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Welcome From Student Involvement!

Student Involvement is George Mason University’s place for all things involvement! Our office is home to the Registered Student Organizations (RSO) Leadership Team, as well as Student Government (SG), TEDxGeorgeMasonU, SI Films, Patriot Activities Council (PAC), Fraternity and Sorority Life (FSL) and the Well-Being Team. The office offers a wide array of opportunities for students to get involved in our office and on campus.

Student Involvement

Fraternity and Sorority Life
Mason Fraternity and Sorority Life (FSL) is a dynamic and diverse community of 1,800+ students involved in 36 Greek-letter organizations. Our community prides itself on the pillars of leadership, service, philanthropy, community, friendship and scholarship. FSL members can be found everywhere from Patriot leaders, to athletics, to Student Government and beyond.

Patriot Activities Council
The George Mason University’s Patriot Activities Council is a group of student leaders that sponsor programs and activities that are entertaining, interactive, and educational in an effort to strengthen the Mason community. PAC believes bringing diverse events means representing the multiple cultures of the George Mason community. PAC is known for producing some major events on campus such as Patriots Day, Homecoming Week, and Mason Day!

SI Films
SI Films is a special area of Student Involvement that specializes in bringing the cinematic experience to George Mason University. Every weekend, Thursday through Saturday, SI Films shows a major motion picture in the JC Cinema, premiering a new film every weekend. SI Films also hosts special movie events, advance screenings of major motion pictures, and the Mason Film Festival.

Student Funding Board
Registered Student Organizations (RSOs) are able to apply for funding through the Student Funding Board (SFB). These funds allow students to hold events and programs sponsored by their organization. The SFB of George Mason University is a branch of Student Government and is comprised of three appointed Student Government members, as well as a member of the Registered Student Organization Leadership Team.

Student Government
Student Government offers Mason students the opportunity to represent and advocate for the interests of their peers and aims to use the feedback of their constituents to improve campus life, through the creation and continuation of effective student services, the preservation of University traditions and programs, the support and collaborative nature of their relationships with student organizations, University offices, and the surrounding Fairfax community.

TEDxGeorgeMasonU
The primary goal of TEDxGeorgeMasonU is to present innovative ideas about how to better our world. As a local, self-organized division of TED, a non-profit organization devoted to “Ideas Worth Spreading”, TEDx events convey to the outside world the astonishing work that is being conducted at Mason. Conferences showcase some of the most captivating and thought-provoking movers and shakers within the Mason community and beyond.
The Well-Being Team
By educating in and out of the classroom, sharing campus wide-opportunities and providing experiences for students to develop vitality, purpose, resilience and engagement, the Well-Being Team will create a culture where students at Mason can Thrive.

Student Involvement Mission

Our mission in Student Involvement is to enhance the Mason community and ignite the spirit of campus “Through leadership experiences, dynamic events, and opportunities.” We encourage all students to get involved on campus because we believe involvement is a vital component to the student experience at Mason.

Within Student Involvement, we encourage students and staff to think creatively. We want everyone to contribute ideas and think of new ways to enhance campus and the student experience at Mason. There are many ways to be creative with the type of experience you’ll have during your time here. Student Involvement embraces diversity and works to create meaningful experiences for students in an effort to encourage and support co-curricular leadership. We value being a team player and strive to foster a fun and stimulating environment that promotes collaboration among students and student organizations.

Student Involvement is located in the HUB, Suite 2300 (2nd floor). We hope you will utilize the resources available to you within our office and encourage the members of your organization to take advantage of organizational resources offered here as well. We look forward to working with you and your organization throughout the year!

The Student Involvement Team

Lauren Long, Executive Director of Student Involvement
Getting involved changed my college experience and I hope it will do the same for you! My campus involvement led me to a 20-year career in Higher Education. I have had the pleasure of working with Student Organizations, funding boards, Program Boards, major event programming, Student Government, leadership conferences and trainings, well-being initiatives and I even ran a coffee house. In addition to my role with Student Involvement, I currently serve as an adjunct faculty member in the Tourism and Events Management Department.

Sara Heming, Associate Director for Student Involvement
As the Associate Director for Student Involvement, Sara supervises the Student Organization & Governance areas and TEDxGeorgeMasonU. She has worked at Mason as a professional staff member since 2007. Sara grew up in the Herdon/Chantilly area and attended Radford University where she received her Bachelor of Science degree in Biology. She is also a Mason Alumni, receiving her Master’s Degree in Higher Education Administration. Sara enjoys working in
Student Involvement as it allows her to have a lot of contact with students and contribute to their experience at Mason.

**Dennis Hicks, Associate Director for Programming**

Dennis oversees the programming area in Student Involvement, which includes Patriot Activities Council, SI Films, major university-wide events such as welcome week and homecoming, and the student graphic design team. He has been at Mason since 2008. Dennis is originally from Detroit, Michigan and attended Marshall University in Huntington, West Virginia, for both undergraduate and graduate school. He has degrees in Art Education, K-12 and Counseling. He is currently taking classes to get a certificate in Graphic Design. The thing he likes most about working in SI is that he gets to interact with students on a daily basis. He says it “keeps me young and on my toes!”

**Phil McDaniel, Associate Director for Fraternity and Sorority Life**

Phil has been a member of the Mason community and Student Involvement office since 2012 as the Associate Director for Fraternity and Sorority Life. Originally from the Miami/Fort Lauderdale area in Florida, Phil received his undergraduate degree in Communication from the University of Central Florida and his Master’s degree in Higher Education from the University of South Carolina.

**Julie Bryant, Assistant Director for Fraternity and Sorority Life**

As the Assistant Director for Fraternity and Sorority Life, Julie has the opportunity to work with the Greek Letter Organizations on campus. She received her Bachelor of Arts at James Madison University and her Master of Education at the University of Georgia. Julie recently moved back to Virginia from Montana where she worked at the University of Montana as the Assistant Director for Fraternity and Sorority Involvement. At George Mason University since June 2015, she is looking forward to working the wonderful students and staff in Student Involvement.

**Barbara Campbell, Business Manager**

Barbara monitors the financial activity in all RSO accounts and helps RSOs make purchases with their funding and self-generated revenue. If you have questions about the balance in your RSO account, or need to make a payment to a caterer, DJ, or speaker, Barbara can help. A graduate of Bucknell University in Pennsylvania, Barbara has worked at Mason for 10 years, including 6 years in Student Involvement.

**Amber Duffey, Program Coordinator for Student Organizations**

Amber is originally from Northern Indiana and came to NoVa for graduate school in the Higher Education program here at George Mason. She graduated from Indiana University (Go Hoosiers!) and then was a graduate assistant in the Student Involvement office between 2010 and 2012 before joining the Peace Corps. She loves popcorn and glitter and also loves working with all of the dedicated and wonderful students in Student Organizations.

**Veniecesha Woodall**

My name is Veniecesha Woodall and I am the Office Manager for George Mason University’s Student Involvement Office. I enjoy writing poems and exploring DC in my spare time. One of the things I wish I could do more often is travel. Being around students on the daily gives me a sense of purpose in my job and I enjoy seeing each of the students grow and become the educated professionals they were meant to be.
Anthony McLean, Marketing Coordinator

Anthony is the Marketing and Communications Coordinator for Student Involvement. He has been a member of the Mason community since 2011 and earned his Bachelor’s Degree in Integrative Studies in 2015. During his free time, Anthony is one of the coaches for the club ultimate frisbee team. He is looking forward to continuing his legacy at Mason as a professional staff member!

Contact Information

Student Involvement

MSN 2D6 | 4400 University Drive | Fairfax, VA 22030 | (703) 993-2909 | Fax (703) 993-4566 | si@gmu.edu

Office Hours Monday - Thursday 9:00 AM - 9 PM, Friday 9:00 AM - 5 PM

Registered Student Organizations

(703) 993-2909 | rso@gmu.edu | Follow Us on Twitter: @RSOlead | Like Us on Facebook: RSO Lead Team | RSO Newsletter
Registered Student Organizations (RSO)

Registered Student Organizations (RSOs) offer a wide range of opportunities for students to get involved! RSOs provide learning environments for students, preparing them to live in a multicultural society and work in a global community. Our student organizations are also responsible for many of the programs and events held on campus each year including social events, lectures, special events, cultural events, and conferences. Our RSOs help create a welcoming, vibrant campus environment. And, most importantly, they offer you an opportunity to get involved.

RSO Leadership Team

About the Team
The RSO Leadership Team (RSO Lead Team) is comprised of experienced student leaders within the RSO community. These student leaders are selected and trained to provide resources for student organizations, assist organizations in the registration process, and serve as an advocate for RSOs at Mason. The RSO Lead Team is responsible for assessing and meeting the needs of RSOs, serving as liaisons to RSOs on behalf of Student Involvement, and keeping RSOs informed on involvement opportunities, policies, and procedures.

Email us: rso@gmu.edu

The 2015-2016 RSO Lead Team

**Mary Tran** is a senior at Mason and is in her third year on the RSO Leadership team. As a member of various organizations on campus, she finds endless opportunities to meet new people and learn new things. She is very excited to have the chance to help build student involvement and she cannot wait to help students find their home in the Mason community.

**Ryan Smith** is a senior at Mason majoring in Environmental Science with a concentration in Aquatic Ecology. This is his second year on the RSO Leadership Team. He feels that being involved on campus has brought him closer to a lot of people and opened up many opportunities for him. He is looking forward to helping others have a great experience with their various organizations.

**John O’Brien** is a junior here at Mason, majoring in Chemistry. This is his second year on the RSO Leadership Team. He used to commute to school, so initially he wasn’t very involved on campus. However, when he moved on campus, he started getting more involved and it’s been great. He looks forward to helping other students get involved and helping them find their way here at Mason.

**Saiyara Khan** is a senior majoring in Conflict Analysis & Resolution and Economics and this is her second year with the RSO Leadership Team. She continues to looking forward to helping students find their niche in the Mason community and enriching their experience through involvement in student organizations!
Lahari Venuthurupalli is a senior here at Mason who is majoring in Systems Engineering. It is her second year on the RSO Lead Team and she is very excited to help students get involved here at Mason, as well as introduce students to the opportunities in which they can get involved and become a student leader. She can’t wait to meet new people and help them experience what Mason Student Organizations offer!

Abeer Khokhar is a sophomore majoring in Health Administration at Mason and pursuing a minor in Arabic. This is her first year being an RSO Leadership Team. She is very excited about getting involved on the RSO Lead Team and getting to know about other organizations that exist on campus, so she can meet more people and learn from them.

Chad McCutcheon is a junior Criminology, Law, and Society major at Mason. This is his first year as a member of the RSO Leadership team. As an out-of-state student, getting involved was a huge priority for him when he entered George Mason University. He thinks it’s a great way to meet new people, and it is what makes Mason feel like a second home!

Erin White is a senior at Mason majoring in Communications with concentration in Public Relations. This is my first year on the RSO Leadership Team. She likes being involved and active in student life on campus. She thinks being a part of different organizations makes it easier to meet different people and find your place in college. She is looking forward to helping student organizations grow and become important aspect of student life at Mason.

Saba Sattar is a sophomore pursuing a double degree in Criminology and International Affairs at George Mason University. This is her first year on the RSO Lead Team and she is really pumped to get students involved with campus initiatives and to take advantage of countless opportunities the Mason community has to offer!
The RSO Three Tiered Model

Registered Student Organizations can self-select their tier level only during Spring Re-Registration. The three tiers will determine the nature of training sessions, room booking capabilities, and funding access for your organization.

To learn more about this classification system, visit si.gmu.edu/rs-organization.

Space Reservations and Accommodations
Includes Basic Meeting Rooms, Large Scale, Outdoor Space Requests, Johnson Center (JC) Cinema, HUB Corner Pocket, (JC) Dance Studio and Technology Classrooms, with access to Major Programming Spaces: Dewberry Hall, HUB Ballroom, (JC) Bistro, Center for the Arts (CFA), Harris Theatre, and special space requests. (Fees may be charged depending on space)

Leadership
Minimum requirement of **FIVE** executives including President/SL Liaison, Vice President/Co-President, Treasurer, and Secretary.

RSO Advisor
Advisor must be a full-time staff/faculty member at Mason.

Funding
Access to receive up to **$5,000** per academic year.

Space Reservations and Accommodations
Includes Basic Meeting Rooms, Basic Outdoor Space Requests, (JC) Cinema, HUB Corner Pocket, (JC) Dance Studio, Plaza’s, and Technology Classrooms. (Fees may be charged depending on space)

Leadership
Minimum requirement of **FOUR** executives including President/SL Liaison, Vice President/Co-President, Treasurer, and Secretary.

RSO Advisor
Advisor must be a full-time staff/faculty member at Mason.

Funding
Access to receive up to **$3,000** per academic year.

Space Reservations and Accommodations
Basic Meeting Room, Standard Setup of Space, Basic Outdoor Space Requests (i.e. Table on North Plaza/SUB I Quad, etc.) Events Production limited to available equipment that is provided free of charge in spaces (ex. wired microphone).

Leadership
Minimum requirement of **TWO** executives including President/SL Liaison and Treasurer.

RSO Advisor
RSO Advisors are not required but one may be chosen.

Funding
Access to receive up to **$1,000** per academic year.

Still have questions?
Email rso@gmu.edu.
We'll make sure to provide you with an answer!
getconnected.gmu.edu
RSO Tiered Model

Student organizations at Mason have the option to register for one of three different tier levels depending on the resources needed for the organization’s functions. For instance, small organizations that require few resources (e.g. meeting space) would apply for Tier 1 status, while organizations that require more resources (e.g. large events spaces, travel and conferences fees) would register for Tier 3 status. As the tiers ascend, the organization is eligible for a wider range of resources, including event spaces, funding through Student Funding Board, and more.

Leadership Requirements Based on Tier Level

Tier 1 Requirements

Leadership:
- Minimum of two officers:
  - President/SL Liaison (required)
  - Treasurer (required)

Registered Student Organization Trainings (Must be completed by President and Treasurer):
- Watch Get Connected, 25Live, & RSO 101 training videos
- Complete corresponding quiz for Tier 1 organizations (online via Blackboard)
- Fiscal Management 1.5 (in person)

Faculty Advisor:
- No Faculty Advisor Required, but Tier 1 organizations may choose to have one.

Tier 2 Requirements

Leadership:
- Minimum of four officers. May include, but not limited to:
  - President/SL Liaison (required)
  - Treasurer (required)
  - Vice-President/Co-President
  - Secretary

Registered Student Organization Trainings (Must be completed by President and Treasurer):
- Watch Get Connected, 25Live, RSO 101, & RSO 201 training videos
- Complete corresponding quiz for Tier 2 organizations (online via Blackboard)
- Fiscal Management 1.5 (in person)

Faculty Advisor:
- Faculty Advisor (must be a full-time staff/faculty member at Mason)
- Faculty Advisors must sign and acknowledge an Advisor Acknowledgement Form – can be found in Appendix D

Tier 3 Requirements

Leadership:
- Minimum of five officers. May include, but not limited to:
  - President/SL Liaison (required)
  - Treasurer (required)
  - Vice-President/Co-President
  - Secretary

Registered Student Organization Trainings (Must be completed by President and Treasurer):
• Watch Get Connected, 25Live, Checklist, RSO 101, RSO 201, & RSO 301 training videos
• Complete corresponding quiz for Tier 3 organizations (online via Blackboard)
• Fiscal Management 1.5 (in person)
• Fiscal Management 3.0 (online)
  o An opt-out form is available for RSOs not traveling or attending conferences

Faculty Advisor:
• Faculty Advisor (must be a full-time staff/faculty member at Mason)
• Faculty Advisors must sign and acknowledge an Advisor Acknowledgement Form – can be found in Appendix D

Resources to All Organizations
All Registered Student Organizations have access to the following:
• Mailboxes/Lockers/Cubicles
• Imagination Station
  • Banner Paper
  • Letter Press
  • Craft Supplies
• Bench Painting Application
• Distinguished Quill Awards Applications and Nominations
• Cube Painting
• Reserving George Statue to Decorate
• Funding
### Resources Available by Tier:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Involvement Resources</strong></td>
<td><strong>Space Reservations &amp; Accommodations</strong></td>
<td><strong>Leadership Required</strong></td>
</tr>
<tr>
<td>• Mailboxes/Lockers/Cubicles</td>
<td>• Basic Meeting Room</td>
<td>Minimum of two officers:</td>
</tr>
<tr>
<td>• Imagination Station</td>
<td>• Standard Setup of Space</td>
<td>• President/SI Liaison</td>
</tr>
<tr>
<td>• Banner Paper</td>
<td>• Basic Outdoor Space Requests (i.e. Table on North Plaza/SUB I Quad, etc.)</td>
<td>• Treasurer</td>
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<tr>
<td>• Letter Press</td>
<td>• Events Production limited to equipment that is provided free of charge (ex. wired microphone)</td>
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<tr>
<td>• Craft Supplies</td>
<td>• Cinema, Corner Pocket, JC Dance Studio and Technology Classrooms.</td>
<td></td>
</tr>
<tr>
<td>• Bench Painting Application</td>
<td>• DO NOT have ACCESS to Major Programming Spaces</td>
<td><strong>Faculty Advisor</strong></td>
</tr>
<tr>
<td>• Distinguished Quill Awards</td>
<td>• Standard Setup of Space</td>
<td>• No Faculty Advisor Required, but can choose to have one.</td>
</tr>
<tr>
<td>• Applications and Nominations</td>
<td>• Standard Events Production</td>
<td></td>
</tr>
<tr>
<td>• Cube Painting</td>
<td>• Faculty Advisor (must be a full-time staff/faculty member at Mason)</td>
<td><strong>Funding Access</strong></td>
</tr>
<tr>
<td>• Reserving George Statue to Decorate</td>
<td>• Faculty Advisors must sign and acknowledge a “Faculty Advisors Expectations Sheet”</td>
<td>(Student Funding Board)</td>
</tr>
<tr>
<td>• Fundraising</td>
<td>• NO FUNDS FOR TRAVEL CAN BE REQUESTED</td>
<td>• Access to receive up to $1,000 per academic year</td>
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<td></td>
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<td>• Catering orders under $250</td>
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<td></td>
<td></td>
<td>• Supplies ($100 Maximum/academic year)</td>
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<td></td>
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<td>• Small honorariums (limited to $500 per academic year)</td>
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<td>• NO FUNDS FOR TRAVEL CAN BE REQUESTED</td>
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<td><strong>Access to receive up to $3,000/academic year</strong></td>
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<td></td>
<td><strong>Supplies ($100 Maximum/academic year)</strong></td>
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<td><strong>NO FUNDS FOR TRAVEL CAN BE REQUESTED</strong></td>
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<td><strong>Access to receive up to $5,000/academic year</strong></td>
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<td></td>
<td><strong>Supplies ($100 Maximum/academic year)</strong></td>
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<tr>
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<td></td>
<td><strong>Travel (maximum per student $250.00 with total $1,000 available)</strong></td>
</tr>
</tbody>
</table>

**Note:**
- Tier 1: Minimum of two officers: President/SI Liaison, Treasurer
- Tier 2: Minimum of four officers. Can include, but not limited to: President/SI Liaison (Required), Treasurer (Required), Vice President/Co-President, Secretary
- Tier 3: Minimum of five officers. Can include, but not limited to: President/SI Liaison (Required), Treasurer (Required), Vice President/Co-President, Secretary, Webmaster
RSO Categories

Organization Categories
When registering, RSOs select a category that best describes the main focus and mission of their organization. This helps students who are looking to get involved in a specific type of organization to find those organizations on Get Connected based on the student’s interests. This also helps Student Involvement keep track of the wide array of registered student organizations we have at Mason.

RSO Categories
  - **Academic** – Organizations with a focus on academic excellence or a specific academic discipline.
  - **International/Multicultural** – Organizations which promote and educate students on international and multicultural communities.
  - **Religious** – Organizations with faith-based purposes, including both denominational and non-denominational missions.
  - **Science and Technology** – Organizations that promote the education of and advancement in the academic and industry fields of science and technology.
  - **Volunteer & Service** – Organizations which focus on civic and community engagement, specifically through volunteerism and community service.
  - **Special Interest** – Organizations that do not fall into a specific aforementioned category. Organizations that typically select this category include those affiliated with Fraternity & Sorority Life and Mason Club Sports. Other organizations that choose this category include, but are not limited to: music, dance, art, politics, etc.

Special Interest Organizations

  - **Fraternity & Sorority Life** – Social organizations that are directly affiliated with a national Fraternity or Sorority Chapter. These include Interfraternity, Multicultural, National Pan-Hellenic, and Panhellenic chapters. For more information about FSL, visit [http://si.gmu.edu/greek-life/](http://si.gmu.edu/greek-life/).

    • **Interfraternity Council** – Mason’s IFC is comprised of 14 men’s fraternities committed to scholarship, service, leadership, and brotherhood. Recruitment for these organizations is informal and occurs during the Fall and Spring semesters. However, there is a week in September dedicated to informational and educational sessions to learn about Fraternity life and the organizations you can join. The following organizations are active and in good standing with the university:

      • Alpha Epsilon Pi
      • Alpha Kappa Lambda
      • Alpha Sigma Phi
      • Beta Theta Pi (Starting Fall 2016)
      • Chi Psi
      • Delta Chi
      • Kappa Alpha Order
      • Kappa Sigma
      • Pi Kappa Alpha
      • Pi Kappa Phi
      • Phi Kappa Theta
      • Phi Kappa Sigma
      • Phi Sigma Kappa
      • Sigma Alpha Epsilon
      • Theta Chi
• **Multicultural Greek Council** – MGC at Mason governs Multicultural Greek-Letter organizations. These organizations hold an intake process that occurs throughout the school year. At the beginning of the Spring semester MGC partners with Winter Welcome Week for an informational session on Fraternity and Sorority Life in MGC organizations. Below are the MGC affiliated chapters at Mason:
  - Chi Upsilon Sigma National Latin Sorority, Inc.
  - Delta Phi Omega Sorority, Inc.
  - Kappa Phi Gamma Sorority, Inc.
  - Kappa Phi Lambda Sorority, Inc.
  - Lambda Theta Alpha Latin Sorority, Inc.
  - Lambda Pi Chi Sorority, Inc.
  - Pi Delta Psi Fraternity, Inc.
  - Phi Iota Alpha

• **National Pan-Hellenic Council** – NPHC coordinates the traditionally African-American nationally affiliated collegiate fraternal chapters. This council does not conduct formal recruitment, however informational and educational sessions for each organization are held throughout the year. At the beginning of the academic year Meet the Greeks is held to showcase NPHC and the organizations involved to give students a taste of what it can offer. The following are the NPHC affiliated chapters at Mason:
  - Alpha Kappa Alpha Sorority, Inc.
  - Alpha Phi Alpha Fraternity, Inc.
  - Kappa Alpha Psi Fraternity, Inc.
  - Omega Psi Phi Fraternity, Inc.
  - Sigma Gamma Rho Sorority, Inc.
  - Zeta Phi Beta Sorority, Inc.

• **Panhellenic Council** – George Mason PHC supports seven women’s fraternities and sororities focused on academic excellence, leadership, philanthropy, and sisterhood. The Panhellenic Council holds formal recruitment in September and individual chapters hold informal recruitment throughout the year.
  - Alpha Phi
  - Alpha Omicron Pi
  - Alpha Xi Delta
  - Chi Omega
  - Gamma Phi Beta
  - Pi Beta Phi
  - Zeta Tau Alpha

**Mason Club Sports** – Regionally to Nationally competitive team sports that are sponsored through Mason Recreation. For more information about club sports at Mason, visit [https://recreation.gmu.edu/club-sports/](https://recreation.gmu.edu/club-sports/).
All four phases must be complete in order for an organization to be Re-Registered for the 2016-2017 Academic Year

For more information: si.gmu.edu
RSO Re-Registration Process

At George Mason University, all Registered Student Organizations (RSOs) must re-register in the Spring for the upcoming academic year (i.e. Spring of 2016 for 2016-2017 Academic Year). This ensures that Student Involvement has the most up-to-date information for student contacts and faculty advisors, any constitution changes can be made and that new leaders are trained to govern their organization successful with the most accurate information. The Re-Registration process is complete when an organization has successfully completed the four Phases (as outlined below):

- **Phase 1 (mid-March to beginning of May)**: Get Connected application is put in by the new president with new executive board
- **Phase 2 (mid-May to mid-June)**: Online video trainings that have a corresponding quiz (the videos and quiz are dependent on Tier)
- **Phase 3 (mid-August to end of September)**: Fiscal Trainings (these are also dependent on Tier). Fiscal 1.5 is required by all organizations and is the only in-person training required
- **Phase 4 (end of September)**: RSO Summit (a one day conference organized to help organizations network with other organizations and administrators in order to have the best year for your organization)
  
  * Save the Date: September 24, 2016

*Note this process is expedited for the Prospective Student Organization (PSO) who will complete all of these steps in the Fall.*

**Instructions for Re-registering Your Organization:**

1. Log on to GetConnected.gmu.edu using your Mason Net ID and password
2. Go to your organization site. Click “Register”
3. Follow the steps outlined – check Appendix A for detailed step-by-step instructions
4. Click “Submit for Approval” when all information has been included
5. Complete all necessary training quizzes for the RSO’s selected Tier level in the application
Starting a Prospective Student Organization (PSO)

PSO registration will occur again in the Fall 2016 semester. Please email Amber Duffey (aduffey3@gmu.edu) if you wish to be apart of the Interest Group Process.

PSOs are now only allowed to be Tier 1 or Tier 2. After being registered for one year during your first re-registration you will be able to move to a Tier 3 if that is desired.

PSO Registration Timeline Fall 2016

<table>
<thead>
<tr>
<th>Phase</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>August 8:</td>
<td>PSO Registration applications will become available on Get Connected</td>
</tr>
<tr>
<td></td>
<td>September 9:</td>
<td>PSO Registration applications will close</td>
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<td></td>
<td></td>
<td>All PSOs will receive approval or denial notifications</td>
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<tr>
<td></td>
<td></td>
<td>▪ If the organization is denied, they will receive instructions on how to revise or resolve any issues in the original application</td>
</tr>
<tr>
<td>Phase 2</td>
<td>September 12:</td>
<td>Online RSO trainings will be made available to PSOs via Blackboard Learn. Training videos and quiz links can be found at <a href="http://si.gmu.edu/training-quiz-links/">http://si.gmu.edu/training-quiz-links/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ PSOs must complete all required trainings for the tier level applied for in order to receive 25Live access and be eligible for other RSO resources, such as SFB Funding</td>
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<tr>
<td></td>
<td></td>
<td>▪ Fiscal Management Trainings will begin to be offered the week before Fall semester classes commence</td>
</tr>
<tr>
<td>Phase 3</td>
<td>September 23:</td>
<td>All organizations must have completed Fiscal Management 1.5 training (in-person).</td>
</tr>
<tr>
<td></td>
<td>February 1:</td>
<td>Updated Officer Rosters, G#’s and Emails addresses submitted via Get Connected</td>
</tr>
<tr>
<td>Phase 4</td>
<td>September 24</td>
<td>Registered Student Organization Summit</td>
</tr>
</tbody>
</table>

**Failure to complete any phase will result in inactivity for the entire academic year**

Instructions for Registering a Prospective Student Organization:
1. Log on to GetConnected.gmu.edu using your Mason Net ID and password.
2. Click on “Organization.”
3. On the left navigation panel where it states “Register a New Organization”, click on “Register.”
4. Follow the steps outlined
5. Click “Submit for Approval” when all information has been included
6. Complete all necessary training quizzes for the RSOs desired Tier level

Requirements for PSO Registration

Prospective Student Organizations are only eligible to register as a Tier 1 or Tier 2 organization.

- Must have a 2015-2016 Prospective Student Organization Executive Board/Officer roster.
- List of requirements for each tier found on pg. 8.
- Must have at least eight (8) members registered as a student at Mason. Each of the eight students must:
  - Be a currently enrolled Mason student
  - Meet the minimum academic achievement record defined as a cumulative grade point average (GPA) of a 2.0 or better for undergraduate students and 3.0 for graduate students
  - Tier 2 prospective organizations must secure a member of the Mason faculty/staff to serve as the primary advisor to the organization. This person must be a full-time employee (no adjunct faculty, teaching assistant, graduate assistant, etc.)
- The prospective organization must have a Constitution – See Appendix B
  - If your constitution does not follow the guide, it will not be considered for registered student organization status.
- Agree to abide by all federal, state, and local laws and to the George Mason University mission and its policies and procedures.
- The President and Treasurer must watch all RSO trainings pertaining to their registered tier level and complete the corresponding training quiz via Blackboard.

The club cannot in any way directly duplicate an organization that already exists. This includes groups that have been previously organized, but may currently be inactive. You may request to re-activate an organization that is currently inactive. To do this, please email rso@gmu.edu.
RSO Trainings & Quizzes

All RSO training videos and training quizzes are now online. The President and Treasurer of the RSO must complete all necessary trainings and training quizzes in order to receive access to 25Live and Student Funding Board funds for their desired Tier level. Members taking the quiz must achieve a 80% (percent) or better in order to receive credit for the training. All links to the training videos and training quizzes can be found at http://si.gmu.edu/registered-student-organizations/get-connected-to-workshops/. All training quizzes are on Blackboard. You must sign in to Blackboard to access the link. Please watch the accompanying video before taking the quiz.

Required Trainings by Tier Level

**Tier 1 Organizations**: Must watch the 25Live, GetConnected, and RSO 101 training videos and complete the RSO 101 training quiz. Must attend Fiscal Management 1.5 in-person training.

**Tier 2 Organizations**: Must watch the 25Live, GetConnected, RSO 101, and RSO 201 training videos and complete the RSO 201 training quiz. Must attend Fiscal Management 1.5 in-person training.

**Tier 3 Organizations**: Must watch the 25Live, GetConnected, RSO 101, RSO 201, RSO 301, and Event Checklist training videos and complete the RSO 301 training quiz. Must attend Fiscal Management 1.5 in-person training and complete Fiscal Management 3.0 online training.*

*If the Tier 3 organization does not wish to travel, the organization may opt-out of the Fiscal Management 3.0 training via a waiver found at http://si.gmu.edu/registered-student-organizations/spending-money/.

Below is a grid which specifies the trainings that each organization Tier must complete in order to register for the academic year.

<table>
<thead>
<tr>
<th>Tier 1 Organizations</th>
<th>Tier 2 Organizations</th>
<th>Tier 3 Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>25Live</td>
<td>25Live</td>
<td>25Live</td>
</tr>
<tr>
<td>GetConnected</td>
<td>GetConnected</td>
<td>GetConnected</td>
</tr>
<tr>
<td>RSO 101</td>
<td>RSO 101</td>
<td>RSO 101</td>
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<tr>
<td>Fiscal Management 1.5</td>
<td>Fiscal Management 1.5</td>
<td>Fiscal Management 1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiscal Management 3.0*</td>
</tr>
</tbody>
</table>

*If the Tier 3 organization does not wish to travel, the organization may opt-out of the Fiscal Management 3.0 training via a waiver found at http://si.gmu.edu/registered-student-organizations/spending-money/.

Constitution & By-laws

An organization’s constitution and by-laws state the name, a detailed purpose, a list of officer responsibilities, and a description of rules, regulations, and functions of the organization. All organizations are required to provide a constitution as part of the registration process. Prospective Student Organizations must draft an initial Constitution in order to register the organization. Registered Student Organizations must have a recently ratified constitution when re-registering their organization for the following academic year. See Appendix B for the
Constitution Guide.

Required Clauses & Information
The following bolded clauses MUST be included verbatim in the organization’s constitution. You are encouraged to use this as a checklist when drafting and reviewing your constitution.

□ Non-Discriminatory Clause: Membership in this organization will not be restricted on the basis of race, color, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, or age
  • The non-discriminatory clause can only be altered for organizations with religious affiliation, national Fraternity or Sorority affiliation, political affiliation, or that are gender specific. (i.e. If your organization is gender based you may remove “gender" from the aforementioned clause http://si.gmu.edu/wp-content/uploads/2013/07/Guidelines-for-Single-Sex-Organizations2.pdf)

□ Advisor Clause: The primary advisor shall be a full time member of the faculty or staff of George Mason University

□ Impeachment Clause: Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.

□ Amendments Clause: Student Involvement must review all amendments in the same member as a completely new constitution

□ Ratification Clause: This constitution shall become effective upon a ¾ vote of the membership, and a Student Involvement staff member

Additionally, you must include the original date that the constitution was drafted and ratified as well as any dates on which the constitution was amended and ratified. Please contact the RSO Leadership Team at rso@gmu.edu with any questions regarding constitution requirements or how to draft a constitution.

Get Connected

Get Connected is the leading platform to centralize, organize, and increase student involvement opportunities. The platform provides the tools for managing student organizations and encouraging growth and development as students engage in co-curricular activities. Get Connected provides a gateway to involvement opportunities and allows you, as students, to document your participation and learning. For a list of all organizations and the contact information for each, you can log in to Get Connected using your Mason ID and password.

Through Get Connected, RSOs can:
  ▪ Get in the know other organizations and engage Mason students
  ▪ Post flyers to the Virtual Flyer Board to highlight upcoming events
  ▪ Receive more detailed information about campus-wide events through the Events Calendar
  ▪ Receive Campus News, which shows who’s talking about what, the latest announcements and details, and other student organization activity

RSO Requirements on Get Connected:
  ▪ Turn-in Phase 1 of Re-Registration on Get Connected
  ▪ Always update roster by September 1st and February 1st (this includes any new
members, all executive board members and primary contact (dependent on tier), faculty advisor, and required eight members for every organization

- All organizations must always put all events (even if they are private) on Get Connected

Get Connected also streamlines many campus activities processes and provides the following tools to manage student organizations.

**Tools for Organizations:**

- Customize an organization profile with content and graphics.
- Post articles to a campus news ticker and allow commenting on group discussion “walls”.
- Manage club rosters and fill positions with newly-recruited members.
- Send out e-mail or text messages (SMS) to specific officers, event attendees, or an entire organization membership list.
- Promote events through a virtual flyer-board that simultaneously includes all posted events on a campus-wide calendar.
- Hold secure online elections for open officer positions.
- Upload lists of students; send out invitations, monitor RSVP status, and track attendance.
- Approve service hours completed by organization members.
- Store electronic documents, photos, and other files and control who can access them.
Benefits of Registration

By registering as a Registered Student Organization, you and your organization will have access to benefits from Student Involvement and Mason that other students on campus do not have access to.

General Benefits
Below are some benefits that you can expect to receive:

- Get Connected access—web space and list servs at no cost
- Advisement from the RSO (Registered Student Organization) Lead Team and other Student Involvement staff on event planning, programming, budgeting, trip facilitation, and risk management
- Eligibility for startup funding for campus-wide events serving the entire student body from Student Funding Board
- RSO Lead Team media outlet access for advertising
- Eligible to receive a Bench (on Sub 1 Quad)
- Eligible to receive a Distinguished Quill Award
- Ability to participate in 5 large organization fairs throughout the academic year
- Access to space on campus at discounted or no cost (dependent on Tier) on 25live: http://scheduling.gmu.edu/25live
- Access to use TV monitors for advertisement, kiosks, table tents etc.
- Use of Imagination Station in Student Involvement (The Hub—Suite 2300)
- Use of George Mason University’s brand/logo and name (only for internal organization use)
- Training and guidance on how to use campus resources
- University Organization account to use
- Financial and budget support
- Beneficial networking opportunities with other students, administrators, and faculty
- Eligible for locker and mailbox space in Student Involvement

Ability to Apply for Locker Space
The lockers, located in Student Involvement, provide a place for RSOs to store materials for their organization. If you are interested in requesting a locker for your organization or you have any questions regarding the lockers, feel free to contact the RSO Leadership Team at rso@gmu.edu or come into the RSO office during office hours. Lockers are assigned on a first-come, first-served basis.

Locker Contract

Access to Funds Through the Student Funding Board
All Registered Student Organizations have access to funding if they complete all necessary trainings.

- Tier 1 organizations are allowed to request up to $1000 in funding from Student Funding Board
- Tier 2 organizations are allowed to request up to $3000 in funding from Student Funding Board
• Tier 3 organizations are allowed to request up to $5000 in funding from Student Funding Board. Additionally, Tier 3 orgs can request up to $1000 for funding for travel, (this is still within the total of $5000), orgs can request a maximum of $250 per person, up to the $1000 allowed for travel. In order to be eligible to request funds for travel the president and treasurer must attend Fiscal Management 3.0

Student Funding website: http://si.gmu.edu/get-connected-to-funding

The RSO Fiscal Handbook contains information about your RSO account, and includes instructions for the financial functions you may need to use to accomplish your organization’s goals. You can save the Handbook to your computer, print out a hard copy, or simply refer here to link to it.

RSO Fiscal Handbook 2015-2016

**Student-Related Travel:**
If you are a Tier 3 organization and WILL BE traveling and applying for funding you must review the Travel Procedures Presentation then Complete the RSO Travel Procedures Test.

  * Travel Procedures Presentation
  * RSO Travel Procedures Test – Fillable Form
  * RSO Travel Handbook

*If you are a Tier 3 organization and DO NOT plan to travel, you can opt-out of Fiscal Management 3.0 training using this form: Fiscal Management 3.0 Opt Out Form

If you wish to be reimbursed for travel expenses, you will need to create forms using the GMU Travel Request System: https://travel.gmu.edu

Fiscal Services for travel: http://fiscal.gmu.edu/travel/; (703) 993-2580

**Conference:**
Tier 3 Organizations may request funding to attend conferences that are relevant to the mission of the organization.

Funding may be requested to cover the registration fee for a conference as well as travel to the conference, maintaining the $250 per person maximum up to $1000.

**Awards and Recognition**

**Registered Student Organization Summit:**
This is a great opportunity for RSO executive board members to learn great leadership skills that can be utilized within all registered organizations!

**RSO Fairs:**
  * **Patriot Premiere:** The first exposure to first-year students, this event is held in the Eagle Bank Arena Concourse. 50 lucky student organizations are able to talk about their organizations to these students who are excited for the year and looking to join new things on the first day on campus. Signups are always sent out during the summer.
• **GetConnected2Mason:** This is Mason’s largest organization fair of the year! This takes place during the first week of school on the North Plaza! Join Academic Departments, Club Sports, Service Offices, Fraternities and Sororities and a large portion of the Registered Student Organizations to tell new students about your organization and how they are able to join!

• **Fall Premiere: Yardfest:** In partnership with Admissions, registered student organizations are invited to greet and talk to possible students during Fall Preview. This event is in the middle of October and the perfect opportunity to show others what your organization is doing and encourage them to come to Mason!

• **RSO Winter Fair:** This event is in the first week of the Spring Semester! Held in the Johnson Center, 80 organizations talk to new students about their organizations and how they can join during this new semester

• **Spring Preview:** The last organization fair of the year, similar to Fall Premiere, this event is in partnership with Admissions for prospective Mason students!

**Distinguished Quill Awards:**

The Distinguished Quill Awards is an opportunity for members of the Mason community, including students, faculty, and staff, to recognize our hard working student leaders, organizations, and their advisors. This event is hosted by the Student Involvement and the RSO Leadership Team.

**Bench Painting:**

Bench painting is a both a tradition and also a way of honoring outstanding organizations here at George Mason University. Each year, the RSO department allocates the 38 benches to the organizations that apply and are reviewed on the timeliness of their application, completion as well as academic and leadership based merits.

**RSO Responsibilities & Expectations**

As an organization registered at George Mason University, your student organization is afforded privileges and resources at Mason. In exchange, organizations and its members are expected and required to adhere to and fulfill the following expectations:

- Complete the annual registration process with Student Involvement at the end of each Spring semester by submitting all required information, completing all required trainings and quizzes, and making timely updates to organization’s information (officers, constitution, etc) as changes occur.
- Understand and adhere to all University Policies, Rules, and Guidelines as outlined in RSO Trainings, Student Code of Conduct, and this handbook.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of George Mason University, including the [George Mason University Student Code of Conduct](#) and the Student Organization Handbook.
- Remain in good standing with all departments at George Mason University and behave in a manner that is consistent with the mission of the University.
- Adhere to the rules and procedures set forth in the organization’s constitution, including the non-discrimination requirements for membership.
- Meet all fiscal obligations, including completing required Fiscal Management trainings and abide by the Student Funding Board guidelines when using SFB funds.
- Ensure proper planning and execution of organization events, and consult with Student
Involvement staff for help with event policies and contract management.
- Provide adequate training during the officer transition process.
- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits afforded to the organization.

(Adapted from Florida State University Student Organization Handbook)

RSOs & University Representation
It is important to recognize that as a registered student organization at Mason, your organization and all members are representatives of the University and, thus, expected to conduct themselves in a way that is consistent with the mission of George Mason University. However, when speaking about political, religious, and philosophical views, members must differentiate between their personal views and those of the University to the audience with which they are engaging.

Students are encouraged to engage their elected representatives at the local, State, and Federal level. When doing so, students must ensure that they distinguish between their views and the views of the university. Official positions of the university are authorized by the president. Students should consult their advisors before communicating with elected officials to clarify what constitutes an official Mason position. The use of student organization names, logo, or any Mason identification is prohibited unless authorized by in advance by University Life. In conversations where the students identify themselves as attending Mason, they must state that “these are my views and not those of the university,” unless authorized.

University Policies
Below you will find links to information regarding various University policies and procedures that may affect you and your organization (presented in alphabetical order):

Cash Handling
- http://universitypolicy.gmu.edu/policies/cash-handling/

Environmental Health and Safety

Food and Beverage Expenditures

Liability
- http://risk.gmu.edu/insurance/general-liability/

Major Events Guidelines

Non-Discrimination
- Title XI – http://www.dol.gov/oasam/regs/statutes/titleix.htm

Non-Discrimination and Reasonable Accommodation on the Basis of Disability

Outside Banner (and/or other materials) Policy

Poster Posting
- http://universitypolicy.gmu.edu/policies/poster-posting/
RSO Resolution Process

RSOs are responsible and accountable for the individual and collective conduct of its members in the course of the organization’s operations and activities. A violation of University policies/procedures will be addressed through a formalized resolution process. Depending on the nature of the violation the case may be addressed through the Student Involvement office or referred to the Office of Student Conduct. The Code of Student, Student Centers Policies and Procedures, and this manual provide examples of expectations for RSO’s. Violations of the Code of Student Conduct will be referred to the Office of Student Conduct. The Student Involvement office and any employee, student or guest may refer any student or RSO directly to the Student Conduct office.

Offenses include but are not limited to:

- Use of another student’s authorized login information for 25Live.
- The refusal of an organization’s members, guests and/or participants of an event to leave a space at the conclusion of the reservation.
• Failure to remove any item or property from a space at the conclusion of the reservation.
• Breaking or damaging property.
• Failure to comply with any university policies, procedures, guidelines, etc.
• Misrepresentation of details prior, during or after the event...
• The accurate number of attendees
• Not including all participating organizations
• A student organization failing to reserve their own space.

The Resolution Process:

• Notification of alleged violations and meeting date.
• Meeting with RSO Lead Team member or a full-time Student Involvement staff member
• Email summarizing meeting and required next steps or referral to the Office of Student Conduct.

If an organization is found responsible for violating a university policy, procedures, guidelines, etc. the following resolutions but are not limited to:

• Warning
• Loss of Space reservation for an academic semester or more
• Loss of funding from Student Funding Board
• Referral to the Student Conduct office
Organizing Your RSO

All RSOs have different ways of organizing and managing their organization based on their mission, vision, and needs for the organization.

What It Means to Be a Member

Depending on the organization, being a member can mean a variety of things. Membership may include different standards and expectations of involvement and behavior within the organization, on-campus, and in the community. These standards and expectations are put in place to help fulfill the mission of your organization and should be included in your constitution and/or by-laws. Membership can range from active engagement in all meetings, events, and activities to attendance at occasional meetings. Students involved in organizations should try to be an actively engaged member of the organization.

In most cases, being an active member is more than just attending a meeting or event from time to time. Being an active member means being an active participant in the functioning of the organization. Members can do this by becoming a leader within the organization, sitting on an organization committee, assisting in the planning and execution of events and activities sponsored by the organization, being more than just present at meetings by engaging in dialogue, and much more. You don’t have to be on the Executive Board of the organization to be an active member. But, you should be willing to commit some time and energy to the organization in order to help it thrive and fulfill its mission and vision.

Running an Effective Meeting

Effective meetings provide communication and structure for an organization. Organizations get together to discuss goals and progress toward their goals, to work through problems, to make decisions, to give support to fellow members who need it and just to be together as a whole to share in the fellowship of the organization. Meetings vary greatly from group to group depending on the number of members, the mission of the organization, and activity level of the group. Despite the differences in organizations, there are 8 basic tips to help meetings run more smoothly and keep members coming back:

1. Have concrete goals for each meeting.
2. Set an agenda and ask for additions or changes at the beginning of each meeting.
3. Make sure all members are aware in advance of the meeting day, time, and place. You might use mailings, phone calls, postings or e-mail to keep in touch. E-mail the agenda as a reminder.
4. Always start meetings on time! This will prove to the other members that you know how valuable their time is. You will receive a lot of positive reinforcement for your consideration, as well as help others to be on time.
5. Prepare an agenda. Type the agenda and have enough copies for every member. This will also keep structure to your meeting. Here is a skeletal outline of a basic agenda:
   - Attendance
   - Review of last week’s minutes
   - Announcements/Correspondence
   - Executive Board/Committee Reports
   - Old Business
   - New Business
   - Delegation of new tasks and responsibilities
   - Sign-Ups for any upcoming events or programs
• Questions, Comments, Concerns
• Time to Socialize
  * Note: It is important to have a designated way of running meetings. One common form is Robert’s Rules of Order. You can find more information about Robert’s Rules at http://robertsrules.org/. A quick guide to Robert’s Rules can be found in Appendix C.

6. Have a process for group decision-making that is consistently used. In a larger group, it would be easier to have a show of hands, while a smaller group may always seek to reach consensus.

7. Keep track of the discussion and decisions made at meetings. Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members. It is a good idea to keep a file of minutes for the year to look back on during evaluation time or just for information. A good format for minutes would be the following:
   • Members Present
   • Members Absent
   • Reports/Updates
   • Progress on Old Business
   • New Business
   • Assignments and Responsibilities
   • Next Meeting (day, time, place)

8. Don’t be afraid to add spice to your meetings! Have a guest speaker and/or refreshments once in a while. Conduct fun, new icebreakers at the beginning of meetings (especially early in the year).

Effective Delegation

Delegation can sometimes be tough because you may want something done a specific way by a specific time with a specific outcome. However, it is important to allow others the opportunity to take responsibility and fulfill tasks and obligations so they can develop their own leadership skills. Below are some things to remember to help you delegate responsibilities more effectively:

- Clear objective – Be clear in what the desired outcome should be and help the person assigned to complete the task to develop a detailed plan of action to ensure that the
- Timeline – Be sure to provide a timeline of when tasks should be completed in order to make sure everything is being done in a timely fashion.
- Responsibility – Allow the person who has been delegated the tasks to feel that they are responsible for the completion of the tasks and hold them to these responsibilities.
- Trust – Trust the individual with whom you assigned a task. Do not step on the person’s toes and make them feel that they are not trusted with the responsibilities delegated to them.
- Communication – Schedule check-ins (weekly, bi-weekly, etc.) to make sure that you and person whom you have delegated tasks to are communicating what has/is being done, any changes or obstacles that have occurred, any questions about the tasks, etc.

Recruitment and Member Retention

Recruitment

As a student organization, it is important to have effective methods of recruiting members in order to keep the organization running, growing, and progressing. Some organizations have more formal ways of recruiting members with specified numbers, standards, and timeframes (e.g. Fraternity and Sorority Life), while other organizations are more flexible and able to recruit
year-round. Below are examples of recruitment methods. Try out different methods to see which one(s) work best for your organization and its recruitment needs.

- Invite-Based Recruitment – Directly inviting individuals who meet requirements set forth by the organization’s constitution.
- Word of Mouth – The easiest (and most inexpensive) form of recruitment. All it takes is talking to others about the mission, expectations, and benefits of membership in the organization.
- Advertisement – Creating posters, flyers, videos, etc. promoting your organization and distributing these marketing materials across campus. Mason offers a wide variety of ways to advertise on campus. Visit http://studentcenters.gmu.edu/advertising/ for more information.
- Recruitment Events – Events created for the purpose of recruiting new members (e.g. interest meetings, mixers, etc.). These are a great way to get to know potential members and to make connections.

Recruitment Made Easy

**Member Retention**

Retaining members in an organization can be difficult. Sometimes, members must leave the organization for reasons outside of the control of the organization (e.g. time constraints, new commitments, etc.) However, members may leave for a number of reasons, including feeling that they aren’t being supported or encouraged by the leadership or other members, that they are no longer receiving benefits from being a member, and that they aren’t connected to the organization and its members as they were previously. Below are some tips to keep in mind to help keep members active and engaged in your organization:

- Communicate – Be sure to be communicating regularly with all members about what is happening within the organization.
- Provide Engaging Opportunities – For example, informal get-togethers, mixers with other organizations, community outings, etc.
- Live Your Organization’s Mission – a.k.a. Lead by example. Demonstrate your passion and commitment to your organization in what you do and how you act. If you do this, others will as well.
- Support, Encourage, and Connect – Make sure that all members feel that they are being supported by encouraging them to take on leadership opportunities and participate in organization-related activities. This will help them build more of a connection with other members and, in turn, make them feel more connected to the organization.
- Retention Meetings – Set aside time to meet individually with members who are considering leaving the organization to find out why they no longer want to be a member and what can be done to help them want to remain a member. Also, this little action of showing that you care about them can be all it takes for the member to have a change of heart.

Attracting People to Your Purpose

**Selecting an Advisor for Your RSO**

Tier 2 and Tier 3 organizations are required to have a Faculty/Staff advisor to register and be officially recognized by the University. The advisor must be a full-time faculty or staff university employee. The ideal relationship between the advisor and the student organization would be a
partnership providing the basis for good decision-making and leadership of the organization. The following information will help you select an advisor as well as understand the advisor’s role in your organization:

- Sit down and talk as an organization about your expectations of an advisor.
- Before making a selection, consider the following:
  - Finding someone who will have the time to devote to your organization
  - Finding someone who will take the role willingly and seriously
- If possible, choose someone who shares some of the same interests of your organization and someone with whom you are in contact.
- If your organization is departmental, try to find someone in that department to be your advisor.
- When approaching your potential advisor for the first time, make certain that they have a clear understanding of your organization’s purpose as well as what will be required of him/her in their role, duties and time commitment as advisor.
- Allow the person a reasonable length of time to consider the decision.
- For additional help choosing an advisor, schedule an appointment to meet with the RSO Leadership Team or the Program Coordinator for Student Organizations in Student Involvement.
- Once a Faculty/Staff member has agreed to be your advisor, they must complete an Advisor Acknowledgement Form and submit the form to Student Involvement. The form can be found online and in Appendix D.


**Working With Your Advisor**

At the beginning of their tenure, the organization’s executive officers should meet with the advisor to determine their roles and expectations for each other. It is helpful for the advisor to work with the executive officers to develop realistic goals for the upcoming academic year. Keep in mind the following when working with your advisor:

- **Learn from your advisor.** The most important reason for having an advisor is to enhance the learning opportunities associated with student involvement. Any consultation with your advisor can be useful whether it is in regards to organization matters or otherwise.
- **Include your advisor in the group.** Relations with your advisor can remain positive by introducing them to the group and by providing the advisor time to address the organization.
- **Communicate its needs to the advisor.** Advisors should be willing to get involved with the organization, but don’t make them guess what you need.
- **Maintain contact with your advisor.** Establish and maintain lines of communication with your advisor. Consider meeting with your advisor prior to scheduled meetings to discuss agenda items or how to effectively conduct the meeting. If the advisor is unable to attend an organization meeting, the chief student officer or another officer should brief the advisor soon after the meeting.
- **Provide important documents for your advisor.** Make sure that you give your advisor copies of all important documents so they can be kept on file.
- **Use your advisor as an observer.** If things in your organization seem to be stuck, let your advisor observe what you are doing so they can provide useful input to help your organization adapt and adjust and run smoothly once again.

**Roles of an Advisor**

The advisor of your organization can be as active as you believe is necessary for your organization’s needs. Advisors provide three main functions of responsibility for the organization.
These are:

1. **Maintenance Functions**
   a. Includes those activities that help maintain the group and minimize difficulties it encounters. The advisor serves as a link to the past, interprets university policies and helps the group maintain a positive image.

2. **Group Growth and Leadership Functions**
   a. Designed to aid the group in improving its effectiveness in operations and to help it progress towards its goals. This could involve teaching techniques of leadership, helping officers understand the principle of organization and administration, helping the group develop self-discipline, stimulating activities and helping the group focus on its goals.

3. **Program Content and Coordination Functions**
   a. An expansion of the group growth functions. The advisor can play an active role in the organization by introducing new program ideas and helping the group do more than just maintain itself. The advisor can provide expert knowledge that helps urge members to develop programs and to put into action classroom and learned skills.

The following are examples of roles that an advisor can play for your organization. Advisors can:

- Play devil's advocate when needed.
- Help with problem solving as an impartial third party who assists you with working through problems and conflict.
- Act as a sounding board. If you want to discuss a new idea with an impartial third party before proposing it to the entire group, try it out on your advisor.
- Provide advice on activities that might be of interest to the students or enhance organizational development.
- Assist in evaluating the Organization. Use your advisor as a resource to help determine what you should be evaluating and when.
- Help the organization set up future schedules.
- Provide knowledge and advice about University policies.
- Stay abreast of things happening on campus that may be of particular interest to your organization (e.g., field trips, special programs, speakers, etc.).
- Inform the organization about financial opportunities (e.g., grants, scholarships, etc.)
- Work cooperatively with the organization, answering questions objectively.
- Provide networking opportunities for members of your organization to interact with people in the field or area of interest which helps the members develop new contacts.

*Remember to thank and recognize your advisor often for their time, input, commitment and support.*

**Officer Roles**

Each RSO drafts its own constitution detailing the roles and responsibilities of each officer in the organization. Below is an example of organizational positions and corresponding responsibilities. These may be changed and adapted to suit the needs of your organization.

**President**

- Preside over all Executive Board and general body meetings
- Appoint, with the approval of the Executive Board, additional secondary positions (e.g. Sub-committee chairs)
- Meet regularly with the faculty/staff advisor
- Serve as a liaison between the RSO Lead Team and Student Involvement
- Oversee the implementation of initiatives and delegate tasks
- Oversee all organizational events
- Oversee the training of new members of the organization
- Complete the re-registration application in order to maintain RSO status at Mason
- Complete all necessary trainings and corresponding quiz
- Manage access to 25Live and booking spaces
- Update roster on Get Connected as often as needed

**Vice President**
- Preside over all Executive Board and general body meetings in the absence of the president
- Assist in appointing additional secondary positions (e.g. Sub-committee chairs)
- Oversee all sub-committee initiatives
- Report the state of the organizations and sub-committees to the president
- Fulfill the responsibilities of the president in the event that the president is absent, removed, or is no longer able to perform the responsibilities of the office

**Treasurer**
- Oversee all of the organization’s financial matters
- Collect and manage all membership dues
- Apply for funding from the Student Funding Board when necessary and in a timely manner
- Report to the president and the Executive Board about the state of the organization’s finances
- Serve as the liaison between the organization and the Student Involvement Budget Manager
- Complete all necessary trainings and corresponding quiz
- Assist President in managing access to 25Live and booking spaces
- Fulfill the responsibilities of the vice president in the event that the vice president is absent, removed, or is no longer able to perform the responsibilities of the office

**Secretary**
- The Secretary of the RSO Lead Team must be able to perform the following responsibilities:
  - Record meeting minutes for all Executive Board and general body meetings.
  - Send all general body meeting minutes to all members within 24 hours following the meeting.
  - Record member attendance at meetings and events.
  - Fulfill the responsibilities of the treasurer in the event that the treasurer is absent, removed, or is no longer able to perform the responsibilities of the office

**Webmaster**
- Oversee the promotional and recruitment publications for the organization
- Manage all social media outlets, including but not limited to Twitter, Facebook, and the RSO website
- Ensure that all members are acting responsibility on social media outlets
- Fulfill the responsibilities of the secretary in the event that the secretary is absent, removed, or is no longer able to perform the responsibilities of the office
Officers’ Transition Guide
Too often, organization leaders dedicate themselves to successfully leading their groups for an academic year and at the end of their terms, leave the positions without time spent making sure the incoming officers have the opportunity to be trained. When that happens, all the information regarding the previous year’s lessons learned are not passed on to the incoming officers, thus slowing down their progress.

Without taking the time to effectively transition incoming officers, organizations lose the opportunity to continue momentum gained in the previous year.

Time that could be used moving the organizations forward and accomplishing new goals, instead is spent on catching up.

The National Association of Campus Activities defines effective transition as:

“Effective leadership transition is the process by which past and future student leaders in an organization work together to review and learn from previous events and programs and prepare for the upcoming year. This process can occur in one or several days and may be accomplished in a formal or informal setting. The transition process an organization chooses to use during this time period truly depends on the needs and resources available to the group.” – “8 Tips for Effective Student Leader Transition”, Campus Activities Programming, May 2009

This Transition Guide is designed to help all officers and student organization leaders have the tools to successfully transition outgoing and incoming officers. The forms in this packet are meant to empower students to have intentional conversations with one another in order to minimize the effects of turnover within student organizations, increase organizations’ success, and continue momentum accomplished by groups during the previous year.

The forms in the Guide are designed to be used individually as well as part of the greater packet – we encourage you to tailor it to fit the needs of your organization. To view the full Officers’ Transition Guide, created by the George Mason University School of Business, go to Appendix E.

In the Guide, you will find worksheets and forms that can assist in transitioning officers, including the following:

Part I – Outgoing Officer/Executive Board Guide
• Outgoing Officer/Executive Board “To Do” List
• Officer Handbooks
• Outgoing Officer Worksheet
• Outgoing Officer Evaluation Sheet
• Outgoing Executive Board Evaluation Sheet
• Officer Transition Meeting Outline

Part II – Incoming Officer/Executive Board Guide
• Incoming Officer’s Transition Worksheet
Transition Worksheets
Keeping track of transitions using worksheets can also be beneficial to keep the process organized and ensure that all necessary information is discussed. Examples can be found in Appendix F.

Event Planning
Planning successful events require advertising and promotion, coordinating the event agenda, contracting outside vendors, organizing catering, and much more. The purpose of hosting events can vary (to communicate ideas, promote the organization, etc.) so it’s important to know both why you’re planning the event and how to do it successfully.

Basics of Event Planning
In order to have the most successful events possible, organizations must understand the basics of event planning as well as know policies and procedures for planning an event at Mason. Here are some things to consider when you are planning an event:

- Whether your event is major or minor is usually determined by your event spaces and how many people are attending
- Major events spaces include, but are not limited to: Dewberry, HUB Ballroom or the Center for the Arts
- University resources used such as funding or catering also help determine the size of the event.
- All event checklists MUST be turned in 10 business days before the event date. No exceptions.
- When contacting Events Management with questions about and event, it is required and also very helpful to have the reference number in hand.
- Know who to contact (Events Production, Student Centers, Student Involvement, Police Services) and when they should be contacted
- When in doubt, email Events Management at hcrandal@gmu.edu.
- Complete all necessary forms
- Major Event checklists, which will be emailed to you from Events Management after you book your event on 25Live
- Relay all the given information to your entire organization so every member is aware of what is happening

How to Plan a Successful Event

<table>
<thead>
<tr>
<th>Brainstorm:</th>
<th>Brainstorm a list of programs that your organization would like to provide for the campus community. Ask other students outside of your organization about programs they would like.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose an Idea:</td>
<td>Make sure you have consensus and a broad range of members are committed to the idea.</td>
</tr>
<tr>
<td>Develop Program Goals:</td>
<td>Who is your target audience? What are your organization’s goals? What are your objectives? Etc.</td>
</tr>
</tbody>
</table>
Delegate Responsibilities: Involve the members of the organization in the various tasks needed to ensure the program is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what the responsibilities are, and use people’s talents and interests to your organization’s benefit.

Establish a Budget: Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses. Make sure to utilize funding options available through the Student Funding Board.

Reserve Program Location: Check out 25 Live to see the options you have for event spaces and if they are available.

Contact Performers: If you have an outside performer: speaker, comedian, band, DJ, or other entertainment that your organization will be paying, it is necessary to have a signed George Mason University contract. You should NEVER sign another vendor’s contract. Student Involvement can help you with information and support for this process.

Consider Waivers, Releases, and/or Permits: When sponsoring off-campus activities or events involving physical activities a waiver is required to help reduce liability to your organization. Contact Student Involvement for more information and assistance.

Plan your Marketing Strategy: Be creative and plan your publicity to attract the audience you outlined in your program goals.

Order Catering and Confirm Arrangements: Visit Events Management, Events Services or Catering to confirm your catering, room setup, A/V requirements, etc.

Purchase Supplies: Make your event special by adding the extra touches.

Have a Great Event: After the work you’ve put in, enjoy the program.

Pay the Bills: If you received co-sponsorship from other organizations, provide them with the information on actual costs. Submit all necessary receipts and/or documents to Student Involvement to ensure all reimbursements or payments are processed.

Thank the People Who Helped: Whether they are members of your organization, people on campus, or outside organizations or departments who provided assistance, thank people personally and/or in writing.

Evaluate the Program: Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better. Create a survey and send it out afterward to gain feedback. If you received funding from the Student Funding Board don’t forget to complete your Event Evaluation at least 10 days after your event.

Leave a Record for Next Time: Save information in a program planner or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.

Student Centers Event Guidelines
Student Centers has their own specific set of guidelines that organizations must follow if they are holding an event in a Student Centers space. This information can also be found at the Student Centers website, http://studentcenters.gmu.edu/eventguidelines/.

Time Scheduling and Approvals
- Early openings in the Johnson Center may not be scheduled before 6:30am without prior
approval.
- Early openings in the Hub and SUB I may not be scheduled before 7:30am without prior approval.
- Access time to the Bistro for weekday events may be scheduled starting at 5:00pm on Monday – Friday.
- Meeting rooms may be scheduled until 11:00pm without prior approval.
- The Hub Ballroom, Johnson Center Dewberry Hall, and JC Bistro, may be scheduled until 1am on Friday and Saturday without prior approval during Fall and Spring academic semesters. During other periods, special approval may be necessary.
- Special approval is required for use of the JC Atrium, JC Lounges, and SUBI Patriots Lounge. However, all requests must be initiated with Events Management.
- Special approval is required for use of the JC North, South and East Plazas, Southside Plaza, and SUBI Quad. However, all requests must be initiated with Events Management.
- Dewberry Hall Lobby may be reserved as part of an event in Dewberry Hall, Dewberry Hall South and/or the Johnson Center Cinema.
- Pre-function Hallway may be reserved as part of an event in Dewberry Hall or Dewberry Hall North.
- Early openings and late closing requests must be made a minimum of 20 days prior to the event date to insure proper coordination.
- Where time and space related approvals are needed, Events Management will coordinate all requests.

Space Management
- Helium balloons are not allowed in the Johnson Center; however they are allowed in SUB I and Hub.
- Tape and/or adhesive is not allowed on the floor in any event space.
- Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
- Painter’s tape (blue) or masking tape is allowed on walls, dry erase boards, or easels.
- No postings are allowed outside of the reserved event space, including the doors leading into the event space, without prior approval from Student Centers.
- All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to their organization.
- No open flames are allowed in the facilities.
- No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
- No glitter is allowed in any event space – the use of glitter will result in an automatic cleaning fee.
- Client is not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.
- Client should not stand on furniture – including chairs and/or tables.
- Event spaces must be left in same condition as they were found – if the room arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
- Groups must clean up and discard all catering residuals when using a caterer other than Sodexo.
- The only animals allowed in the facilities are service dogs.
- Smoking, e-cigarettes, vape pens, and illegal drugs are not allowed in the facilities.
- Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
Furniture or plants in public areas should not be moved to any meeting rooms or multifunctional spaces.

Groups should not drag furniture across the floor. Either lift it or ask for assistance from Student Centers Staff.

Event and building patrons must follow all fire safety guidelines as outlined in the Campus Fire Safety Plan http://ehs.gmu.edu/plans_manuals/FireSafetyPlan.pdf – failure to do so could result in fines or an event cancelation.

Setup Arrangements and Event Support

- All setup information should go through Events Management – Registered Student Organizations should contact Heather Crandall (hcrandal@gmu.edu).
- Groups should be reminded that when scheduling catering, they must determine with the caterer how many tables will be needed for service and then communicate this as a part of their room setup to Events Management.
- Events scheduled outside that a client wishes to hold even during rain or bad weather are strongly encouraged to schedule a rain-site location at time of initial reservation.
- If minor adjustments are needed the day of the event, clients should contact the Services Concierge staff at (703) 993-8919 for immediate assistance.
- Services Concierge staff are on duty whenever Student Center buildings are open. On evenings and on weekends (in the absence of professional staff), the Services Concierge staff is responsible for on-site event support and building management. Any event changes must be approved by the Services Concierge staff – they are responsible for enforcing published Student Center policies and guidelines. Clients can contact the Services Concierge staff at (703) 993-8919.

Cancellation and “No Show” Policy

- Events must be cancelled at least one business day in advance of the event start time in order to avoid a fee. Events in Student Centers’ spaces cancelled with less than one business days’ notice will incur a late cancellation fee of $75 for each large meeting space and $25 for each small meeting space.
- If the group is a “no show,” a fee of $100 for each large meeting space and $50 for each small meeting space will be assessed.
- Events clearly labeled as “Rain Location” in 25Live will not be charged any fees if the client ends up not needing the rain location site. This will not be considered a “no show.”
- If you reserve several spaces for your event and do not use any one of your assigned spaces, you will be charged a “no show” fee for each space not utilized during your event. Be sure to release any spaces you will not need at least one business day in advance of your event start time in order to avoid a fee.
- RSOs will receive email notification of a cancellation or “no show” infraction within three business days of the offense. Once notification has been sent, RSOs have three business days to remit payment for the fine (see below for payment instructions). If payment is not received within three business days of the email notification, all events currently scheduled by the offending organization will be cancelled for the remainder of the semester (including non-Student Centers spaces). The RSO in question will not be able to make any new reservations until payment has been received.
- Payment can be made by bringing a check for the amount owed to Barbara Campbell in the OSI office (HUB, 2nd Floor). Checks should be made payable to George Mason University and have a memo line to indicate that the funds are for “Student Centers Fee.” Cash payments will also be accepted and can be paid to Barbara Campbell in OSI. Alternatively, if an organization has self-generated funds in their Organization’s account, they can contact Barbara Campbell to have the fine paid using those funds.
Consult with Barbara to determine if this payment option is available to your RSO.

- **Note:** An event is considered a “no show” if event staff visit the space 3+ times during the event reservation time and find no one in the space. If you only plan on using your reserved location for a small portion of the scheduled time, be sure to update your reservation to reflect the shortened time and notify event staff that you are present for your event.

**Setup Changes and Event Charges**

- If a client requires a major setup change (a different setup from what was confirmed in 25live) after the room is already set up, the client will incur a setup change fee of $100 for each large meeting space and $50 for each small meeting space. Changes will only be made if time and resources allow. Student Centers reserves the right to deny a setup change requested less than 24 hours prior to the event – most events are set up one day in advance of your reservation time.
- Any damages to the space or excessive cleaning/rearrangement required post-event will cause a client to incur a damage and/or cleanup fee comparable to the damage done. Clients are reminded to leave the space as they found it. This also applies to clients that rearrange the existing furniture in a space and do not return it to the original configuration – this could result in the client being charged a fee similar to that of a major setup change.
- Clients will also be charged a major setup charge fee if they remove furniture or resources from spaces that they have not reserved for use at their own event/location. Only Student Centers staff should move, arrange, setup or remove event furniture and equipment.

**Early Opening & Late Closing Fees**

- All early openings and late closings require special approval. There are no early opening and late closing fees for Mason organizations. There are special fees for opening and closing the facilities beyond regular hours of operation for Non-Mason organizations. These Non-Mason organizations will be charged $150 for the 1st hour and $30 for each additional half hour or increment thereof for any scheduled early opening and late closing.

**Movie Showing Rights – Copyright Law**

If you are showing a movie for an event or to your organization members, the movie rights must be purchased, as stated in § 110. Limitations on exclusive rights: Exemption of certain performances and displays (43), unless it falls under the exception below.

Notwithstanding the provisions of section 106, the following is not infringement of copyright: Performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made.

In summary, key points for exemption are:

- Instructors or pupils
- Face-to-face teaching
Planning Your Event Budget
Before making any purchases towards your event, be sure to discuss with your organization’s executive board how much your organization can afford to spend on the event. Additionally, you will want to determine if Self-Generated Revenue (SGR – the money in your on-campus banking account) will be used or apply if you will need to apply for funds from the Student Funding Board for your particular event. To find out how much SGR your organization has, email Student Involvement’s Business Manager, Barbara Campbell at bcampbe2@gmu.edu.

Paying for Your Event
Money cannot be withdrawn from RSO accounts. Money (both self-generated revenue and funding from the Student Funding Board) can be spent from RSO accounts in a variety of ways. All spending must comply with the rules and guidelines of the Commonwealth of Virginia and George Mason University. All requests for payments must be signed by the President or Treasurer of your organization. All spending activity must be approved by Student Involvement.

In order to apply for Student Funding Board (SFB) funding, RSO’s must have their President and Treasurer complete the in-person Fiscal Management Training 1.5 (all organizations) and 3.0 (Tier 3 organizations only) in order to be eligible for funding. Visit http://si.gmu.edu/registered-student-organizations/spending-money/ to sign up for the trainings. Below are the amounts each tier is eligible to receive from SFB throughout the academic year (funds are automatically allocated upon approval and do NOT roll over to the next academic year).

- Tier 1 organizations – up to $1,000 per academic year
- Tier 2 organizations – up to $3,000 per academic year
- Tier 3 organizations – up to $5,000 per academic year

It is recommended that an organization applies for funding 4-5 weeks before their event in order to ensure enough time for the application to be reviewed and any corrections to be made.

Links for Funding Information and Materials:
- SFB application materials – http://si.gmu.edu/get-connected-to-funding/funding-forms/
- Fiscal Management Forms – http://si.gmu.edu/registered-student-organizations/spending-money/

Receiving Money via Check
- When cashing a check to the organization, the Cashiers Office will accept checks made out to “GMU something”, for example, “GMU Bicycling Club”. GMU must be included on the check or it may not be deposited to the organization. Checks must also be endorsed on the back with the org number and account code for deposit.

Event Resources
Catering
Sodexo is George Mason University’s only approved on-campus caterer. To request a catering order from Flavours by Sodexo, visit https://masoncatering.catertrax.com/. When catering an event that is taking place on the Mason campus, you must choose to purchase food from an approved caterer. Student Funding Board is only able to fund approved caterers for any events
for which you seek funding. A list of approved caterers can be found at http://approvedcatering.gmu.edu/approvedcaterers.html

If you would like to use an off-campus caterer that has not yet been approved, you can apply to have them approved. For more information, visit http://approvedcatering.gmu.edu/forms.html.

**Event Promotion & Publicity**

There are many opportunities and resources available to organizations to help them promote their events and their organization as a whole. Organizations have free access to book kiosks, chalk around campus, and to certain advertising tools including Today@Mason (https://today.gmu.edu/). Organizations can use the Imagination Station for free located in Student Involvement, which contains crafts and materials useful for marketing strategies.

For detailed information about advertising opportunities and guidelines, please visit: http://studentcenters.gmu.edu/advertising/

For policies on trademarks, visit: http://universitypolicy.gmu.edu/policies/use-of-the-universitys-trademarks/

Other policies and guidelines can be found at: http://si.gmu.edu/registered-student-organizations/get-connected-to-resources/rso-resources-policies-guidelines/

**Collaboration**

Registered Student Organizations are encouraged to collaborate with other offices and RSOs at Mason in an effort to create connections with fellow Patriots. However, it is important to acknowledge the difference between collaborating and co-sponsoring.

Co-sponsorship is when an organization participates in the event by funding a portion of it or providing a service, but is not involved in the intricate detail of planning the event.

Collaboration begins at the conception of the event where two or more people or organizations come together to plan the entire event as a team, dividing responsibilities evenly.

**Risk Management**

As defined on the Office of Risk Management website (risk.gmu.edu), "the practice of Risk Management is identifying and analyzing loss exposures other than business risks and taking steps to minimize the financial impact of those risks".

When planning an event or hosting a program, it is important to balance the risks of the activity versus what you expect to gain. In doing this, you will want to look at whether your activity has risks, determine whether those risks outweigh the benefits, identify what measures you have taken to prevent problems at the activity, and examine what procedures you have in place if problems occur. You must exercise reasonable care in managing your event and work to avoid harm to your members and others.

**ONE IMPORTANT ITEM TO NOTE: STUDENT ORGANIZATIONS ARE NOT COVERED UNDER MASON INSURANCE.**

Therefore, if you can prevent a problem from occurring, it is important to do so. Training, taking precautions, and evaluating risk will help your organization remain a part of the Mason community.
**Insurance**

All parties contracted to present, entertain or perform at GMU are required to have liability insurance and must submit their insurance information along with the signed contract. The insurance requirement can be satisfied by purchasing a general liability policy or by providing a certificate of insurance. Here are some options for obtaining insurance:

- Persons or entities may be able to buy event liability insurance from the company they already use for their personal insurance (homeowners, auto, health, life etc.). This likely will be the least expensive way to get insurance.
- Persons who belong to a national association may be able to purchase event liability insurance through the national organization. For example, the National Disc Jockey Association offers insurance at [http://adja.org/insurance/](http://adja.org/insurance/)
- A TULIP, or Tenants’ and Users’ Liability Insurance Policy, can be purchased just for the single GMU event or for an extended period of time. To purchase a TULIP, visit [https://tulip.ajgrms.com](https://tulip.ajgrms.com)

**Event Contracts**

- **Mason Contract** – Events management will send organizations contracts for third party vendors, if needed, after the event has been booked via 25Live.
- **Third Party Vendor Contract** – You should NEVER sign another vendor’s contract

**Risk Management Checklist**

The following is a simple risk management checklist for you to use when planning an event:

- Risk Identification – What are the risks associated with this event. Do not limit yourself to physical risk. Think also in terms of financial risks, risks to reputation, etc.
- Risk Assessment – Risks should be evaluated by the seriousness of their potential impact on the individual and group.
- Risk Mitigation Strategies – What can be done to reduce the potential damage the activity could cause?
- Risk Plan – Develop a plan to reduce the risk and response procedures to handle incidents stemming from these risks.
- If the plan is difficult to implement, you cannot identify appropriate safeguards, or it will be too costly and still does not reduce the risk, THE ACTIVITY IS TOO RISKY! Choose another activity that will accomplish the same goals with less risk.

*(From the Syracuse University Registered Student Organization’s Handbook)*

**Hazing Prevention**

Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude. Hazing is typically associated with membership
selection and initiation into an organization. It is possible for hazing to occur before, during and after membership selection and initiation.

Hazing in any form is strictly prohibited. George Mason University will investigate all hazing allegations. Individuals and organizations found in violation of the GMU hazing policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you have been a victim of hazing or know someone who has been a victim, contact the Student Involvement Office at (703) 993-2909.

http://hazingprevention.org/

RSO Resources

Important Contacts

GMU Police Services
- Website: police.gmu.edu
- Non-Emergency Phone: (703) 993-2810
- Emergency Phone: 911

Student Involvement
- Website: si.gmu.edu
- Email: sa@gmu.edu
- Phone: (703) 993-2909

RSO Lead Team
- Website: si.gmu.edu/rso
- Email: rso@gmu.edu
- Phone: (703) 993-2909

Student Centers
- Website: studentcenters.gmu.edu
- Email: scenters@gmu.edu
- Phone: (703) 993-2921

Events Services
- Website: es.gmu.edu
- Email: es@gmu.edu
- Phone: (703) 993-3773

Events Management
- Website: events.gmu.edu
- Booking Spaces: https://25live.collegenet.com/gmu/
- Email: gmuevent@gmu.edu
- Phone: (703) 993-2853
- RSO Contact: Heather Crandall – hcrandal@gmu.edu

Online Links for Additional Information

RSO Links
- RSO Policies and Guidelines: http://si.gmu.edu/registered-student-organizations/get-connected-to-resources/rso-resources-policies-guidelines/
- PSO Application Requirements: http://si.gmu.edu/pso-application-requirements/
- RSO Training Videos: http://si.gmu.edu/registered-student-organizations/get-connected-to-workshops/
- RSO Training Quizzes: http://si.gmu.edu/training-quiz-links/

Involvement Opportunities (RSOs)
- GetConnected: https://getconnected.gmu.edu/
- Fraternity & Sorority Life (FSL): http://si.gmu.edu/greek-life/
- Mason Club Sports: https://recreation.gmu.edu/club-sports/

Student Funding
- Student Funding website: http://si.gmu.edu/get-connected-to-funding
- SFB Application Materials: http://si.gmu.edu/get-connected-to-funding/funding-forms/
- Fiscal Management Forms: http://si.gmu.edu/registered-student-organizations/spending-money/

Event Resources
- GMU Catering: https://masoncatering.catertrax.com/
- Approved Caterers: http://approvedcatering.gmu.edu/approvedcaterers.html
- Student Center Event Guidelines: http://studentcenters.gmu.edu/eventguidelines/
- Promotion and Publicity: http://studentcenters.gmu.edu/advertising/
- Today@Mason: https://today.gmu.edu/

Student Travel
- Travel Requests: http://fiscal.gmu.edu/travel/use-travel-request-system/
- Fiscal Services for travel: http://fiscal.gmu.edu/travel/

Additional Handbooks
- RSO Advisor Handbook: Coming Soon

Mason Accessibility Statement
George Mason University is committed to providing access to all programs and services to people with disabilities. This includes access to electronic information and services. All official Mason web sites must meet Mason’s web accessibility standards. These standards are based on the Web Accessibility Standards specified in Section 508 of the Rehabilitation Act. We are actively working towards this goal. If at any time you have trouble accessing any information or service on this site, please contact rso@gmu.edu. We will address the accessibility issue in a timely manner and provide reasonable accommodations to ensure access to these services or materials in an alternative format. For more information about our commitment to accessibility at Mason please visit http://www.gmu.edu/accessibility/
Appendix A

Re-Registration Step-by-Step Instructions

Re-Registration Timeline for Spring and Fall 2016

<table>
<thead>
<tr>
<th>PHASE</th>
<th>TIME</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>March 14th to May 1st (11:59pm EST)</td>
<td>Complete Re-Registration process on Get Connected. Make sure to update your constitution with new requirements.</td>
</tr>
<tr>
<td>2</td>
<td>May 15th to June 15th (11:59pm EST)</td>
<td>Online RSO trainings available via Blackboard.</td>
</tr>
<tr>
<td>3</td>
<td>August 22nd to September 23rd</td>
<td>Fiscal Management 1.5 (in-person) and 3.0 (online) available (All RSOs). All trainings (in-person and online) must be completed (All RSOs).</td>
</tr>
</tbody>
</table>

Phase 1

Phase 1 of the RSO re-registration process begins March 14th and closes May 1st at 11:59pm EST. The two major tasks in this Phase include the Get Connected Re-Registration process and updating your RSO’s constitution to include any new requirements.

RSO Constitution Updates

The updated and required information for 2016-2017 for every RSO constitution is below and highlighted in yellow. If you need an example constitution or would like to see more constitution information, reference the Constitution Guide.

Elections: State approximately when elections will take place (usually March, and must take place by April 15th) to allow time for officer transitions and an accurate, up-to-date roster for re-registration.

Ratification: This constitution shall become effective upon approval by a 3/4 vote of the membership, and a Student Involvement staff member.

Get Connected Re-Registration Process

The INCOMING PRESIDENT should complete the Get Connected Re-Registration process for your RSO. This ensures that Student Involvement has the most up-to-date information and also guarantees that the president will be listed as the primary contact for the organization on Get Connected.
1. Find your organization by clicking on the Organizations tab and searching for your organization.

2. Once you find your organization in the directory, click on the name to get into your organization’s page.
3. Once you are on your organization’s page, click on the Register button to start your re-registration application.

4. This will bring you to the Re-Registration welcome page.
5. At the bottom of the welcome screen, you will need to answer which tier you would like to apply for. This should be the same tier that your organization registered for during the 2015-2016 academic year.

6. After clicking Next from the welcome screen, you will be brought to a screen where you need to confirm the tier you selected. Depending on the tier you selected, you will be asked for contact information for multiple executive board members for your organization.

For G Numbers, make sure that the **G00** is included

The email address should be the Masonlive email address, not gmu.edu
7. Following the executive board members, you will need to include the faculty or staff advisor information (for tier 2 & 3 organizations). Reminder: the faculty or staff advisor must be a **full-time** Mason employee.

8. Both the **incoming** president and **incoming** treasurer of the organization need to complete training during Phase 2 & 3 of Re-Registration. In this section, please include the contact information for both positions.

You will also need to decide if you want a locker in Student Involvement for your organization.
9. The next step of the application is the categorization of your organization. This includes undergraduate or graduate student membership and the classification of your organization.

10. The next page requires you to provide basic information about your organization. Some of this information may automatically populate from GetConnected. If this is the case, please check the information and confirm all is correct.
The Additional Information section includes information such as association with a local or national organization, elections date, membership dues and special requirements for membership.

Remember: Elections must be completed by April 15th
12. Add a profile picture for your organization. This could be your organization logo, a representative image for your organization, etc.

13. The next step is a VERY IMPORTANT part of Re-Registration. You will need to add your full roster to GetConnected. The roster will be reviewed during the Re-Registration process so it needs to be as up-to-date as possible.
To add members, you can either add each member individually by searching in GetConnected, using their email address, or you can add a member list.

14. Once your organization’s roster is added to GetConnected, you need to upload your organization’s Constitution/Bylaws. This is another VERY IMPORTANT step, as all constitutions are reviewed during Re-Registration.
15. After uploading your constitution, please select and rank interests for your organization. These interests are utilized when students are searching for organizations to join or contact. Please pick the most appropriate interests for your organization, that most closely fit the mission and organization description.

16. This step requires you to enter the organization dues and requirements for membership. This information should match what you input in the Basic Information section for these questions.
17. Almost there! On this page, you will need to read through the agreement bullet points and click the box next to each statement, which signifies that your organization agrees to abide by these policies.
18. Select the categories that best fit your organization and its mission. Again, these categories will be used when students search for an organization.

19. Please read the instructions on this page. Understand that if you continue with the Re-Registration process, YOU will become the primary contact for the organization. If you are the incoming president, please continue. If not, please make sure your incoming president signs into GetConnected and submits the application.
20. Review your submission and confirm that all of the details are correct.

**DO NOT FORGET TO HIT THE SUBMIT BUTTON ONCE YOUR REVIEW YOUR SUBMISSION.**

The application will not go through, and nothing will be reviewed, if the Submit for Approval button is not clicked.
21. Once you see this page, you have completed your application for Re-Registration. However, this does not mean you are completed with Phase 1. Please continue to check your application status on GetConnected, or setup email notifications to receive application updates from GetConnected. If the RSO Lead Team has any concerns or changes regarding your application, it is your responsibility to address these changes and resubmit your application.
Appendix B

Constitution Guide

Please STRICTLY follow this format including bullets and numbering. Failure to include any of the points listed below will result in the delay of your organization’s approval for the following academic year.

Items to remember when drafting your constitution:

- All sections described below must be included in some form in the organization’s constitution and by-laws.
- All bolded sections and clauses must be included verbatim in the organization’s constitution.
  These include:
  - Article Three: Membership/Non-discriminatory clause
    - The non-discriminatory clause can only be altered for organizations with a religious affiliation, national Fraternity or Sorority affiliation, or political affiliation.
  - Article Four: Advisor clause
  - Article Six: Impeachment clause
  - Article Nine: Amendments clause
  - Article Ten: Ratification clause
- If you would like to make any changes to this format, speak with the Program Coordinator for Student Organizations before doing so.
- Be sure to also provide the date the constitution was drafted (at the top) and any dates on which the constitution was updated and ratified (at the end)—This is important for your organization to keep record of when changes to the constitution were made.
- All highlighted items are those which have been added/changed since the last re-registration period. Be sure to make these changes to your organization’s constitution to avoid delaying the approval of your organization.

ORGANIZATION NAME
Drafted on: (Insert Date)

Article One  NAME OF ORGANIZATION

- State the full name of the organization as well as the acronym if applicable. For example, “The name of this organization shall be (insert name)”

Article Two  PURPOSE OF ORGANIZATION

- State the purpose of the organization. You may also include the mission, goals, objectives, etc.

Article Three  MEMBERSHIP
• The constitution MUST include this clause:
• Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.
• State which people are qualified for membership
• State that all active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
• State the types of membership available. For example: active (currently enrolled GMU students who attend meetings/functions and pay dues if applicable); associate (may include members of faculty/staff, community members or students from other schools); honorary (alumni or community members).
• State what a member must do in order to be recognized as an active/associate/honorary/etc. member
• State what rights and privileges go along with each level of membership. For example: Only active members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings.
• State why and how membership privileges may be revoked

Article Four OFFICERS

• State the titles and duties of the officers to be selected by the membership and explicitly list out what is expected of each officer
• State any minimum qualifications officer candidates must have such as class standing, minimum GPA, etc.
• State the length of the officer’s term and term limits, if any
• State why and how an officer may be removed from their duties
• At minimum, you should have a President, V. P., Treasurer, and Secretary, however, if you would like to have more officers, you may do so but only the aforementioned are required.

ADVISOR
• The primary advisor shall be a full time member of the faculty or staff at George Mason University.
• State how the advisor will be selected
• State why and how the advisor may be removed from their duties
• State that the advisor may offer guidance and support for the organization, but MAY NOT have a vote

Article Five ELECTIONS

• State approximately when elections will take place (usually March, and must take place by April 15th to allow time for officer transitions and an accurate, up-to-date roster for re-registration)
• Explicitly state details of the nominating procedure including the length of time allowed for nomination, who is allowed to submit nominations, and the method for submitting nominations.
• State how nominees will present their qualifications.
• Explicitly define the method that will be used for voting (usually secret ballot) and who will be responsible for tallying votes (usually a group of members).
• State procedure for runoffs in the event of a tie (if applicable)
• State the procedure for transitioning of current and new officers (usually involves a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork)

Article Six  IMPEACHMENT OR RESIGNATION
• Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
• State the procedures for removing an individual from their official position should they fail to perform the responsibilities or abuse the privileges of their elected or appointed position in the organization.
• State the procedures for an individual wishing to resign from their position.
• State the procedures for appointing or electing a new officer to a position that has been vacated should a current officer resign from their elected or appointed position or should a current officer be impeached or removed from their position.

Article Seven  MEETINGS
• State how often the group will meet (weekly, monthly, etc.)
• State who presides at the meeting
• State whether the executive board has separate meetings and if so, how often
• State attendance policy, if any
• State what the quorum is (usually a simple majority of the active membership plus one officer; or two-thirds of the active membership plus one officer)
• State the procedure for calling special meetings
• State parliamentary rules of order that will be used (usually the latest edition of Robert’s Rules of Order)

Article Eight  FINANCE
• State procedure for determining amount of dues and when they should be collected if any. For example: The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues.

Article Nine  AMENDMENTS
• State procedure for proposing and approving amendments to the constitution
• Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Ten  RATIFICATION
• State how the constitution will be ratified
• This constitution shall become effective upon approval by a ¾ vote of the
membership, and a Student Involvement staff member.

Constitution Ratified on: (dates constitution is amended and ratified)

***If there are any additional articles that apply to your organization, place them after Article Eight and before Article Nine. Consult the Program Coordinator for Student Organizations before doing so.
Appendix C

Robert’s Rules of Order Motions Chart (taken from RobertsRules.org)


<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>§10</td>
<td>Bring business before assembly (a main motion)</td>
<td>I move that (or “to”)...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11</td>
<td>Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§12</td>
<td>Modify wording of motion</td>
<td>I move to amend the motion by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13</td>
<td>Refer to committee</td>
<td>I move to refer the motion to...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§14</td>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§15</td>
<td>Limit or extend debate</td>
<td>I move that debate be limited to...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§16</td>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§17</td>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§18</td>
<td>Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§19</td>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§20</td>
<td>Take break</td>
<td>I move to recess for...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§21</td>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Part 2: Incidental Motions. These motions arise incidentally and are decided immediately.

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>§23</td>
<td>Enforce Rules</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24</td>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25</td>
<td>Suspend rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§26</td>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27</td>
<td>Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29</td>
<td>Demand a rising vote</td>
<td>I move for a rising vote</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>
### §33 Parliamentary Law Question
| Parliamentary Inquiry | Yes | No | No | No | None |

### §33 Request for Information
| Point of Information | Yes | No | No | No | None |

### Part 3: Motions That Bring a Question Again Before the Assembly

No order of precedence. Introduce only when nothing else is pending.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>§34</td>
<td>Take matter from table</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35</td>
<td>Cancel previous question</td>
<td>I move to rescind...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or Majority with notice</td>
</tr>
<tr>
<td>§37</td>
<td>Reconsider motion</td>
<td>I move to reconsider...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Appendix D

Advisor Acknowledgement Form
The members of [ORGANIZATION] request [ADVISOR NAME] to serve as advisor of the organization for a period not to exceed [TIME FRAME] beginning with [SEMESTER].

Duties, responsibilities, and expectations of the position are as follows: (List the responsibilities and expectations of the advisor and organization. Duties and responsibilities may be reconsidered at the request of the advisor, president, or majority vote of the membership in a regular meeting.)

•
•
•
•
•

President/Chairperson’s Name: _______________________________________________
President/Chairperson’s Signature:  _________________ _______________________ Date: ___________

I have met with the president of the above-named organization and discussed the duties and responsibilities of advisor as listed above. I understand that this responsibility falls within the scope of my employment at George Mason University. In addition, I agree to serve as advisor and will fulfill these duties and responsibilities to the best of my abilities.

Advisor’s Name: _______________________________________________________
Advisor’s Signature: ___________________________________________________  Date: _______________

This contract is effective for the time frame listed above and must be renewed each year thereafter upon the agreement of both parties.

(Adapted from Syracuse University Advisor Packet)

*This form must be turned into Student Involvement during the re-registration period each Spring and whenever the organization gets a new advisor.
Appendix E

Student Organization Officers’ Transition Guide

(Adapted from the Villanova University Student Organization Officer Transition Guide)
http://www1.villanova.edu/content/villanova/studentlife/lifeatvu/forms/_jcr_content/pagecontent/download_2/file.res/Transition%20Guide.pdf

(Adapted from the George Washington University) studentorgs.gwu.edu

Table of Contents:

1. Introduction

Part I – Outgoing Officer/Executive Board Guide

1. Outgoing Officer/Executive Board “To Do” List
2. Officer Handbooks
3. Outgoing Officer Worksheet
4. Outgoing Officer Evaluation Sheet
5. Outgoing Executive Board Evaluation Sheet
6. Officer Transition Meeting Outline

Part II – Incoming Officer/Executive Board Guide

1. Overview of your role as a Student Leader
2. Incoming Officer’s Transition Worksheet
3. Personal Goal Setting
4. Goal Setting: Further Considerations
5. Incoming Officers – Goals, Dreams and Priorities
6. Working with your Faculty Advisor

Introduction

Too often, organization leaders dedicate themselves to successfully leading their groups for an academic year and at the end of their terms, leave the positions without time spent making sure the
incoming officers have the opportunity to be trained. When that happens, all the information regarding the previous year’s lessons learned are not passed on to the incoming officers, thus slowing down their progress.

**Without taking the time to effectively transition incoming officers, organizations lose the opportunity to continue momentum gained in the previous year.**

Time that could be used moving the organizations forward and accomplishing new goals, instead is spent on catching up.

The National Association of Campus Activities defines effective transition as:

“Effective leadership transition is the process by which past and future student leaders in an organization work together to review and learn from previous events and programs and prepare for the upcoming year. This process can occur in one or several days and may be accomplished in a formal or informal setting. The transition process an organization chooses to use during this time period truly depends on the needs and resources available to the group.” – “8 Tips for Effective Student Leader Transition”, Campus Activities Programming, May 2009

This Transition Guide is designed to help all officers and student organization leaders have the tools to successfully transition outgoing and incoming officers. The forms in this packet are meant to empower students to have intentional conversations with one another in order to minimize the effects of turnover within student organizations, increase organizations’ success, and continue momentum accomplished by groups during the previous year.

The Student Organization Officer Transition Guide is designed to be used in sections:

- Part I – Outgoing Officer/Executive Board Guide
- Part II – Incoming Officer/Executive Board Guide

The forms in the Guide are designed to be used individually as well as part of the greater packet – we encourage you to tailor it to fit the needs of your organization.

**Leadership/Strengths Quizzes:**

The quizzes below may be taken by the executive members in the organization to better understand the strengths and leadership styles of each individual, which can lead to more effective teamwork and relationships.

- Strengthsfinder: [http://wbu.gmu.edu/strengths-academy/](http://wbu.gmu.edu/strengths-academy/)
- Myers-Briggs Type Indicator: [https://www.mbtionline.com/](https://www.mbtionline.com/)
- True Colors: [https://truecolorsintl.com/assessments/](https://truecolorsintl.com/assessments/)
Part I: Outgoing Officer/Executive Board Guide
Outgoing Officer/Executive Board To Do List
In addition to gathering information for the new board members, the outgoing officer should tie up any loose ends in their position. Please check this list to ensure all necessary items have been completed.

<table>
<thead>
<tr>
<th></th>
<th>To Be Accomplished</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Work with your Advisor to coordinate the new officer selection. Refer to your organization’s Constitution and Bylaws. <strong>Election of new officers recommended no later than April 15th each year.</strong> After election, update your roster with Student Involvement with the new officer and membership list.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Make sure space is reserved for all annual events. This should be completed online using 25Live.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Organize all notebooks and files.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Finish all necessary correspondence (letters, e-mail, phone calls).</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Complete Re-Registration with the Office of Student Involvement by May 1st</td>
<td></td>
</tr>
</tbody>
</table>
| 6. | Develop an action plan and time-line for new officer transition, including but not limited to:  
   • Necessary meetings attended and conducted by officer  
   • Important tasks  
   • Sharing tasks and duties with other group members  
   • Introductions to key people/relationship building  
   • One-on-one meetings and training  
   • Financial Information  
   • Leadership training |                |
| 7. | Complete Outgoing Officer Information Sheet(s) – included in this Guide on p. 9.     |                |
| 8. | Develop an action plan and time-line for new officer transition, including but not limited to:  
   • Necessary meetings attended and conducted by officer  
   • Important tasks  
   • Sharing tasks and duties with other group members  
   • Introductions to key people/relationship building  
   • One on one meetings and training  
   • Financial information  
   • Leadership training |                |
| 9. | Both incoming leaders and outgoing leaders should attend the Transitional Leadership meeting for School of Business student organizations |                |
Officer Handbook
Preparing Binders/Files/Notebooks
To properly transition, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.

What to Include

Items Related to the Organization:

- Student Involvement Files
- Organizational Mission Statement
- Organizational Constitution and By-Laws
- Organizational Policies and Procedures
- Governing Organization Constitution and By-Laws
- Student leader job descriptions
- Year-end reports and evaluations
- Organizational Calendar
- Budget information
- Organizational Goals
- Specific Officer/Position goals
- Agendas and Meeting Minutes
- Committee Reports

Items Related to the University:

1. University Mission Statement
2. University policies and handbook
3. Judicial Policies - Organizational and University

Additional Helpful Resources:

1. Important names and numbers (contact list)
2. Pertinent correspondence
3. Resource list
4. Important forms
5. Organizational goals - both met and unmet
6. Name and contact information of outgoing officers
7. Unfinished project information
8. Do’s and Don’ts, helpful hints and lessons learned

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Schedule a joint meeting between outgoing and incoming officer for additional information that may be directly related to your organization.</td>
</tr>
<tr>
<td>11</td>
<td>Allow incoming officers to shadow outgoing officers.</td>
</tr>
<tr>
<td>12</td>
<td>Create an officer transition binder (Page 7 has suggested list of what to include), and share any documents with the new board members that were not included in the Officer Handbook.</td>
</tr>
</tbody>
</table>
Outgoing Officer Worksheet
[To be completed by the outgoing officer before transition meetings and training sessions]

Position Title: ______________________________ Email Address: ______________________________

Name: _______________________________ Phone Number: ______________________________

Directions: Please think through and respond to the following questions regarding your responsibilities; this information will be helpful to your successor. Lessons learned from this reflection can be shared with incoming officers verbally or in written format.

The responsibilities of my position included:

List other officers with whom you worked and the projects involved:

List what you enjoyed most and least regarding your position:

Who was the most helpful in getting things done?

Who were good resources?

List other aids that helped complete your job:

List things you wish you had known before you took the job:
List specific accomplishments realized during your term in office and the reasons for their success.

What did you try that worked well and would suggest doing again?

Why?

List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them.

What did you try that did not work?

Why did it not work?

What problems or areas will require attention within the next year?

What could you have done to make this a better experience?

List supplemental materials and sources of information you found most helpful.

Include specific alumni or faculty contacts, university/college officers, community resources, etc.
Create a timetable/list important dates related to your position.
Provide suggestions for increasing efficiency and effectiveness.

What should be done immediately during the summer?

What should be done in the fall?

List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

(Source: NiC Retreat Workbook (pg. 47))
Outgoing Officers Major Accomplishments and Limitations

Evaluation and Assessment by Officer/Chair: This evaluation is to be used by the organization’s leader to provide constructive feedback to student group officers/chairs, to alert them to areas in which they’re strong and to areas in which they need to improve.

Officer Name: ________________________  Title: ___________________________

Period of Evaluation: _______________________ through _____________________________

Evaluator: (Name)__________________________  (Title)______________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DUTY</th>
<th>Evaluation</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Shows a sense of direction regarding the position and knows what should be done.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Has the ability to obtain &amp; analyze facts and apply sound judgment.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is effective when organizing work.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Displays enthusiasm about the job.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Shows a willingness to do more than asked.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Communicates well with students.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Communicates well with staff.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Provides creative ideas and valuable suggestions.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Follows through on the responsibilities assumed.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Is on time for meetings, etc.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Motivates students to work effectively.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Provides a good example of leadership for others.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Is objective in decision-making.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Produces high quality work.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Displays a sense of professionalism.</td>
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This officer’s/chair’s strengths include:

This officer’s/chair’s areas for improvement include:

Additional comments regarding the performance of the officer/chair and/or general suggestions:

(Adapted from: Old Dominion University’s Organization Transition Guide (2008-2009)
Outgoing Executive Board Evaluation
This document is to be used by the outgoing board at a final board meeting to assess the entire group’s process throughout the year. This document should be completed by the outgoing president and executive board and provided to the incoming president.

Have we developed successors who will be exceptional and involved?

What programs or governing practices proved to be successful for us?

What was our greatest achievement as an executive board?

What was our greatest challenge as an executive board?

Three goals we would have liked to accomplish:

Three goals we would like our successors to achieve/build on:
Student Organization Officer Transition Meeting Outline

Before the newly elected officers of your organization officially assume their responsibilities, it is wise for the current and new officers to get together for a transition meeting. A transition meeting provides continuity and continued growth for the organization, while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year. The following outline can help make the transition meeting flow as smoothly as possible.

I. Welcome and Introductions: Help participants get acquainted and explain the purpose of the meeting.

II. The Year in Review: Goals: Review the group’s goals for the previous year.
   a. What did we hope to accomplish?
   b. How well did we do on each goal?
   c. What goals should be continued this year?
   d. What goals need to be changed?
   e. What goals are no longer feasible and why?

III. Programs and Activities: Evaluate what your group did.
   a. How effective were the programs/activities we sponsored?
   b. How did we measure their effectiveness?
   c. Did we have a good balance in our schedule of programs and activities?
   d. Were our programs and activities consistent with our goals?
   e. What activities and programs do we want to repeat?

IV. Membership: Evaluate number of members and their commitment.
   a. Do we have too many, too few, or just the right amount of members?
   b. What actions did we take to recruit members?
   c. Were our recruitment efforts successful? Why or why not?
   d. Are our members as actively involved as we want them to be?
   e. What were the opportunities for members to get involved in a meaningful way?

V. Officers and Organizational Structure: Evaluate officers and structure.
   a. Are officer roles and responsibilities clearly described? How?
   b. Did officers work as a team, or is there more teamwork needed? If so, what contributed to that dynamic?
   c. Is the time and effort required in each position comparable?
   d. Is there two-way communication between officers and members?
   e. How do the members feel about the officers?

VI. Organizational Operations: Evaluate finances, communication, etc.
   a. Were the finances adequate for our group and managed properly?
   b. Were meetings run effectively? Was their frequency adequate?
   c. Did the committee structure work?
   d. Did we have scheduling conflicts with other groups or activities?

VII. Advisor Involvement: Evaluate both quality and quantity.
   a. Did our advisor provide the support we needed?
   b. Did we give our advisors and other faculty a chance to get involved?
   c. How could we improve faculty and advisor involvement?

VIII. Public Image: Evaluate how other groups perceive you.
a. How do we see ourselves?
b. Is this how “outsiders” see us?
c. How can we enhance our image?

IX. Your Legacy to the New Officer Team
   a. What are the current strengths and weaknesses of the group?
   b. What is the best advice you can give your successor?
   c. What were major challenges and accomplishments in your term?

X. Officer Transition
   a. Have the new and outgoing officers meet individually to discuss.
   b. Responsibilities of the position, with a job description
   c. A timetable for completion of annual duties
   d. Unfinished projects
   e. Important contacts and resource persons
   f. Mistakes that could have been avoided
   g. Advice for the new officer/Any questions the new officer may have
   h. Where the outgoing officer can be reached with future questions

XI. Wrap-Up
   a. "Pass the gavel" in a semi-official ceremony in front of outgoing and incoming board and wish everyone luck!
   b. Provide an opportunity for informal socializing.

(Adapted from: The Wichita State University Student Organizations’ Handbook (1992-1993)
Part II: Incoming Officer/Executive Board Guide

Overview of Your Role as a Student Leader

1. Keeping these guidelines in mind will help you succeed and be respected by your peers!
2. **Work on the morale of your group members.** Unless they feel good about their roles, your group members will not be as cooperative and productive as they could be.
3. **Expect any changes to be accepted gradually.** Sometimes we expect people to accept changes overnight that we have been thinking about for months. Remember that it is almost impossible to change people... they usually must change themselves.
4. **Be available to help those who want your help.** When we attempt to force our ideas of assistance when it hasn’t been solicited, we risk building resistance among our group.
5. **Let your group members determine the group’s purpose.** Unless group members have a say in what is to happen, their participation will be half-hearted at best.
6. **Emphasize the process for working through problems rather than the final result.** Your desired results may change as your group changes. An open channel of communication that involves all group members will help you incorporate these changes.
7. **Approach change through cooperative appraisal.** When change is based on evidence, it reduces the chances for a win-lose situation. The decision will be based on what is right, rather than who is right.
8. **Encourage brainstorming and creativity.** Provide feedback and support for new ideas, and avoid penalizing for mistakes made for the sake of experimentation.
9. **Share decision-making regarding policies and procedures.** By emphasizing how to solve problems, and involving your members in these decisions, you will create deeper commitment in your members.
10. **Recognize criticism as the first step individuals take in assuming responsibility.** Use criticism as a chance to solicit suggestions for improvement.
11. **Share the glory.** You cannot expect enthusiastic participation if you take all the credit.
12. **Have faith and confidence in the ability of your group.** People tend to live up to our expectations, be they high or low.
13. **Be sure your group has a common purpose.** Structure meetings so that issues of common interest are discussed with the whole group, and individual concerns are addressed at other times.
14. **Trust the motives of all group members.** Attend to every suggestion as a sincere one that deserves a sincere response.
15. **Don’t set yourself up as infallible.** Be honest and admit when you lack an answer. Don’t be afraid to be human.
16. **Be specific.** Communicate exactly what you expect and think.
17. **Be socially sensitive.** Avoid being witty or funny at the expense of group members.
18. **Use the inquiry method.** Use questions to get information and define issues.
19. **Be impartial.** Play no favorites, and give all group members equal chance to participate.
20. **Promote group cohesiveness.** Make all group members feel as if they belong.
21. **Manage conflict, don’t ignore it.** Bring conflict into the open, and concentrate on issues, behaviors, and facts rather than personalities.

(Adapted from: Student Organizations’ Handbook - The Wichita State University (1992-1993))
Incoming Officer's Transition Worksheet

Questions the incoming officer should ask the outgoing officer:

Things specific to the position I want to know (forms, duties, etc...)

Things I should do over the summer...

People (positions) that I should get to know...

Services that I need to know about...

Things I need to know about working with my advisor...

Other questions I want answered...

What do you consider to be the responsibilities of your position?

What expectations do you have of the executive council/board?

What expectations do you believe your members have of you?
What problems or areas will require attention within the next year?

What should be done immediately in the fall?

I have discussed the forms in the Student Organization Officer Transition Guide with and given/explained all org materials (including electronic forms) to the incoming officer.

__________________________________________    _________________________________
(Outgoing Officer Signature)      (Date)

I have discussed the forms in the Student Org Officer Transition Guide as well as all org materials (including electronic forms) with the outgoing officer.

__________________________________________    _________________________________
(Incoming Officer Signature)      (Date)

(Adapted from: Old Dominion University’s Organization Transition Guide (2008-2009))
**Personal Goal Setting for Your Position**

Before you begin goal setting with the members of your organization, you may benefit personally by developing your own goals. The goals may vary in terms of being long or short in range. Some things you may want to think about for yourself might be: the tone you would like to create in your organization, programming ideas, personal growth, the people you will be working with, budgeting, leadership training, etc.

Begin your personal goal setting now by brainstorming what you would like to see happen during the upcoming year.

Now, list things you can do right away:

Things I want to do starting right now!!! (Be specific - how, when, where...)

1. 
2. 
3. 

Things I want to get started on soon: (when?)

1. 
2. 
3. 

Things the outgoing officer indicated I should do right away:

1. 
2. 
3. 

How do I get started?

What specifically can I do before tomorrow?

What can I realistically have accomplished one week from today?

What can I realistically have accomplished one month from today?
Incoming Officers - Goals, Dreams, & Priorities of the Board

What goals would we like to accomplish?

Why do we want to accomplish these goals?

What barriers/limitations do we expect?

What resources do we have?

What resources do we still need?

What questions do we have about the projects?
Goal Setting Guide – Further Considerations…

Considerations: Are my goals consistent with my understanding of the purpose of the group? Will the members of my organization agree with my goals? Check with them. Am I being realistic? Can I accomplish my goals during my tenure as organization leader?

Goals I want to accomplish during my tenure:

1. Projects-

2. Process or manner in which we go about projects

(i.e., involving people in decisions, having more members participate in meetings, having more interesting meetings, etc.)

Where can I begin?

What goal seems most important to me?

Do I have the skills necessary to accomplish my goal?

Who else in my organization can help me? Are there outside resources and people who might help?

Is there anything I can do before tomorrow to help me reach my goal?

What can I accomplish next week?

What specifically can I do within one month to reach all my goals?
Working With Your Advisor

Your advisor can be a valuable resource if you know what to expect and how to communicate with him or her. Below is a list of roles that your advisor may take in working with your organization.

- **Problem Solving Agent**: Your advisor may be the impartial third party that helps you work through problems and conflict.
- **Counselor**: You may find that your advisor is the type of person you can go to with your personal concerns.
- **Information Resource Person**: Hopefully, your advisor has been around long enough to know some of the ins and outs of getting things done at Mason. Use his/her experience and expertise!
- **Idea Resource Person**: Use your advisor to help discover new ideas when your creative juices dry up.
- **Sounding Board**: If you want to try out a new idea on an impartial party before proposing it to the entire group, try it out on your advisor.
- **Administration Liaison**: Rely on your advisor for advice on who in the administration can help you with your projects.
- **Interpreter of University Policies and Procedures**: Rely on your advisor's expertise.
- **Analyzer of the Group Process**: Use your advisor as an observer if your organization is not accomplishing its goals.
- **Role Model**: A positive one, of course!
- **Attendee/Participant at Events**: Be sure to keep your advisor informed so that he/she can at least make an appearance to show support.
- **Continuity Provider**: Since the advisor is there from year to year, as the student leaders change the advisor can provide a sense of the group’s history.
- **Educator Regarding Organizational Philosophy**: Your advisor can help you plan the training that your group needs to successfully understand its mission.
- **Educator/Trainer of Student Members**: Your advisor can help you plan the training that your group needs to successfully accomplish its mission.
- **Conflict Resolution Assistant**: Use your advisor as an impartial mediator.
- **Financial Supervisor**: Use your advisor’s experience with University procedures to help you stay on top of your organization’s finances.
- **Meeting Attender**: Be sure to inform your advisor of all meetings so that he/she can attend.
- **Assistant in Evaluating the Organization**: Use your advisor as a resource to determine what you should be evaluating and when.
- **Empowers Students**: Your advisor should be a valuable resource who helps your organization reach good decisions.

(Adapted from: The Wichita State University’s Student Organizations’ Handbook (1992-1993))

Advisee/Advisor Relationships

- The responsibility for building the relationship must be shared between advisor and student.
- View this relationship as a partnership.
- The relationship must be based upon open, direct communication.
- Share needs, responsibilities, and expectations with each other.
- Be prepared to negotiate.
• Both must recognize the other’s various roles and responsibilities in/outside of their activities position.
• Know each other’s commitments and let each other know their impact.
• Both advisor/student are human beings who make mistakes, follow their own value systems, and work in individual, professional and personal styles.
• Accept, discuss, and learn from mistakes - then move on.
• Both advisor / student are continually growing, changing, and learning: each within their own unique stages of development.
• Challenge and support each other.

Appendix F

George Mason University Registered Student Organizations
Officer Training—Outgoing Officer

Outgoing Officer Name: ___________________________ Position: ___________________________

Signatures: ____________________________________ Outgoing Officer
__________________________________________ Incoming Officer

1. List and discuss those programs and ideas that have been effective during the past year.
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

2. List and discuss programs and ideas you have found to be of no benefit during the past year.
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

3. List and discuss resources used for successful programs.
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

4. List and discuss suggestions and ideas for the coming year.
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

5. What advice can you offer to the new officer?
6. What accomplishments make you most proud?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
George Mason University Registered Student Organizations
Officer Training—Incoming Officer

Incoming Officer Name: ___________________________  Position: ___________________________

Signatures: ____________________________________________  __________________________
Outgoing Officer  Incoming Officer

1. List and discuss questions you have about your new office and programs.
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

2. List and discuss programming ideas you have for the coming year.
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

3. What would you like your new position to mean to the organization one year from now?
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

4. What problems do you anticipate and how will you solve them?
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

*Please keep a copy of both of these forms (Outgoing and Incoming Officers) on file with the organization.