendor on Friday.

All check requests must be received in the Accounting Office, Palmer Hall 109, prior to 5:00 p.m. on Wednesday. Checks will be issued on Friday of the same week. Any checks requested after 5:00 p.m. on Wednesday will not be issued until Friday of the following week.

### **Keeping an accurate inventory**

All student organizations must maintain an accurate itemized inventory of all club property. It should include the purchase price and condition of all property. This inventory must be submitted to the treasurer of RSG along with a budget request to be eligible for funding.

### **Nonallocated student groups**

Groups that have not received student allocations from the allocations board may set up an account in the Accounting Office if they are a financially self-sustaining group, approved by the Dean of Students and have a faculty/staff advisor. This will enable the group to deposit money and have Rhodes checks written to pay their invoices. Only an authorized person will be able to make transactions. When new officers are elected, the one authorized to use the account will have to notify the Accounting Office of the change.

### **Updating your organization's contact information**

Each organization must keep current contact information on file with the treasurer and the student organizations liaison of RSG. A standard contact form has been provided on the following page. If any of your contact information changes, you must notify the treasurer and the student organizations liaison of RSG via e-mail as soon as possible.

### **RSG**

Rhodes Student Government

## **CONTACT INFORMATION**

Organization Name: \_\_\_\_\_

### **Organization President:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Box: \_\_\_\_\_

### **Organization Treasurer:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Box: \_\_\_\_\_

### **Organization Faculty/Staff Advisor:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Box: \_\_\_\_\_

**Fundraising Guidelines**

Student organizations are permitted to hold fund-raisers to supplement activity fee allocations for club programs and resources. If the fund-raising event is to be held on campus, an event registration form must be completed. These forms are available at the Office of Student Activities in the Bryan Campus Life Center.

Any event where cash is collected on campus will require a campus safety officer to be present. Contact the Office of Campus Safety at 843-3880 to arrange for an officer at least one week prior to the event. Cost is currently \$92.00 for one officer for a four- hour shift.

Any time student organizations solicit off-campus individuals or businesses for fund-raising purposes, the Office of Student Activities must be contacted before any calls are placed or letters are sent. Students should have prepared a copy of a sample

letter and a list of donors that will be used when contacting the Office of Student Activities. These materials will be forwarded to the College Development Office for approval. Materials should be received at least 30 days prior to the anticipated mailing date.

Monies received from fund-raising may be deposited in the student organization account with Rhodes or in an off-campus account if the club has a bank account and a federal tax ID number. A tax ID number can be obtained by completing form SS-4 at [irs.gov](http://irs.gov). All unspent monies deposited or allocated in on campus accounts will be swept up at the end of the fiscal year and returned to the Allocations Board. Call the Office of Student Activities for more information.

Credit card solicitations are not permitted on campus or as fund-raisers.



## Motivating Members

Motivation is inspiration! People are motivated to participate in an organization when they believe that one or more of their needs or desires can be fulfilled by that activity. To motivate people effectively, speak to one of the following basic motivational needs of members:

Esteem (recognition)  
Achievement (challenges)  
Growth (learning)  
Control (autonomy)  
Affiliation (team building)

By fulfilling needs that already exist within each individual, leaders can build motivation one person at a time. Some suggestions include:

1. Help people internalize the vision of the organization's future and the part they will play in making that vision a reality.
2. Keep the vision alive—set goals toward it, talk about it, pay attention to it, act in accordance with it and check on the progress people make toward the results of the vision.
3. Build self-esteem by affirming the individuals' positive qualities.

## Tips on Motivation

1. Be positive and enthusiastic. Make members want to do things.
2. Be a good listener.
3. Praise in public, criticize in private.
4. Be considerate.
5. Delegate responsibility to members. Show them that you have confidence in them and that you expect them to do their best.
6. Give credit where credit is due.
7. Show sincere interest in and appreciation of the other members.
8. Give reasons for requests or suggestions.
9. Be consistent.
10. When you are wrong or make a mistake—admit it!
11. Give your members goals, a sense of direction, something to strive for and achieve.
12. Keep your members informed and allow them to take part in decisions, particularly on matters affecting them.
13. Make personal contacts before and after meetings to encourage participation.
14. Avoid assigning unnecessary tasks.
15. Maintain an environment where failure is not fatal.
16. Reward and praise members who do their best or share their work.
17. Remember that a met need is no longer a motivator. Continue to reassess members' needs and provide new challenges so that commitment to the task will be sustained.
18. Utilize small groups and place people on projects or committees where their interests and talents lie.
19. Don't sweat the small stuff—don't be upset by little

hassles.

20. Remember that the leader sets the style for members.

## Delegation

Sharing responsibilities keeps members interested and enthusiastic about the group while keeping the leaders sane—group leaders can't do everything.

Making sure the job is done right is important—not delegating responsibility can make members feel insignificant and apathetic.

## Here are several good reasons to delegate:

### Group Benefits:

Members become more involved and committed  
Members are encouraged to express diverse and fresh opinions and ideas  
The organization can undertake and complete more projects and activities  
Members gain more opportunities to develop leadership skills  
These experienced people will become future leaders of the organization  
The organization runs more smoothly

### Leader Benefits:

Not being spread too thin and, therefore, less likely to burn out  
Gaining satisfaction in seeing members grow and develop  
Acquiring more experience in executive and administrative functions

### When to Delegate:

- ALWAYS!
- A member has particular qualifications for or interest in a task
- Someone can benefit from the responsibility
- Details take up too much time and have to be divided

### When NOT to Delegate:

- The task is something you yourself would not want to do (menial work)
- Someone is under- or overqualified for the task
- The work has been specified as your responsibility
- The area is big or is an unsolved issue dealing with the personal feelings of another or with confidentiality—the “hot potato”

### There are Many Ways to Delegate:

- Ask for volunteers by show of hands or a sign-up sheet. Interest can be a great motivator.
- Appoint or suggest someone. Sometimes members lack self-confidence and won't volunteer; appointing them demonstrates your confidence in them
- Assign through committee. This takes the pressure off an individual and reinforces organizational structure
- Not generally recommended: Pleading, threatening, intimidating, flattering, laying on a guilt trip

## Obstacles to Delegation

“I can do it better myself.”

Many seasoned planners and officers feel the only way to finish the work correctly is to do it themselves.

“I don’t know what to delegate.”

Sometimes it’s difficult for “doers” to learn to stop and think about what can and cannot be delegated—you just want to do it all.

“I don’t think my committee/group members know enough.”

A lack of confidence in group members’ abilities is due to inadequate training or information.

“I won’t know what is going on.”

Leaders feel that they have lost control of their responsibilities and will not know what is going on in the committees.

“I might get in trouble.”

Leaders are unwilling to take the risk of being held accountable for group members’ decisions and actions.

“I don’t have the power to delegate that.”

Leaders may not understand their own authority level within the organizational structure.

“I want to do that.”

Leaders want to do it themselves because of personal interest or internal satisfaction.

### When faced with these dilemmas, try the following:

- If knowledge or training is the issue, consider pairing up group members and allowing them to work together to accomplish a task. Pairings with more knowledgeable members could help train newer members and provide them with a mentor through the process.
- Ask for progress reports from members to whom you’ve delegated tasks. Don’t micromanage them, but make sure that they have the resources and knowledge required to accomplish the task in a satisfactory manner.
- Remember that as a leader, your duty is to provide structure to the organization. Delegation is not something you sometimes do, but should be one of your primary purposes in order to ensure the best use of your time.

## Running Effective Meetings

Meetings are an essential component to any student group. They allow members to make decisions, maintain social bonds, initiate action and motivate by encouraging participation.

When meetings are not effectively run, it can affect the morale of the membership. Members may feel leaders are wasting their time, and may stop participating or attending meetings. Members are the organization. The following tips will help meetings run efficiently and effectively and keep goals and action at the forefront of the meeting’s purpose.

### Call meetings only when they are needed.

In a few instances, regularly scheduled meetings are appropriate to fulfill the requirements of a charter and/or to ensure full participation of members. However, meetings usually should be avoided when a memo or phone calls will do as well. Ask yourself: “Is this meeting really necessary?”

### Invite only people who are needed.

People are often invited to meetings they do not need or want to attend. Strive to build trust and open communication to lessen the problem of people feeling threatened if they are not invited or do not attend a meeting. Making attendance optional for some meetings can be helpful.

### Keep meetings goal directed.

Make sure your meeting has a purpose—whether goal-setting, getting acquainted, reporting, etc. Be sure that everyone at the meeting knows what the purpose is so they can direct their actions accordingly.

### Work from an agenda.

When possible, send an agenda of the meeting to each member in advance, and stick to it as closely as possible. This may reduce members’ tendency to digress, and it may take inappropriate socializing out of meetings. Remember that everyone’s time is valuable and that they have other things to do.

### Take pride in holding short meetings.

Don’t apologize for calling a meeting that may last only 5 minutes. It’s best never to pad an agenda. Finish the serious business first and then let people get back to their own business. This saves their time and yours as well.

### Give everyone a voice

Every group defines how members will participate and have their ideas heard. Some people are more verbal than others, or may be passionate about an issue, or be controllers. When this happens, the group may not be getting the full picture or benefiting from the experiences of the whole. One way to remedy this is for the facilitator to identify verbal members and then make a point of asking for input from others. For example the facilitator could say: “Mary, you’ve had quite a bit to say about this and maybe we should hear from some others. Jim, I haven’t heard what you think about this yet. Would you like to share your thoughts with us?”

## Reasons to Hold Meetings

**Celebrating** Recognizing and honoring achievements and important transitions or life passages

**Analyzing** Determining the causes of a situation and the relationship between different elements or variables

**Decision making** Reaching a conclusion about what action to take

**Informing** Providing or receiving information, or clarifying information

**Mediating** Facilitating negotiations or resolving conflicts between people

**Planning** Setting goals and establishing a schedule of activities

**Problem-solving** Working in a team to resolve issues or take advantage of opportunities

**Team Building** Creating feelings of trust and collaboration, and establishing norms for how a group works together

**Tracking & evaluating** Monitoring progress toward goals (usually for work that is being done independently) then assessing relative success in achieving planned objectives

## **THE BELL SHAPED AGENDA STRUCTURE**

by John E. Tropman

adapted from Vanderbilt University's Web Site

The bell shaped curve structures events around the group's energy and attention. The first few items help the meeting participants to work as a group on easy items before they tackle more controversial items.

**Item 1:** Minutes

**Item 2:** Announcements  
non-controversial  
short

example: upcoming events

**Item 3:** Easy item

More than one item may be included in this section, but they must not be of a controversial nature.

**Item 4:** Moderately difficult item

Complexity and difficulty of item increasing

**Item 5:** Hardest item

Why in the middle of the meeting?

Attendance—latecomers have arrived and early leavers have not left

Attention—focused on meeting by this time, not yet concerned with next appointment

**Item 6:** For discussion only

Will often be presented as "Item #5: Hardest item" at next meeting for an actual vote or decision.

**Item 7:** Easiest item

The end of this week's meeting is the beginning of next week's meeting. End on a positive note of agreement and accomplishment. This is a good place for items such as encouragements or member recognition.

Note: There should be room for some flexibility, even within a set agenda as long as the overall meeting remains focused and members do not lose interest.

## **Before The Meeting**

1. Define the purpose of the meeting.
2. Develop an agenda in cooperation with key participants. See a sample agenda structure.
3. Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.
4. Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable and as short as possible.
5. If possible, arrange the room so that members face each other, i.e., a circle or semicircle. For large groups, try U-shaped rows. Choose a location suitable to your group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
6. Be sure the room is reserved and supplies are prepared. Make sure any handouts are copied and any special equipment (films, video, DVD players, stereos, etc.) are reserved or provided.
7. Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which members can refer, or be sure that each member has access to a copy of the agenda.
8. Vary meeting places if possible to accommodate different members or meeting goals. Be sure everyone knows where and when the next meeting will be held.

## **During The Meeting**

1. Greet members and make them feel welcome—even late members, when appropriate.
2. If possible, serve light refreshments; they are good icebreakers and make your members feel special and comfortable.
3. Start on time. End on time.
4. Review the agenda and set priorities for the meeting.
5. Stick to the agenda.
6. Encourage group discussion to get all points of view and ideas. You will have better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while.

7. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision-making process.

8. Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.

9. Keep minutes of the meeting for future reference in case a question or problem arises.

10. As a leader, be a role model by listening and showing interest, appreciation and confidence in members. Admit mistakes.

11. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel have been good or successful or reiterate the organization's mission.

12. Set a date, time and place for the next meeting.

## After The Meeting

1. Write up and distribute minutes within 3 or 4 days. Quick action reinforces the importance of the meeting and reduces errors of memory.

2. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.

3. Follow up on delegation decisions. See that all members understand and carry out their responsibilities.

4. Give recognition and appreciation to excellent and timely progress.

5. Put unfinished business on the agenda for the next meeting.

6. Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings. See a sample meeting evaluation. And remember, effective meetings will keep them coming back.

## Leadership Transitions

“You don't know where you're going if you don't know where you've been!”

One of the most important and easily overlooked elements of student organizations and leadership development is the Leadership Transition. As you prepare to take on a new position, take time to ask questions of those who have gone before you—they may not be around to ask later.

If you're an outgoing leader, make time to prepare those who will follow you—they'll carry on your work and ensure that your accomplishments at Rhodes will carry on and be mean-

ingful long after you've left office.

## What to cover during a Leadership Transition

### I. Introductions of outgoing and incoming leaders

### II. The Year In Review

- a. Goals from the previous year
  - i. What was accomplished?
  - ii. What goals should be continued?
  - iii. What goals should be altered?
  - iv. What goals should be dropped?
- b. Programs and Activities
  - i. What activities and programs were sponsored in the past year?
  - ii. How effective were those programs?
  - iii. Were the programs consistent with group goals?
  - iv. Which activities should be continued and which should be dropped or altered?
- c. Membership
  - i. Do we currently have just enough, too many, or too few members?
  - ii. How effective are the group's membership recruitment efforts?
  - iii. Are members enthusiastic about the group's activities and motivated to work toward the group goals?
  - iv. Were there adequate opportunities for members to get involved in responsible and meaningful ways?
- d. Organizational Structure
  - i. Do the leaders understand their responsibilities?
  - ii. How would the general membership evaluate the effectiveness of the leaders? How would the leaders evaluate the effectiveness of each other? What could be improved?
- e. Organizational Operation
  - i. Were the finances adequate for the group activities?
  - ii. Was the budget managed properly?
  - iii. Were meetings run efficiently and effectively?
  - iv. Was the frequency of meetings appropriate?
  - v. Do we have a committee structure? If yes, is it working?
  - vi. Do we have scheduling conflicts with other groups or activities?
- f. Faculty/Staff Involvement
  - i. Was the advisor involved enough, too much or too little?
  - ii. Were there adequate opportunities for faculty and staff to get involved in the organization? Did they get involved?
  - iii. Could faculty/staff involvement be improved? If yes, how?
- g. Public Image
  - i. How is the group viewed by its membership?
  - ii. How is the group viewed by students, faculty, staff and administrators?
  - iii. What could be done to enhance the group's public image?
- h. Overall

- i. What are the major strengths of the organization?
- ii. What are the major weaknesses?
- iii. What is the best advice that the outgoing leaders can give to the new leaders?

### III. Transitioning Each Leader

- a. Each outgoing leader should meet individually with the incoming leader to discuss:
  - i. Responsibilities of the position
  - ii. Timetable for completing the duties of the position
  - iii. Unfinished projects
  - iv. Important resources and contact people
  - v. Mistakes that were made that could have been avoided
  - vi. Advice the outgoing leader wishes he/she had been told before assuming office
  - vii. Any questions the new leader has for the outgoing leader
  - viii. Where the outgoing leader can be reached in the future (just in case)
- b. Each outgoing leader should introduce his/her successor to important campus and community contacts.

### Contents of a Transition Binder

- 1) People - Include the name, title, mailing address, phone/cell number, e-mail address and level of involvement with the organization for each contact.
  - i) Organizational Membership
  - ii) Campus Contacts
    - (1) Other organizations
    - (2) Faculty, staff and/or administrative contacts
  - iii) Community Contacts
    - (1) Alumni supporters

- (2) Financial supporters
- (3) Press Contacts
- 2) Documentation and Methodology
  - a) Organization constitution, bylaws and standing rules
  - b) Organization budgets
  - c) Recruitment fliers and effective methods
  - d) Training materials—organization and campus procedures (Student Organization Handbook)
  - e) Advertisements and previous press
  - f) Forms—organization and campus (event registration forms, check requests, etc)
  - g) Historical documents of importance
  - h) Position job descriptions
  - i) Committee structure
  - j) Judicial policies-organization and campus
  - k) Past agendas and minutes
  - l) Past year's activity calendar
- 3) Key Activities and Initiatives
- 4) Personal Notes and Observations
  - i) What worked
  - ii) What didn't work
  - iii) Challenges
  - iv) Advice

Leadership Programs is willing to facilitate leadership transitions for student groups. Please contact Marie Lindquist, Director of Leadership Programs at x3498 or Lindquist@rhodes.edu for more information.

Questions about leadership transitions, delegation, motivation, effective meetings or other leadership issues should be directed to the Office of Leadership Programs in 301 Briggs.



## **MAIL ROOM SERVICES**

All registered student organizations may open a large mailbox in the Rhodes College Mail Room. In order to open a mailbox, a representative needs to speak with the Mail Services Manager in the mail room. Then, he or she will need to provide the name of the president of the organization and pay a \$50.00 mailbox fee. The official name of the organization must be given to the mail room and must be provided to all correspondents. (Sample address: Kappa Alpha, Rhodes College, 2000 North Parkway, Memphis TN 38112.) In order to maintain a campus mailbox over the summer, organizations are required to pay a \$25.00 summer box fee. Failure to pay summer or annual fees will result in the closing of the mailbox, and organizations will receive written notification to return mail keys to the mail room immediately. All organizations will be notified in writing when to pay the summer fees in order to maintain a mailbox over the summer.

The mail room also provides service for all organizations with large mailings. The mail room can seal letter envelopes and apply postage for mailings at no additional cost outside of the cost of postage.

Organizations need to bring large mailings to the mail room and coordinate the mailings with the Manager of Mail Services. The mail room can also provide assistance in processing of standard mail for all organizations. To discuss the services provided to organizations by the Rhodes Mail Room call 843-3239 or go by and talk with the manager about mailing procedures and services.

## **RECREATIONAL SERVICES**

It is the mission of Recreational Services to enhance the quality of life for the Rhodes community by providing programs and facilities that cultivate healthy lifestyles, foster a sense of fair play, create opportunities to learn new activities and provide a forum for safe and healthy interaction on campus.

## **INTRAMURAL SPORTS**

The intramural program offers a wide variety of individual/dual and team sport activities throughout the academic year. The Recreational Services staff is committed to promoting the development of leadership qualities in students, and offers opportunities for employment as student officials, supervisors and office administrators.

Each sport offered is scheduled into both competitive and recreational leagues for men and women for fraternities, sororities,

residence halls, independents, co-recreational and faculty/staff groups. Through the creation of a diverse program Recreational Services tries to assist students with the understanding of different sport cultures and different styles of competition. It is the hope of the Recreational Services staff that its dedication to the overall development of students will assist in fostering students' commitment to recreation and pave the way for healthy lifestyles that continues long after their time at Rhodes.

Check out the intramural sports program at [rhodes.edu/athletics/rec\\_services/](http://rhodes.edu/athletics/rec_services/).

## **CLUB SPORTS**

The club sports program offers organized recreational outlets for students, faculty and staff of all sporting interests and skill levels. These clubs may or may not be competitive in nature, and are available to generate student interest in nonvarsity sports. The program is open to all students, faculty and full-time staff. Many clubs hold tryouts due to limited roster space. Anyone interested in joining a club sport should contact that club's president or the Recreational Services office; these contact numbers are listed on the Recreational Services Web site. Rhodes currently has 9 club sports: Crew, Dance Team, Equestrian, Men's and Women's Lacrosse, Rugby, Ultimate Frisbee, Fencing, Cheerleading and Rhodes Outdoor Organization.

Club sports are partially funded by student activity fees. These monies are divided among club sports, as well as all other registered student organizations, semiannually at the Allocations Board hearings. For more information, visit the Recreational Services Web site.

Club sports, while self-governing bodies, fall under the immediate jurisdiction of the Coordinator of Recreational Services. Recreational Services reserves the right to enforce any and all rules and regulations and to enact disciplinary measures as deemed necessary.

For further information, contact Bobby Lessentine, Coordinator of Recreational Services, at 843-3779 or [lessintiner@rhodes.edu](mailto:lessintiner@rhodes.edu); Jane Wells, Assistant Coordinator of Recreational Services, at 843-3013 or [wellsj@rhodes.edu](mailto:wellsj@rhodes.edu).

Visit online at [rhodes.edu/athletics/rec\\_services/](http://rhodes.edu/athletics/rec_services/).



Organization	Contacts	Position	Email	Campus Advisor Box	Advisor
Activities Board	Jessica Stepp	President	steje@rhodes.edu	2416	Gerald Harris
ASIA	Susan Wang	President	wanxu@rhodes.edu	2606	Cynthia Polk-Johnson
Alpha Omicron Pi	Lindsey Mull	President	mullm@rhodes.edu	2106	Dwaun Warmack
Alpha Tau Omega	Mark Robinson	President	robmal@rhodes.edu	2322	Dwaun Warmack
Alpha Kappa Alpha	Alexandra Boyd	President	boyam@rhodes.edu	1166	Dwaun Warmack
All Souls Unitarian Group	Danial Sturtevant	President	studa@rhodes.edu	2517	Billy Newton
BACCHUS (BAR)	Madoline Markham	President	marmm@rhodes.edu	1083	Marianne Luther
Black Student Association	Tevari Butler	President	buttl@rhodes.edu	1911	Cynthia Polk-Johnson
Ca'esar	Mack Zalin	President	zalms@rhodes.edu	2701	Bobby Lessentine
Chi Omega	Laura Ann Meyers	President	meyla@rhodes.edu	2070	Dwaun Warmack
College Bowl	Adam Teer	President	teeap@rhodes.edu		
College Republicans	Jennifer Stanely	President	stajw@rhodes.edu	2467	Stephen Wirls
Contents Under Pressure	Joel Parson	Leader	parjt@rhodes.edu	2203	
Delta Delta Delta	Sarah Galpern	President	galsa@rhodes.edu	1541	Dwaun Warmack
Fellowship Of Christian Athletes	Megan Thompson	Female Captain	thomn@rhodes.edu	2554	John Whittaker
	Justin Sealand	Male Captain	seajm@rhodes.edu	2383	
Fencing Club	Alex Ng	President	ngay@rhodes.edu	2137	Bobby Lessentine
FOSTER	Jacob Sutherland	Co-President	sutgj@rhodes.edu	2459	Cynthia Polk-Johnson
	Kevin Andring	Co-President	andkw@rhodes.edu	1012	
GNOMES	Sara Rutherford	President	rutsb@rhodes.edu	2306	David Mason
Greek Fellowship	Jonathan Chasan	Leader	chaje@rhodes.edu	1314	Dwaun Warmack
Health Professions Society	David Johnson	Senior Representative	johdp@rhodes.edu	1882	David Jaslow
Honor Council	Rene Orth	President	ortrm@rhodes.edu	2160	Katherine Richardson
Jewish Student Association	Jonathan Snape	President	snajr@rhodes.edu	2400	Billy Newton
Interfraternity Council	Taylor Brown	President	brotc@rhodes.edu	1204	Dwaun Warmack
Kappa Alpha	Tyler Smith	President	smittf@rhodes.edu	2397	Dwaun Warmack
Kappa Alpha Psi	Ronald Bozant	Vice President	bozrj@rhodes.edu	2572	Dwaun Warmack
Kappa Delta	Katherine Stewart	President	stekr@rhodes.edu	2420	Dwaun Warmack
Kappa Sigma	Samad Samana	President	samss@rhodes.edu	2313	Dwaun Warmack
Kinney	Aaron Creek	Program Coor	creat@rhodes.edu	1367	Tiffany Merritt
Legal Society	Brittany Austin	President	ausbe@rhodes.edu	2467	Marcus Pohlmann
Lipstick on Your Collar	Mary Austin Mays	President	mayma@rhodes.edu	1553	Bette Ackerman
Mortar Board	Allison Burris	President	buram@rhodes.edu	1220	Loretta Jackson-Hayes
Muslim Students Association of Memphis	Hazami Barmada	President	barhs@rhodes.edu	1062	John Kaltner
NPHC	Sonia Nkashama	President	nkasa@rhodes.edu	2141	Dwaun Warmack
Order of Omega	Jennifer Brindley	President	brijm@rhodes.edu	1186	Dwaun Warmack
Outdoors Organization	Daniel Large	President	lardj@rhodes.edu	1893	Bobby Lessentine
Panhellenic Association	Stephanie Walters	President	walsh1@rhodes.edu	2552	Dwaun Warmack
Pi Kappa Alpha	John Jamison	President	jamjb@rhodes.edu	1775	Dwaun Warmack
Publications Board	Lauren Cagle	Publications Commisioner	cagle@rhodes.edu	1027	Carol Casey
Resvoice	Sara Rutherford	President	rutsb@rhodes.edu	2306	Marianne Luther
Rhodes College Dance Company	Caralle Banett	President	barcs@rhodes.edu	1083	Bobby Lessentine
RICE	Shruti Acharya	President	achsh@rhodes.edu	1001	Cynthia Polk-Johnson
Sigma Alpha Epsilon	Nathan Hulling	President	hulnl@rhodes.edu	1732	Dwaun Warmack
Sigma Gamma Rho	Courtney Jones	President	jonca@rhodes.edu	1811	Dwaun Warmack
Sigma Nu	Clayton Garner	President	garjc@rhodes.edu	1543	Dwaun Warmack
Sigma Tau Delta	Allison Burris	President	buram@rhodes.edu	1220	Leslie Petty
Social Regulation Council	Tiane Leonardr	President	src@rhodes.edu	2206	Carol Casey
Sou'wester	Ford Porter	Editor	porhc@rhodes.edu	2240	Carol Casey
Southwestern Review	Sara Rutherford	Editor	rutsb@rhodes.edu	2306	Carol Casey
Student Government	Andy Greer	President	great@rhodes.edu	N/A	Carol Casey
Student Athlete Committee	Wyatt Franks	President	frawc@rhodes.edu	1527	David Hicks
Up til' Dawn	Rebecca Smith	Executive Director	smirr@rhodes.edu	2380	Gerald Harris
Ultimate Frisbee	Dan Large	President	lardj@rhodes.edu	1893	Bobby Lessentine
Wesminster Fellowship	Alex Chambers	President	chaae@rhodes.edu	1282	Billy Newton
Woolsocks	Toney Walsh	President	woolsocks@rhodes.edu	2643	Brandon Goff