Colorado School

of Mines



Organization

Handbook

2020-2021

# Message from SAIL to Advisors

Dear Advisor:

Thank you for taking on the role as a student organization advisor during the 2020-2021 academic year. You have agreed to become a guide and a mentor for a group of passionate and organized students on our campus. Serving as an advisor is a unique opportunity for faculty and staff to work with Mines’ students outside the classroom and contribute to their holistic development. This experience provides students the opportunity to connect with faculty and staff on a more personal level.

This guide was designed to provide you with key information surrounding guidelines and procedures and address many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed. We are here to support you as well as the student organizations.

It is our hope that being a student organization advisor will be a rewarding experience. Thank you again for accepting this role and contributing to the co-curricular experience. Good luck during this incredible opportunity.

The SAIL Team

**Kelsi Streich**

Director of Student Activities, Involvement & Leadership (SAIL)

**Begoña Ruiz Piñeiro**

Associate Director for SAIL Finance and Operations

**Alexandra Demopoulos**

Assistant Director of Student Engagement

**Alexis Lakers**

Fraternity and Sorority Life Coordinator

Colorado School of Mines

Student Center, E120

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# Being an Advisor

### What is a Student Organization Advisor

Advisors are the full-time faculty or staff sponsors for a student organization. Student organizations are required to have a minimum of one full-time staff or faculty member from Mines serving as an advisor. This role is quite dynamic, where advisors assist in the general operation of the student organization but more critically help develop student leaders outside the classroom. Each organization will have different expectations of what their advisor’s specific role will look like, but in every instance, the advisor’s main responsibility will be student support.

### Best Practices in Advising Student Organizations\*

Keep in mind that every student organization is different and will require a different combination of challenge and support by their advisor.

* Reference the organization’s bylaws, mission and vision when outlining the advisor’s role and the student leaders’ role within the organization
* Build relationships with the organization’s executive board and general members
* Attend events and organizational meetings when possible
* Provide guidance in understanding institutional and SAIL policies and services
* Build trust with the organization by being open and honest with all communication
* Allow your students to fail as long as it does not affect their long term success or that of the organization and help them learn from that experience

*\*Adapted from Belmont University Student Organization Advisor Handbook 2012-2013*

### SAIL’s Expectation of Advisors

* Advocate for your student organization while also supporting institutional policies
* Encourage leadership development through attendance of SAIL workshops and other programming
* Assist executive board to provide a smooth transition of leadership year to year
* Meet with the organization’s current executive board on a regular basis
* Assist the organization in any conflict management between members, executive members, and other entities

# Student Organization Recognition

### Annual Renewal Process

For organizations to continue to receive official recognition, they need to:

* update their information on Engage at the beginning of the fall semester each year,
* attend the Fall Summit (note, this is different from presidents’ roundtable from BSO),
* need to be in good standing with the SAIL office.

Additional requirements might be imposed by the governing body that oversees your organization. Please, be sure to familiarize yourself with those requirements and facilitate your organization’s compliance.

### Procedures for New Student Organizations

There are several steps that must be taken in order to start a new organization and be officially recognized at Mines. They are as follows:

**Get pre-approved by your governing body**

Make sure to reach out to the governing body you will be operating under, and prepare a presentation about your organization. If your governing body concludes that your organization does not already exist (someone else already does what you are proposing), it is appropriate (and aligned with Mines policies and values), and it is pre-approved, then proceed to the next step.

**Find a faculty member to serve as the organization advisor**

This is a requirement for all organizations as it is important for our organizations to have support from a member of the campus community. It also helps to establish a sense of organizational continuity from year to year. It works best if the faculty member has an interest in the organization’s purpose. The advisor’s level of commitment depends on the needs of the organization.

**Complete a Student Organization Registration form**

This is mandatory before official recognition can be granted. This form is online on Engage and can be found here: [Registration Form](https://mines.campuslabs.com/engage/organizations). Please, make sure your bylaws conform to the sample bylaws provided and that there are no contradictory entries in your document.

**Compile a list of interested members**

The list should include names, e-mail addresses, and phone numbers for at least 10 students.

**Final steps**

Your organization will receive a notification regarding its status mid-semester. Emails will be sent on or after October 1st for the fall semester and on or after March 15th for the spring semester.

Organizations may be reviewed on an ongoing basis, but approvals will only be finalized twice a year.

If approved, you will be invited to attend your governing body’s meetings. Additionally, the organization will gain access to creating a portal on Engage.

* International organization fall under the International Student Council (ISC)
* Media organization fall under the Board of Student Media (BSM)
* All other organizations fall under the Board of Student Organizations (BSO)

### Recognition Guidelines

**Additional Benefits**

All officially recognized organizations have the following benefits:

* Permission to post approved flyers, posters, and banners in designated areas after having them approved by SAIL (general) and Campus Living Office
* Access to an Engage portal including tools such as calendar access, communication tools, budgeting, and hosting an Engage page
* Access to individual organization website under orgs.mines.edu – Please note, Mines’ student organizations must host their websites through orgs.mines.edu, no external urls are permitted.
* Trainings, leadership development, event planning, travel planning, administrative support, credit card checkout, item checkout, etc.

**Additional Responsibilities**

There are a few responsibilities that enable organizations to operate smoothly.

* Pick up your mail from SAIL when you receive a mail notification from us.
* It is very important for your treasurer to keep a ledger of expenditures and current account balance.
* It is also the duty of the treasurer to fill out & sign all paperwork request forms far enough in advance for SAIL Staff to get them processed

**Probation**

Probation is defined as the loss of specific benefits for a period of at least six months.

An organization can be put on probation for one or more of the following reasons:

* Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, USG Bylaws, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. IFC)
* Failure to update organization information with the SAIL Office (including Bylaws)
* Misuse of funds
* Amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
* Collecting 10 or more points
* Other as determined by SAIL

The terms of probation are as follows:

* Probation status will be in effect for six months from the moment probation is applied. Special extension for an appropriate time may be granted by the Associate Director of SAIL
* No use of the SAIL credit card
* All leadership must attend re-training
* If your organization is on probation for a second consecutive term, it will result in suspension

**Suspension**

Suspension is defined as the loss of benefits, for a period of at least six months.

An organization can be put on suspension for one or more of the following reasons:

* Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. IFC)
* Failure to update organization information with the SAIL Office (including Bylaws)
* Misuse of funds
* Amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
* Collecting 20 or more points
* Being put on probation after a previous term in probation
* Other as determined by SAIL

The terms of probation are as follows:

* Probation status will be in effect for 6 months from the moment the suspension is applied. Special extension for an appropriate time may be granted by the Associate Director of SAIL
* A freeze will be put on the organization’s index for the 6 months of probation, which means absolutely no spending will be allowed from your index
* The organization will be required to change leadership (all roles)
* If your organization is on probation or suspension during the 6 months immediately following a suspension, it will result in de-recognition

**De-Recognition**

De-recognition is defined as the loss of status and benefits, for a minimum period of 12 months.

An organization can be de-recognized for one or more of the following reasons:

* Severe or intentional violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, ASCSM Bylaws, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. IFC)
* Including discriminatory or inflammatory practices or language in the Bylaws or any other organization’s materials or communications
* Promoting events that discriminate or prohibit entrance to the campus community
* Misuse of funds
* Intentional amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
* Promoting misconduct
* Promoting any practices that create an unwelcoming or discriminatory environment

The terms of probation are as follows:

* De-recognition will last for a minimum of 12 months
* Final length will be determined by SAIL professional staff
* All funds will be frozen or redistributed to the governing body overseeing the organization
	1. Funds will be given back to the governing body who granted the allocation in an amount no higher than the allocated funds received from that governing body
	2. Any other funds (from fundraisers, dues, and donations) that might be left over after that redistribution will be held for a period of up to 3 years waiting for the organization to regain recognition
	3. If within a period of 3 years, the organization doesn’t regain recognition, all leftover funds in the organization’s index will be redistributed back to the governing body overseeing that organization for immediate use to provide services, programming, infrastructure, support or other, to the remaining student organizations or the campus at large
* If your organization is on de-recognition, the new leadership must schedule a meeting with the Associate Directors of SAIL to discuss a plan to regain recognition

# Board of Student Organizations (BSO)

### Executive Board

Website: <https://orgs.mines.edu/bso/>

**Allyson Cameron**

President

*Tier 1 and 3 Representative*

**Nicole Masters**

Vice President of Operations

*Tier 0 and 1 Representative*

**Caleb Workman**

Vice President of Finance

Treasurer

*Tier 4 Representative*

**Kelsey Ferro**

Vice President of Communications

*Tier 2 Representative*

**Emma De Angeles**

Vice President Tier Structure

*Tier 1 and 2 Representative*

**Carter Fowler**

Vice president of Online Media

*Tier 1 and 2 Representative*

### Tier System

[The Tier System](https://orgs.mines.edu/bso/tier-structure/)

# Organization Resources

### SAIL Office Resources

Web Pages- As a recognized organization, you are eligible to request a website for your organization under orgs.mines.edu. You must request the creation of a url and admin permission by emailing bruiz@mines.edu

Computers- There are 2 computers available for student organization usage in the office during regular business hours

Helium- Helium for balloons for campus-wide special events is available from SAIL. Your first 20, regular size balloons are free. Please call 303.273.3234 in advance

Sound System- The sound system, speakers, and cell phone connectivity, are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email stactiv1874@gmail.com

Sandwich Boards- Sandwich boards are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email stactiv1874@gmail.com

Other items - Other items are available for checkout such as extension cords, lawn games, etc. Call 303.273.3234 or email stactiv1874@gmail.com

## **Engage**

Engage is an online platform where student organizations are able to conduct business, manage finances, request access to SAIL resources like the One Card and equipment for rent, host shared documents, showcase their events and impact on campus, and oversee the organization’s roster and messaging systems.

Advisors and the organization’s student leaders have full access to the administrative side of your organization’s page.

All Mines community members with an @mines.edu email have access to view Engage. You can search for your organization on the Engage home page here:

[Engage](https://mines.campuslabs.com/engage/)

### Publicity Resources

Mines Daily Blast Email- You can submit your organization’s announcements through the Mines Daily Blast email. Full submission guidelines can be found at <http://inside.mines.edu/UserFiles/File/academicAffairs/procedures.pdf>

Student Media/

**Publications-** The Oredigger and CSMBC/Mines Internet Radio offices are located near the SAIL Office. To have an article published or obtain an ad in the Oredigger weekly paper, please email it to oredig@mines.edu. A member of the staff will contact you regarding pricing and availability. For specifics on using air time through MIR including weekly shows visit: radio.mines.edu/

**Engage Promotions -** Every Week, the SAIL Office promotes items from the community calendar to show up on the top banner of Engage. To add your event/meeting promoted, post it as an event on Engage and select the option to request posting to the community calendar

**SAIL TV Monitor Display-** Email a power point slide advertisement outlining your organizations announcement to KBell1@mymail.mines.edu

### Treasurer and Approved Spenders

* In order to access your organizations’ funds and conduct businesses on campus, you must go through the SAIL office to obtain all necessary pre-approvals
* For spending money, your organization needs to have a treasurer, who needs to be treasurer trained and approved by SAIL. You can have up to 2 additional approved spenders
* Treasurers’ are in charge of approving all expenses and communicating with the SAIL office to obtain approvals for procurement (contracts, merchandise), travel, fundraising, events, etc.
* Please, contact the SAIL office at bruiz@mines.edu if you are planning to collect money (7.5% tax needs to be collected for tangible items) or have a fundraising event (No raffles without a license, no fundraising for third parties – hosting is ok if approved through SAIL, no cash donations to third parties)

* Treasurers’ and approved spenders need to attend and pass treasurers training immediately following their appointment and every fall if they continue to serve

* A point system is in place to hold organizations accountable and assess their needs for training and additional services

* Treasurer’s training materials, commonly used forms, guidelines and policies excerpts can be found at orgs.mines.edu
* Approved student organizations can host a site under orgs.mines.edu (please email bruiz@mines.edu) and through Engage

# Mines Hazing Policy

All student organizations have to abide by the institution’s Hazing Policy which can be found here:

[Hazing Policy](https://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_Hazing_Policy.pdf)

# Student Travel

### Travel Regulations

Any student group wishing to travel, regardless of whether or not money hosted at SAIL is being used, needs to:

* Meet with the SAIL office
* Fill out the travel waiver forms
* Complete the Clery Act form online
* All expenses incurred have to be allowable, appropriate, and necessary for the completion of Official University Business
	+ Examples of expenses that are NOT allowed are
		- Alcoholic beverages;
		- Entertainment expenses;
		- Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to Official University Business;
		- Political activities;
		- Traffic fines and parking tickets; and
		- Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed, including without limitation, expenses paid by a traveler for the following:
			* Collision damage waiver or loss damage waiver for rental vehicles, unless it is for international travel;
			* Supplemental liability insurance on rental vehicles;
			* Additional liability insurance for rental vehicles;
			* Personal accident insurance on rental vehicles;
			* Personal travel insurance;
			* Trip cancellation insurance; and
			* Supplemental life insurance for airline or common carrier travel

All expenses need to abide by the limits and conditions set forth by the Institution, The State of Colorado and the SAIL office.

## **Clery Travel Reporting Form**

As a higher education institution, Mines must comply with the Jeanne Clery Act. The Clery Act is a federal law that requires colleges and universities to gather and disclose crime statistics that occur within Mines’ Clery reportable geography, which includes qualifying off-campus student activities and travel.

Any off-campus activity that meets the criteria in the attached Student Travel Matrix, must be reported to Mines Clery Compliance Office, regardless if any Clery Act reportable crimes were known to have occurred.

[Overnight Travel Form](https://www.mines.edu/compliance/school-sponsored-overnight-travel-form/)

## **Charter Transportation**

 *Vendor Information:*

* Ace Express
	+ Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or wopperman@aceexpresscoaches.com
* Arrow Stage Lines
	+ Contract Information: Sheri Kite, sherri@arrowstagelines.com, 303-373-9119, ext. 114
* Colorado Gray Lines
	+ Contact Information: Max Stallings, max@coloradograyline.com, 303-289-2841
* Hermes Worldwide
	+ Contact Information: groupevents@hermesworldwide.com, 303-577-7600, ext. 3
* Ramblin Express
	+ Contact Information: sales@ramblin.com, 303-572-8687, ext. 3

*How to obtain bus services:*

* When you need these services
	+ You contact one or more of the vendors above to discuss your event needs (please do so with as much advanced notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
* If the cost is less than $4,500 for the event, submit a purchase request with sufficient explanation of the event.
* If the cost is over $4,500 for the event, please contact bruiz@mines.edu. Please be sure to include the quote with your email.

*Other Information:*

* When asking for the quotes make sure you identify that you are with Colorado School of Mines as there is an existing contract between Mines and the vendor.
* Each group is responsible for booking their own buses as well as paying for their own invoices under $4,500. Above $4,500 payment will have to be issued through SAIL, not credit card. (see above, you will need to meet Begoña prior to formalizing the booking and you do not need to make a purchase request when above $4,500)
* Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
* Some of the vendors have a minimum number of hours.
* Some of the vendors also require a deposit.
* Hermes Worldwide has stricter terms on their contract, what that means for you is if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.

# Mines Reservation Procedures and Policies

### University Facilities Use Policy

Recognized student groups, in good standing, can reserve spaces free of charge when hosting events for the campus community.

[Facilities Use Procedures](https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/04/Facilities-Use-Procedure-2018.pdf)

# Student Alcohol Policy & Security Procedures

### Alcohol Policies

* [Request to Serve Alcohol Form](https://www.mines.edu/student-life/request-serve-alcohol/)
* [Institutional Alcohol Policy](https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/02/STU_Student_Alcohol_Policy.pdf)
* [Alcohol and Other Drugs Education and Prevention Policy](https://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_AOD_Education_and_Prevention_Policy.pdf)

### Security

Background:

* Mines has contracted with Allied Universal to provide event security services for campus.

Vendor Information:

* Contact Information:
	+ Tracy Neff, Colorado Branch Manager, Tracy.Neff@aus.com, 303-477-0910

Pricing*:*

|  |  |
| --- | --- |
| **Type of Event Staff:** | **Invoice Rate:** |
| Parking and Event Staff | $24.90 per hour |
| Alcohol enforcement | $28.72 per hour |
| Supervision | $30.27 per hour |

How to use the contract:

* When you need these services
	+ You contact the vendor to discuss your event needs (please do so with as much advanced notice as possible).
	+ If your cost is over $4,500, please contact bruiz@mines.edu at least 2 weeks in advance of your event
	+ Minimum contract for student organizations is 3 hours
* Important Notes:

	+ If you are planning an event with alcohol, you need security
	+ If you schedule security for an event, it is your responsibility to notify the SAIL office at bruiz@mines.edu
	+ If you receive an invoice it is your responsibility to forward the invoice to bruiz@mines.edu for payment.

# Free Speech

Mines acknowledges and respects the rights of individuals to engage in freedom of expression, freedom of speech, and peaceful assembly. You can learn more about the policies surrounding these right here: [Free Speech Policy](https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/01/Campus-Free-Speech-Policy-FINAL-9-15-2017-.pdf).

# Advertising and Campus Posting Policies, and Logo Use on Merchandise

### Campus Advertising and Posting Policy

#### Indoor Postings

* With the exception of posting in residence halls or other campus student housing and internal postings by Mines academic departments, all posters on campus must be no larger than 8 ½” X 11” and must be approved in advance by the SAIL Office.
* The posting material must have an official SAIL “Approved for Posting” stamp prior to being posted and may only be displayed in designated posting areas.
* Posters advertising events or activities that are not sponsored by Mines or any of its academic or administrative departments (i.e. events sponsored by students or student organizations) must display the following disclaimer: “The Colorado School of Mines does not necessarily endorse or support the event advertised or information contained in this poster.”
* Residence Halls. All material to be posted in common areas in residence halls or other campus student housing must have the advance authorization of the Director of Residence Life & Housing, or designee, in the Campus Living Office.

#### Outdoor Postings

* The use of paint, spray paint and/or spray chalk is not permitted.
* Chalking may only be used to promote Mines programs or student activities and may not be used for Commercial purposes.
* Chalked advertisements are limited to concrete or asphalt, horizontal surfaces outside, and must be a minimum of 10 feet from any building entrances.
* Location and design of chalking must be approved in person at the SAIL office during business hours. Specific rules and current approved locations for chalking are available from the SAIL office.
* Lawn sign placement is approved only with Facilities Management pre-approval for size and location as provided by this procedure.

You can find more information on campus advertising policies here: [Advertising and Campus Postings (Sections 3.0, 4.0 and 5.0](https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/policy-library/wp-content/uploads/sites/87/2019/02/Facilities-Use-Procedure-2018.pdf))

### On-Campus Solicitations

Approval for solicitation, vending, or sales on the Mines’ campus may be granted in the following circumstances:

* Limited solicitation, vending and sales are allowed in the Ben H. Parker Student Center and athletic facilities with appropriate approval by the AVP Student Life, or designee.
* Limited solicitation for charitable organizations may be made by recognized student organizations according to the requirements of this policy. Student organizations partnering with a third party to solicit charitable donations must have a representative from the outside organization present throughout the collection process.
* Any entity that is approved for sales on the Mines’ campus is solely responsible to collect and remit all applicable sales tax. Advertising of sales prices should indicate whether or not sales tax is included in the price.

The following solicitation, sales, and/or vending activities are prohibited on campus:

* Any activity that competes with an existing campus business (such as the bookstore) or businesses with which Mines has entered into an exclusive contract (such as food service, bookstore, beverage/snack vending services.
* The solicitation, sale or vending of credit cards, illegal drugs and drug paraphernalia, cigarettes or other tobacco products, and any item, product or service prohibited by state or federal law, including the sale or provision of alcohol to anyone under the age of 21.

You can find more information on campus solicitation policies here: [On-Campus Solicitations (Section 6.0)](https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/policy-library/wp-content/uploads/sites/87/2019/02/Facilities-Use-Procedure-2018.pdf)

### Mines Guidelines for Logo Use

**All merchandise (tee-shirts, stickers, etc.) created by/for a campus entity or organization must have a Mines’ logo or trademark prominently displayed.**

1. You must use a licensed vendor to produce the merchandise. The list of licensed vendors is available at orgs.mines.edu in the spreadsheet “Vendor List”
2. Logos and/or trademarks cannot be modified or altered and must meet the institution’s branding standards, which can be found at the following link: <https://www.mines.edu/wp-content/uploads/2018/10/mines-graphic-standards.pdf>.
3. You need to send us (bruiz@mines.edu) the quote from the vendor and the artwork to obtain permission to use funds and to obtain a purchase order.
4. Prior to production, the licensed vendor, must submit artwork to the Brand Manager 360 website for approval
5. Purchase order will be sent to the vendor directly once it is ready
6. Vendor can then produce the merchandise and ship it to SAIL after receiving a purchase order from Mines
7. Vendor can send invoice to MAPS@mines.edu and/or bruiz@mines.edu after the order has been successfully completed

DEFINITIONS

Licensed Vendor – a merchandise vendor who has been approved by Learfield/IMG College to produce Colorado School of Mines’ logos and trademarks.

Merchandise – any item purchased that is not a paper good (i.e. brochures, letterhead, paper conference materials and business cards).

Brand Manager 360 – a website managed by Learfield/IMG College which licensed vendors must use to submit the logo and trademark artwork for approval.

# Business through SAIL

In order to access your organizations’ funds and conduct businesses on campus, you must go through the SAIL office to obtain all necessary pre-approvals.

In order to spend money, your organization needs to have a treasurer who has been treasurer trained by the BSO treasurer and approved by SAIL. You can have up to 2 additional approved spenders.

For updates and documents concerning your organization, visit [www.orgs.mines.edu](http://www.orgs.mines.edu).

## **Your Organization**

* Contact Begoña in the SAIL office at bruiz@mines.edu if you are planning to collect money (7.5% tax needs to be collected for tangible items) or have a fundraising event (No raffles without a license, no fundraising for third parties – hosting is ok if approved through SAIL, no cash donations).
* A point system is in place to hold organizations accountable and assess their needs for training and additional services.
* Approved student organizations can host a site under orgs.mines.edu (please email bruiz@mines.edu) and through Engage.

## **Treasurer and Approved Spenders**

* Treasurers’ are in charge of approving all expenses and communicating with the SAIL office to obtain approvals for procurement, travel, fundraising, events, etc.
* Treasurers’ and approved spenders need to attend and pass a treasurers training immediately following their appointment and every fall if they continue to serve.
* Treasurer’s training materials, commonly used forms, guidelines and policies excerpts can be found at orgs.mines.edu