

# **Student Leader Policy Handbook**

Engineering Leadership Program  
Engineering Student Services  
College of Engineering  
Iowa State University

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## Introduction

Being the leader of a student organization comes with many responsibilities. In addition to leading an organization with passion and enthusiasm that engages members, student leaders have the responsibility of knowing the documents needed for their organization, as well as the policies and procedures to ensure the safety and success of students. Student leaders will be wise to familiarize themselves with the Student Activities Center (SAC) on campus. The SAC is the office in charge of overseeing the documents, policies, and procedures regarding student organizations.

The SAC oversees student organization Constitutions, Operations Manuals, and Trainings, as well as policies overseeing Event Authorization, Travel Authorization, and most importantly Risk Management.

This handbook will provide an overview of these documents, policies, and procedures. Each section of the handbook includes the corresponding website containing more information, including access to appropriate forms needed for compliance and authorization. *Readers should know that the websites are most important for the success of student leaders and their organization, as this document only gives a general overview for each section.*

Student Activities Center<sup>1</sup>:

All information regarding student organizations at Iowa State can be found at:

<http://www.sac.iastate.edu/student-organizations/>

Iowa State Student Organization Database:

For a full list of student organizations at Iowa State and information regarding each, please visit:

<https://www.stuorg.iastate.edu>

Engineering Student Organization Resources:

For quick access to information for engineering student leaders, organizations, and planning,

please visit: <https://stuorgs.engineering.iastate.edu/resources/>

College of Engineering Student Organizations:

For a full list of engineering student organizations at Iowa State and information regarding each,

please visit: <https://www.stuorg.iastate.edu/orgtype/6>

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<sup>1</sup> Much of the information presented in this handbook has been copied from the Student Activities Center website: <http://www.sac.iastate.edu/student-organizations/>

## Constitution

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/constitution-guidelines/>

In order to be recognized as a student organization, the organization must have a Constitution with a President and Treasurer. The Constitution serves as a foundational piece to the purpose, mission, duties of the members, and compliance statements. It is recommended that the Constitution be reviewed once a year for updates and modifications. Constitutions for every existing student organization is available. A Constitution must be created in order to start a new student organization.

### Constitution Guidelines

Article I: Name of student organization  
Article II: Purpose of the student organization  
Article III: Statement of Compliance  
Article IV: Non-Discrimination Statement  
Article V: Membership Information  
Article VI: Risk Management  
Article VII: Officer Duties & Information  
Article VIII: Adviser Duties & Information  
Article IX: Finances  
Article X: Amendments & Ratification

### Recognition & Tier Designation

#### *Benefits of Recognition*

<http://www.sac.iastate.edu/student-organizations/starting-a-new-organization/benefits-of-recognition/>

Recognition is a process where organizations become officially sanctioned and acknowledged by the university. Recognition is administered on an annual basis to over 800 organizations on campus. Recognition allows organizations access to meeting space, equipment, and services. Many privileges come from being a recognized campus or student organization at Iowa State University. These benefits are not available to unrecognized organizations or groups of individual students. Once an organization becomes recognized, the following privileges and benefits are available:

- Recognition as a university organization
- Use of university's name in organization's title in accordance with [ISU Trademark Licensing Office's Policy and Guidelines](#)
- Establishment of an account with the [Campus Organizations Accounting Office](#) and appropriate purchasing privileges in accordance with university guidelines and expectations
- Inclusion in appropriate university publications
- Publication of activities through the [university calendar](#)

- Use of **Information Technology Services' Learning and Teaching Technologies equipment/services** (funded through Student Government)
- Utilization of the [Student Organizations website](#)
- Use of Iowa State University vehicles through [Transportation Services](#) in accordance with university, and state policies
- Eligibility to utilize university staff and programming resources
- Eligibility to apply for awards and honors presented to university recognized organizations and members
- Eligibility for use of campus meeting facilities
- Eligibility to apply for Memorial Union Student office space and/or storage space allocations
- Eligibility to be considered for the **Student Government student fee allocations**

Some university equipment and services may involve charges. Benefits are not available to all recognized organizations because of additional criteria and restrictions that may be imposed by the respective entity.

*Achieving & Renewing Recognition:*

<http://www.sac.iastate.edu/student-organizations/starting-a-new-organization/achieving-and-renewing-recognition/>

#### Recognition Requirements

- At least five members: Minimum officer requirements: President, Treasurer, and Organization adviser (who is at least a half-time permanent employee of Iowa State University)
- File a constitution online
- Constitution approved by the Student Activities Center
- Operations Manual approved by the Student Activities Center
- Have an updated compliance agreement form (signature sheet) on file with the Student Activities Center

Recognition Tiers: All recognized organizations are required to file appropriate paperwork with the Student Activities Center in order to be considered active at Iowa State University. There are two recognition classifications: **campus organizations** and **student organizations**.

Organizations are classified according to who may serve as the officers and who their primary members are.

Campus Organizations: Campus organizations are voluntary special interest groups organized for educational, scholarship, social, and service purposes. All campus organizations must be recognized by the Student Activities Center in order to function within the university and exercise the privileges of recognition. Membership is open to university community members (faculty, staff, students, spouses/partners of these persons, and/or retired faculty) and non-university community members (alumni, Ames and surrounding community residents). Non-university community members may participate in the activities of campus organizations and act as voting members, provided at least 50% of voting members belong to the university as defined

in this section. The president, treasurer, and adviser, as well as the majority of the officers of a campus organization, must be members of the university community.

**Student Organizations:** Student organizations are any group whose primary membership consists of students currently enrolled at Iowa State University; formed in order to contribute to the students' personal development; and properly recognized by the Student Activities Center within the Division of Student Affairs. All student organizations must be recognized by the Student Activities Center in order to function within the university. The officers of the organization must be students. Membership in a student organization must be mainly composed of students (minimum 80% student membership) and be controlled and directed by students. Non-students may participate in the activities of student organizations as nonvoting members. Officers must be currently enrolled and not on temporary enrollment. Student Organizations are divided into three tier categories:

**Sponsored Student Organizations**  
**Affiliated Student Organizations**  
**Registered Student Organizations**

*Please visit the Student Activities Website for full information on tier categories.*

\* For the purposes of this policy, community college students who have been accepted into the Admissions Partnership Program who have chosen to pay the optional student activities fee shall be considered ISU students. Admissions Partnership Program participants who do NOT pay the optional student activities fee shall be considered non-university community member

**Renewing Recognition:** To renew recognition after being considered “not in good standing”, please review and complete the steps required of new organizations to regain recognition.

## **Trademark Licensing**

<http://www.trademark.iastate.edu>

In 1984, Iowa State University became one of the first universities in the nation to establish a trademark licensing program. Designed to protect the university's reputation and provide valuable revenues, the program allows our licensed vendors to sell products imprinted with federally registered Iowa State marks. Royalty revenues support student programs. Licensed vendors make a valuable difference in the education of our students.

Iowa State University's Trademark Licensing Office exists to protect, promote and market the indicia (names, symbols, graphics, marks, etc.) owned by the University. Our mission is to ensure proper use and application of Iowa State University's trademarks, to strengthen the trademarks through relationships with retailers, licensees, campus units, student organizations, alumni, and fans and, to generate revenue that funds athletic and academic programs.

ISU's Trademark Program was established in 1984 and is currently housed under the [Division of Finance](#). Through a contracted agreement, [Learfield Licensing Partners](#) (formerly known as LRG) assists the Trademark office in monitoring commercial and internal use of the indicia. Individuals, groups, units and organizations, both on and off campus, seeking to use Iowa State indicia must use licensed vendors and have prior final approval from the Trademark Office. LRG is responsible for the license administration of the approximately 650 vendors producing products bearing ISU trademarks.

### **Adviser Expectations**

Adviser Resources: <http://www.sac.iastate.edu/student-organizations/resources-for-organizations/adviser-resources/>

University Expectations and Responsibilities: <http://www.sac.iastate.edu/student-organizations/resources-for-organizations/adviser-resources/university-expectations-and-responsibilities/>

Recognized organizations at Iowa State University must have an adviser who is at least a half-time permanent faculty or professional staff member. There are a number of responsibilities that advisers assume when working with recognized student organizations on campus. Although this is not an exhaustive list, the responsibilities listed on the website are key duties advisers should be prepared to perform. Responsibilities are broken up into categories of general, financial, risk management, and legal responsibilities. Advisers are also responsible for crime reporting.

## Operations Manual

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/operations-manual/>

An operations manual provides detailed documentation of how your student organization functions. If written correctly, it should guide someone unfamiliar with your group through the day-to-day procedures for operating your club. Every operations manual is different. There's no exact formula to follow. You'll want to create one that essentially maps out exactly how things get done in your specific club. Start with your student organization's purpose and list any goals or values that you seek to communicate. Include an organizational chart that lists officer duties and positions. Then, categorize material. Often, your club's information can be entered into five basic sections:

Section 1: Activities & Travel

Section 2: Equipment & Emergency Protocols

Section 3: Finances & Fundraising

Section 4: Marketing & Meeting Schedule

Section 5: Adviser/Coach & Affiliation

Just like the Constitution, the Operations Manual is required of all student organizations at Iowa State University. You will want to make sure to update it yearly to reflect the purpose and events of your organization. You will want to make sure it is always up to date.

*Please visit the Student Activities Center website for additional information and questions to help guide you in the creation and updating of the document.*



## Trainings

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/trainings/>

There are many trainings student organization leaders need to be aware of before engaging in events and functions of the student organization. Many of these trainings are required for student leaders and general members. Be sure to check with the Student Activities Center to make sure you have conducted all appropriate trainings before engaging in activities.

### Personnel Training

*President's Training:* President's Training must be taken annually by the chief officer(s) of every student organization. We offer two options: online completion via a Training Module in the Student Organization Database or live President's Training. If you would like to complete the training online, click on the President's Training link then log into the Student Organization Database. After you are logged into the Student Organization Database click on the Training tab and review the material. Following a review of the material, score 20/22 on the quiz and your annual requirement is complete.

*Treasurer's Training:* On an annual basis, all Treasurers must complete training and receive certification prior to spending organization funds from their account. Treasurer's training is managed by Campus Organizations Accounting Office. E-Mail [coa@iastate.edu](mailto:coa@iastate.edu) or Phone: 515-294-1633 to register.

*Adviser Training:* Adviser training is offered annually to student organization advisers. We offer live, face-to-face training sessions. Live Adviser Training will occur in the month of October in the Campanile Room of the Iowa State Memorial Union. Adviser Training is not mandatory, however it is encouraged on an annual basis.

### Travel & Food Trainings

*Large Passenger Van Training:* Van certification is required for all students and student organizations driving large vehicles for university business.

*Motor Vehicle Records Checks:* Records checks are required of all students using university vehicles. Checks must be done every six months.

*Safe Food 101:* If your organization is planning an event and serving non-prepackaged food, anyone handling food must take the training. Certification is renewable annually.

### Diversity and Inclusion

<https://www.engineering.iastate.edu/student-services/diversity-and-inclusion-resources-for-student-organizations/>

<http://www.engineering.iastate.edu/diversity/>

The College of Engineering is dedicated to its mission to diversity and inclusion. As student representatives of the college and your student organization, considering a larger mission to diversity is important for serving as communities for all students and creating spaces for all to feel included.

The mission statement upholds the Iowa State Principles of Community which are:

- Respect
- Purpose
- Cooperation
- Richness of Diversity
- Freedom from Discrimination
- Honest and Respectful Expression of Ideas

As students of Iowa State University and the College of Engineering it is important that you know you are living out these Principles of Community. In addition to the expectations for students, the college has identified outcomes for engineering students upon graduation.

Student outcomes

- Ability to function on multidisciplinary team.
- Understanding of professional and ethical responsibility.
- Ability to communicate effectively.
- The broad education necessary to understand the impact of engineering solutions in a global and societal context.

Employer needs

- Multicultural competency.
- Ability to work well with others.

For considerations on how you can create more inclusive student organizations contact:

**Dr. LeQuetia Ancar**

Assistant Director Engineering Student Services

Multicultural Liaison Officer for COE

1300 Marston Hall

Phone: 515-294-7186

Email: [lancar@iastate.edu](mailto:lancar@iastate.edu)

**Dr. Joel Johnson**

Director, Engineering Student Services

1300 Marston Hall

Phone: 515-294-1570

Email: [joelj@iastate.edu](mailto:joelj@iastate.edu)

## Funding

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/fundraising/>

Fundraising can be a key component of student organization responsibilities. Fundraising can help pay for events and functions that the student organization hosts throughout the year. Student organizations should be aware of the costs associated with reserving certain spaces on campus and paying for university transportation.

Some student organizations have already established funding lines. However, this is not something they can always rely on. The university provides many opportunities to raise extra funds. The following are a list of options for student organizations to explore:

*Fundraising:* The Student Activities Center has developed a list of Ames area businesses that provide fundraising opportunities for student organizations.

*Student Government:* The Student Government Finance Committee meets with student organizations who are requesting funds, amends requests, and issues recommendations to the Senate. Funding details and criteria information can be found by visiting the [Student Government Finance webpage](#).

*Member Dues:* Student organizations may elect to charge their members a fee for joining and participating in the activities of the group. This service fee is commonly referred to as dues. The price of membership dues are different for each organization and have different payment schedules. Contact organization officers for most accurate information.

*Multicultural Student Leadership Council:* MSLC assists student organizations making efforts to promote cultural diversity, encourage collaboration and respect, and building unity through events.

*Corporate Entities:* In order to better assist student organizations that have a need to contact corporate representatives, current contact information can be requested from the ISU Foundation using [this form](#). Some examples of when this form should be submitted include: requesting sponsorship support from local or national organizations, seeking items to give away at an event, or soliciting funds for any purpose. Completed forms can be submitted to the address listed on the form through email or campus mail.

*\*\*If you are interested in seeking funds from corporate entities, there are guidelines you must follow before seeking funds.*

### Event Authorization & Planning

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/event-authorization-and-planning/>

Student Organization Event Authorization is the process completed prior to hosting an event on or off campus. This is a requirement for all student organizations that was set in place to work toward making sure events run smoothly. Events **should not** be advertised until official approval has been received. Coordination of activities and management of space is essential with the end goal being a safe and successful event.

Events that are not open to the public (i.e. weekly organizational meetings or small recognition ceremonies for group members) do not have to be authorized. However for events that are required to be authorized, it is recommended for organizations hosting large events to submit an application 30-60 days prior to the date of the event. Small events should be submitted at least 10 business days prior to the date of the event.

Failure to have your organization's event authorized could result in a loss of privileges and potential loss of recognition. If you are unsure about whether or not your event needs to be authorized, email [Event Authorization](mailto:Event.Authorization@iastate.edu). See the information below to help guide the process of authorizing an event.

For frequently asked questions visit: <http://www.sac.iastate.edu/student-organizations/resources-for-organizations/event-authorization-and-planning/event-planning-common-resources/>

*Marketing Your Event:* Whether you are advertising for an event or your organization in general, there are several marketing resources available to recognized student organizations through the Memorial Union and across campus.

*Reserving Space on Campus:* If you are hosting a meeting, event, or activity for your organization on campus, find out what indoor and outdoor spaces you are able to reserve and how to do so. Please note that some locations are subject to a fee. However, there are many spaces on campus that are free for student organizations to reserve.

*Risk Management:* Risk Management is the process of considering the potential and perceived risk in your events and activities. Learn about resources to help assess and minimize risk for your student organization.

**\*\*Risk Management will be the most important part of your event authorization that you will do. If you fail to address the appropriate risk management policies within the given time frame your event will be subject to cancellation.**

## Risk Management

<http://www.sac.iastate.edu/student-organizations/resources-for-organizations/risk-management/>

The Division of Student Affairs at Iowa State University values the relationship with students engaged in recognized organization activities and as such has adopted a philosophical approach to partnering with individual students and student organizations as facilitators of the involvement experience. To this end the resources, guidelines, and concepts presented in this manual are based upon the facilitator university approach. As facilitators, student organization members, leaders, and advisers work with administrators, faculty and staff to make intelligent, fair and reasonable choices within the boundaries established by state, federal, and local laws, university rules, and the educational mission of the institution. It is a requirement that all recognized student organizations designate one member to be a risk management officer to ensure minimal risk for the organization.

### *Liability & Waivers*

Whether you are planning an event or carrying out organizational duties, see this information to be in the know about proper liability and when waivers may need to be completed.

Non-ISU groups must provide proof of liability insurance. Each vendor providing services to student organizations or the university (these services are traditionally food or entertainment) must provide a [certificate of insurance](#).

Assumption of Risk, Waiver and Release of Liability forms may be required to provide participants with a better understanding of the responsibilities or risks associated with participating in an event or activity.

Most student organization activities do not require the purchase of insurance. Iowa State University provides liability coverage for most authorized events. However, higher risk activities or large scale events may require the organization to purchase additional insurance.

### *Serving Food on Campus*

<http://www.riskmanagement.iastate.edu/food>

To ensure that ISU food sales or service does not conflict with existing university food contracts and meets health and safety regulations, ISU student organizations must obtain approval for sales, service and handling of food-related items. Student organizations can obtain approval through the Event Authorization process.

ISU organizations and departments/units must adhere to State of Iowa Food Code and ISU procedures for food service. Food that is handled or prepared improperly can cause foodborne illness. Safety in food preparation and service is important at all ISU events.

*Travel Authorization*

<https://apps-riskmanagement.sws.iastate.edu/travelauth/>

Policy and procedures are in place to govern travel for recognized student organization events or activities. Approval should be requested prior to travel.

The [Student Organization Travel Policy](#) and [procedures](#) govern travel for activities or events that are sponsored by a recognized student organization and authorized by Iowa State University. Travel authorization requests must be submitted and approved prior to travel so the university can properly manage liability issues for student organization travel.

**Policy Statement:** The Student Organization Travel Policy and procedures govern travel to reach an activity or event that is sponsored by a recognized student organization and authorized by Iowa State University. All student organizations must comply with the requirements for travel as outlined in this policy and the related procedures (see Resources section below).

**\*\*Students are protected under university insurance when renting with University Transportation.** Because of this, it is highly recommended that student organizations utilize this service rather than driving their personal vehicles. This is help avoid any personal insurance and liability issues in the case that there were to be an accident.

*K-12 Youth Programs & Involvement*

<https://riskmanagement.sws.iastate.edu/youth/>

All youth activities, pre-collegiate programs and camps must be authorized by the appropriate chair, dean or vice president, before program activities can occur. Please see the information provided by the Office of Risk Management to learn more about the Youth Activities, Pre-Collegiate Programs and Camps policy.

**Youth Program Leader Awareness Training:** The Offices of Risk Management, Extension and Outreach, and Conference Planning and Management will collectively offer training to provide youth program leaders, administrators and student organization officers with information regarding youth related policies, procedures and forms for successfully conducting youth programs at ISU.

It is important for youth program leaders, camp directors, student organization officers, and others responsible for planning and supervising youth programs to understand applicable ISU resources and policies [i.e. Youth Activities, Pre-Collegiate Programs and Camps (YAP); Children in the Workplace; and Volunteers].

For policies that apply to youth activities and programs, visit:

<https://riskmanagement.sws.iastate.edu/youth/policies/>

### *Contracts*

<http://www.riskmanagement.iastate.edu/students/contract>

Anytime there is need for clear understanding of responsibility, there is need for a contract. Contracts are a binding agreement between two parties in which each gives something in return for something else. *Before creating or signing any contract, please review these guidelines for proper procedure as student organizations do not have signatory authority for ISU.*

### *Insurance*

<http://www.riskmanagement.iastate.edu/insurance>

Most student organization activities do not require the purchase of insurance. Iowa State University provides liability coverage for most *authorized* events. However, higher risk activities or large scale events may require the organization to purchase additional insurance.

### *Minimum Safety Expectations*

These are required for all student organizations in the College of Engineering.

- Have risk management/safety responsibilities delegated in the student organization constitution as required by the Student Org. Recognition Policy (SORP).  
<https://www.policy.iastate.edu/policy/sorp>.
- Have all members complete the online fire safety and emergency response trainings available at LEARN@ISU.
- All student organization events involving food, animals, gambling/raffles, alcohol, youth, and non-university vendors must be approved through the Event Authorization Committee. Events that are not open to the public (weekly meetings, organization-sponsored trip) do not have to be authorized.
- It is recommended that a Canvas organization course be created to manage the club and to assign and verify member training.

### *Additional Safety Expectations*

These are required for traveling and competition student organizations.

- Members must complete additional training based on hazard assessments and processes performed during club activities. (Lab Safety: Core Concepts, Shop Safety Fundamentals, Personal Protective Equipment, etc.)
- Develop standard operating procedures (SOPs) for laboratory and shop processes involving hazardous materials or equipment.
- Develop emergency procedures and notification processes within the club.
- Plan all travel through Risk Management's Student Organization Travel Authorization.
- If pulling a student org or department owned trailer, the trailer must follow all requirements from Transportation Services.

## **University Trailer Purchases, Inspections, Service, and Maintenance Requirements (Effective 1/1/2019)**

- (1) All university departments or department-sponsored student organizations wanting to purchase or acquire a trailer must work with ISU Transportation Services to acquire and assure the proper maintenance of such equipment.
- (2) License plates and registrations for university trailers will be secured through ISU Transportation Services.
- (3) Trailers that student organizations will be pulling may not exceed 20 feet in length behind the bumper of the vehicle pulling the trailer.
- (4) Trailers that will be used for student organizations may not exceed 10,000 GVWR.
- (5) University trailers licensed for operation on public roads are required to be serviced and maintained in accordance with Transportation Services guidelines set out in this document. All maintenance and service work must be done at Transportation Services or another Automotive Service Excellence (ASE) or National Automotive Technicians Education Foundation (NATEF) repair facility.
  - a. Every trailer must undergo an annual inspection by a certified Department of Transportation (DOT) inspector at the owning department's expense. Transportation Services can assist departments/student organizations in finding a certified inspector in their area to conduct the inspection.
  - b. The inspector shall provide a copy of the annual vehicle inspection report to the owning department. The department or department-sponsored student organization must keep the original on file and provide a copy to Transportation Services. All copies should be forwarded to Transportation Services, 919 Haber Road, Ames, IA 50011.
- (6) If the trailer has no operating deficiencies on the inspection report, it shall be deemed to have passed the inspection and may be returned to normal usage.
- (7) Correction of any operating deficiency identified must be corrected within seven calendar days of the inspection. After correction of deficiencies, the trailer must pass re-inspection before placed back into service.
- (8) The department must maintain all inspection and maintenance records throughout the life of the trailer.
- (9) Prior to each trip the departmental driver must perform a pre-trip inspection that includes, but is not limited to, checking the tires, lights, hitch, safety chains and all other features of the trailer. This link <https://www.uhaul.com/Articles/Tips/122/Trailer-User-Instructions/> offers additional in-depth trailer-user instructions to use as a guide.
- (10) Failure to comply with the service, maintenance, and inspection requirements may result in suspension of driving privileges, increased insurance charges, and/or loss of the use of trailers.
- (11) Personal trailers are not to be pulled by university vehicles, unless an exception is provided in writing by the Office of Risk Management in advance of the trip. When those exceptions occur, proper agreements and information must be provided to the Office of Risk Management, and the trailer must have a completed annual DOT inspection by an authorized DOT inspector.
- (12) Department-owned trailers are not automatically insured for damage to the trailer. Additional insurance can be purchased through the Office of Risk Management.



- (13) Drivers for large passenger vans or any vehicle towing a trailer need to be at least 20 years old.
- (14) Training is required for all undergraduate and graduate students driving a large vehicle or any vehicle towing a trailer for University business. The class is also required for anyone driving the above-mentioned vehicles for any Student Organization Travel, regardless of employment status.
- (15) The unauthorized transportation, use or storage of any hazardous materials is prohibited. In extenuating circumstances, a request for authorization for transporting hazardous materials must be submitted in writing and approved by the Department of Environmental Health and Safety and the Office of Risk Management before travel occurs.
- (16) The Office of Risk Management or Transportation Services may require additional training or licensures. These guidelines are subject to change.