

WELCOME TO MBU STUDENT CLUBS AND ORGANIZATIONS

The Department of Student Life desires to support and encourage all student clubs, organizations, student leaders, and advisors at Missouri Baptist University. We achieve this goal through personal relationships, training sessions, and, in this case, printed materials. Student clubs/organizations are recognized by the University to allow current students to gather in unison behind a shared mission. These clubs/organizations contribute positively to the campus, adhere to expectations for the entire MBU community, and abide by all University policies governing both individual students and student clubs/organizations. Groups of students not recognized by the University may not affiliate themselves with MBU, the Office of Student Life or other official university clubs/organizations. Many benefits are extended to recognized student clubs/organizations, such as the ability to reserve campus spaces, the ability to advertise for clubs/organization activities on campus, and the ability to apply for funding. Please review this manual to understand the stated policies and procedures for all MBU student clubs/organizations. These expectations exist to guide, support, empower, and even protect clubs/organizations as they operate during the upcoming academic year. As a student club/organization member or advisor, it is paramount that you are well-versed in these topics to lead your club/organization properly and achieve both the club/organization's mission and intended goals.

If you have any additional questions, please come Office of Student Life in Spartan Village 503, call 314-485-8475, or email studentlife@mobap.edu. For your convenience, these policies and procedures are also available online at mobap.edu/studentlife.

Types of Clubs/Organizations definitions

Special Interest Club – is a club that has a specific focused goal or interest. The management of the club is intended to be a student led learning experience under the influence of a full-time staff/faculty member. They are open to all students to become members.

University Organization – an organization is tied to a specific department on campus and has oversight by that department. The advisor is often appointed by the department. Funding for organizations is primarily the responsibility of the department. Membership of an organization could be restricted to students within that academic field.

Seeking Recognition as a Student Club/Organization

The following are required steps to becoming a recognized student club/organization:

1. **Meet with Student Life.** Schedule a meeting by emailing studentlife@mobap.edu to discuss the proposed club/organization and to secure the appropriate forms.
2. **Review MBU Policies.** Be familiar with institutional policies, specifically student organization policies for officers, advisors, and activities, to ensure that the proposed club/organization will adhere to expectations for the entire MBU community.
3. **Identify Club/Organization Advisors.** The club/organization must enlist at least one full-time Faculty or staff member as an advisor for the organization. Two advisors are recommended and preferred for each student organization. Additional advisors maybe obtained as necessary. Non-exempt staff members must be clocked in during times

required of the advisor, so they must have approval from their supervisor. Graduate students can act as a secondary advisor but are not allowed to be members.

4. **Complete and Submit Documentation.** The following forms must be completed before recognition and registration are considered: Application for Recognition, Roster Form, Constitution or By-Laws. All documents (including the constitution) must be signed by both the student leader/president and the MBU staff/faculty advisor. Submit printed copies of the completed forms to the Office of Student Life in person. If the application is recommended for recognition, the application will be reviewed by the Assistant Dean of Student Engagement and Vice President of Student Development for final approval. Please note all recognized student clubs/ organizations are unable to use the MBU name in the title of the club/organization (example: MBU Chess Club); rather, clubs/organizations wishing to acknowledge recognition from the university may do so by referencing where the organization is located (example: Chess Club at MBU)
5. **Attend Training Session.** Approved club/organizations' designated officers will attend a training session designed to help prepare them to lead their respective clubs/organizations. As soon as the club/organization is recognized as an official club/organization it may begin operating and meeting.

Voluntary Inactive Status and Reactivation Process

A club/organization may, at any time, choose to become inactive while not dissolving the official charter of the organization. The club/organization president and advisor must notify the Office of Student Life of the desire to become inactive, at which point all official functions of the organization will cease. Club/organizations may also be declared inactive by the Office of Student Life for failure to comply with organizational expectations.

At any time, an inactive organization may seek to reactivate under the original charter.

Clubs/organizations that have been inactive for five years or less may reinstate active status by completing the following: meet with Student Life, update organization information, and submit updated constitution. Only once these items have been completed and approved may an organization be declared active. Clubs/organizations that remain inactive for more than five years must be re-chartered by the University.

Club/organizational Expectations

Student club/organizations may operate after they are officially recognized by MBU.

Student club/organizations are expected to renew their information annually with the Office of Student Life, operate within their stated mission, and abide by all University policies governing student clubs/organizations. Failure to adhere to recognition policies and/or guidelines may result in the loss of privileges and/or loss of university recognition. This decision is vested with the Vice President of Student Development. To maintain its official university recognition, a student club/organization must:

- Provide a current roster of officers and members to the Office of Student Life by September 15 of the fall semester and February 15 of the spring semester.
- Clubs/organizations with less than five members for two consecutive semesters will be declared inactive by the Office of Student Life. Student clubs/organizations which do not

meet these criteria may remain active if the club/organization applies for and receives an exemption from the Office of Student Life.

- Provide a current club/organization constitution and/or bylaws by September 15.
- Recruit and retain at least one full-time faculty or staff member who advises the club/organization and attends campus meetings and social functions. Graduate students may serve as secondary advisors.
- Submit all events for approval, including regularly scheduled meetings, on the online Event Registration form through the Office of Special Events in compliance with established calendar requirements. The Office of Special Events will then seek approval from the Assistant Dean of Student Engagement.
- Provide at least one executive officer to participate in all mandatory student club/organization meetings as instructed by the Office of Student Life. Student leaders will receive information regarding updates to university policies and procedures, and leadership development opportunities.
- Clubs and organizations should select officers for the following academic year by March 31st so that new officers can be trained and begin planning for the upcoming academic year. Faculty/staff advisors should also be confirmed at this time.
- Student Clubs and Organizations must be well versed on the Student Code of Conduct and uphold them as a club or organization.
- At the end of each semester, the Club/Org needs to submit a review of the activities, meetings, events and student involvement to the Office of Student Life.

Guidelines for Organizational/Club Events

- Events may not be scheduled more than one calendar year in advance.
- A proposed list of meetings and events should be submitted with the Roster by September 15
- On campus event requests must be submitted to the Office of Special Events through the online request form. <https://www.mobap.edu/facility-rental/facilityrequest/> Requests must be made at least one week in advance. It is preferred that clubs and organizations submit a list of events for the next academic year by April 1.
- The Special Event Director will review the request to approve it will work within the University Calendar. If the event works within University Calendar, the Special Event Director will seek approval from the Assistant Dean of Student Engagement or his/her designee. The person that requested the event will then be contacted with approval.
- Event requests involving contracts, insurance requirements, outside businesses or agencies, non-MBU participants, many participants, multiple MBU resources and/or departments, or other complex activities, or if the event is out-of-town or overnight, approval is to be requested one month in advance. Events with the aforementioned characteristics may require additional review and approvals from additional university personnel and based on the event review process, a student organization advisor may be required to be in attendance throughout the duration of the event.

- **Time Regulations – events may not be scheduled during the following times.**
 - Before the first day or after the last day of classes in the semester
 - Sunday-Thursday past midnight
 - After 1 a.m. on Friday and Saturday
 - Sundays before 1 p.m.
 - Official University Holidays
 - During Final Exams
 - Clubs/Organizations may plan events during appropriate and designated times during Homecoming Week with expressed written permission from the Department of Student Life.
- **General Expectations for All Events**
 - No alcoholic beverages, illegal drugs, tobacco products or harmful chemical substances are to be promoted, possessed, or consumed at any activity sponsored by an organization.
 - Catering should be considered for any events with meals. Bake Sales are not allowed unless items are store bought and follow proper food handling guidelines.
 - No chartered organization may own or lease any form of a facility off campus. Exceptions may be made for storage facilities.
 - In order to have an off-campus mixer among two or more club/organizations, at least one advisor from each of the involved club/organizations must be in attendance at the event.
 - Student clubs/organizations and individual members may be held responsible for unplanned events preceding and following events.
 - The sponsoring student club/organization will be held responsible for addressing the conduct of all attendees and/or notifying university personnel.
- **Expectations for Off-Campus Events**
 - Prior to approval, an off-campus facility is to be identified and a non-binding hold placed for the function. Venues where alcohol or other Missouri Baptist University prohibited activities are the main attraction may not be approved.
 - A full-time student club/organization advisor or an approved Substitute Advisor who completes Student Organization Advisor training must attend all off-campus events.
 - If an advisor is unable to attend any or all of the event, it is the responsibility of the club/organization leadership to secure an approved Substitute Advisor who completes Student Organization Advisor training and have that individual approved by the club/organization's advisor and the Assistant Dean of Student Engagement
 - Private residences may not be used for off-campus activities/events.
 - The Department of Student Life reserves the right to reject any off-campus event.
- **Expectations for Overnight or Out-of-Town Events**
 - All overnight and out-of-town events must be registered no less than one month prior to the date of the event.
 - Overnight events may not involve non-members.
 - Overnight retreat activities are limited to one trip per semester and no more than two nights.

- Exceptions may be requested and will be considered on a case-by-case basis by the Assistant Dean of Student Engagement.
- Expectations for student conduct and behavior for the duration of an off-campus event may be established by the club/organization advisor. These rules should not conflict with established rules for conduct and behavior set by Missouri Baptist University policies and procedures.
- Trips beyond 125 miles are prohibited unless all members and guests of the club/organization travel on commercial transportation including chartered buses with bonded drivers, commercial airlines, or rented vans with university-approved drivers according to the mileage requirements. Exceptions may be granted at the discretion of the Assistant Dean of Student Engagement.
- Students may provide their own transportation (personal vehicles) for trips or events occurring within 125 miles (one way) of campus and fewer than 51 participants.
- Advisors may drive their personal vehicles to and from events and will be expected to travel with the club/organization and remain with the club/organization for the duration of the trip. If the advisor elects to travel in their personal vehicle, the student club/organization will continue to cover all expenses except for gas and mileage.
- Missouri Baptist University travel policy supersedes club/organizational travel policy (including national and/or regional affiliate policies) except when an organization's policy is more restrictive than the Missouri Baptist University policy indicated above.
- A full-time student club/organization advisor or an approved Substitute Advisor who completes Student Organization Advisor training must attend all overnight or out-of-town events. The name and contact number of the attending trip advisor must also be included on the Event Request form and submitted to the Department of Student Life so that a participant can be reached if necessary.
- Curfews during out-of-town overnight trips should be set jointly by the advisors and the student leaders.
- One commercial facility shall be approved as the official overnight facility, and all members will stay in that facility. The name of this facility and an emergency telephone number must be indicated on the online Event Registration form for a university event in the Office of Student Life.
- Men and women are prohibited from cohabitating during overnight events and activities.
- For ground transportation, club/organizations may use the chart above to determine the appropriate form of transportation for their events/activities:

	1-49 Miles	50-125 Miles	126 - 350 Miles	350+ Miles
1-25 Participants	Personal vehicles	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans
26-50 Participants	Personal vehicles	Personal vehicles	Commercial and/or chartered vans	Charter Bus or Commercial
51+ Participants	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans or bus	Charter Bus or Commercial

**Please note that when securing the services of charter transportation, the organization is doing so on behalf of the organization and not Missouri Baptist University.

Driver Eligibility Checks for Personal Autos (more than 50 miles)

Student clubs/organizations driving for the sole purpose of their student club/organization will not be required to obtain authorized driver designation, unless directed by the Office of Student Life. Students are legally responsible (and possibly liable) for all passengers in their vehicle. Students must carry their own insurance to cover liability.

Commercial Carrier (more than 126 miles or 51 participants)

Commercial travel carriers provide their own insurance and drivers and, therefore, assume liability for transportation. This method of transportation is mandatory for student organization travel when it involves more than 50 student participants and/or traveling distances greater than 125 miles from campus.

Expectations Service and/or Mission Opportunities

Student clubs/organizations wishing to provide a mission and/or service opportunity to their members should coordinate all ministry efforts and mission trip objectives with the Office of Spiritual Formation.

Expectations for Events of Expression, Demonstration and Gathering

Missouri Baptist University believes in the rights of its community members to pursue their academic and career objectives without unreasonable obstruction or hindrance. We also believe that members of the university community are free to communicate, by lawful demonstration, the positions that they support on vital issues of the day. The University welcomes speakers from a variety of viewpoints and will provide them platforms from which to express their views in an unconstrained manner. Speakers will be evaluated for their contributions to fulfilling the mission of our Christian worldview and contributing viewpoints that challenge the University community to think about our role as Christians within the Kingdom who act to implement social change.

The University, through its teaching, research, and co-curriculum, engages community members in the broadening of knowledge through a Christian worldview. A freedom of expression is critical to the process of learning, and the Missouri Baptist University values in its members a diversity of thought. Peaceful protests and/or rallies present our community with the opportunity to further share information; what they cannot do is endanger community members or disrupt University operations. University administrators may choose not to permit a rally or demonstration if safety or the performance of university business become compromised.

Please see the University Policy on Events for Expression, Demonstration, And Gathering for more information.

Events with Political Activity

In pursuit of truth within a climate of free inquiring and academic instruction, the University will provide, whenever reasonable, a forum for the exploration of knowledge, concepts, and ideas of the political nature. At the same time, the University is unable to specifically advocate a particular political campaign, party, candidate, or agenda. The behavior of faculty and staff, and subsequent departments, committees and organizations comprised by MBU faculty and staff, must recognize a distinction between political activities of individuals as private citizens and the activities of those individuals in their professional relationship to the University.

Examples of what is allowed.

- Official campus clubs/organizations inviting political candidates or spokespersons for political parties to participate in regularly schedule classes or approved open forums for the purpose of educating MBU constituents about issues before the electorate.
- The promotion of voter participation without partisan or subject bias.
- The participation in student political organizations through faculty/staff sponsorship or invitation.
- Distribution of campaign literature by official campus organizations at approved fairs.

Examples of what is not allowed.

- Use of the University's name, graphic elements or mailing addresses (postal, or electronic) in promotional material used for political campaign purposes.
- Use of MBU offices, supplies, phone system, mail distribution, computers, web site, emails, fax machines, and other campus property for the promotional or fundraising support a political campaign, party, candidate, or agenda.
- Use of University facilities to host the announcement of a campaign or for an election night party.
- The hosting of a political debate without equal representation by political parties.

Catering Requirements/Food Guidelines

When considering catering or serving food at events or meetings please review the following requirements and suggestions.

- Catering options on campus include Creative Dining (Dining Hall service) as well as off-campus vendors on campus.
- If you would prefer to use an outside catering vendor, you must have the vendor

approved by the Assistant Dean of Student Engagement or the Special Events Director. For a list of preferred outside catering vendors, contact the Special Events Director.

- The University has a contract with Pepsi, so if using a vendor or ordering beverages please note that Pepsi products are the approved beverages.
- Requesting tables and chairs for a catering event should be included on the online event request. A Club or organization will then work with campus operations to make sure the tables and chairs are delivered and set up at the location of event. University equipment should only be used for events on campus.
- When using tables for events, they must have some type of tablecloth or covering.
- All guidelines must be followed as recommend by the St. Louis County health department when food and drinks are being served. If you are having a public event and serving food, you may need to complete a temporary food establishment application. <https://stlouisco.com/Portals/8/docs/Health/Food%20Center/Temporary%20Food%20Establishment%20Application.pdf>
- Food served in private events or meetings are not required to follow these guidelines.
- When serving food for public events, please remember the following:
 - All food must come from an approved source (restaurant, grocery store, bakery, etc.) or be prepared on-site the day of the event. Foods prepared in a home or other facility **not** under inspection are prohibited.
 - At all times during storage, transport, and service, potentially hazardous foods (meats, dairy products, eggs, salads, cooked vegetables, pasta, rice, etc.) must be maintained COLD (at or below 41° F) **or** HOT (at or above 135° F)
 - Adequate refrigeration (mechanical or dry ice) must be provided, with adequate space to hold all hazardous foods at the proper temperature.
 - Ice used in drinks may not be used to cool drink cans or other food items and must be dispensed with a scoop with a handle.
 - A metal-stem thermometer (0-220° F) must be provided and used by food handlers to monitor food temperatures.
 - Cleaning and sanitizing utensils (three food-grade washtubs/containers and 5-gallon or larger container of potable water are required):
 - one tub of dishwashing detergent in water
 - one tub of clean rinse water
 - one tub of approved sanitizer (1.5 teaspoons bleach/gallon water)
 - Food storage containers must be clean, in good repair and constructed of stainless steel or food-grade plastic.
 - Utensils and food containers must be disposable, used only once and stored so that they will not be contaminated.
 - A shelter must be provided over the food preparation area.
 - All food, paper products, and single service items must be stored 6 inches off the ground.
 - Waste receptacle available and covered.
 - A handwashing facility must be always provided for staff. Proper facilities include:
 - clean, potable water with soap and disposable towels and/or
 - single use sanitizing towelettes designed for use on hands.

- Gloves, tongs, or other utensils must be used to prevent bare-hand contact with ready-to-eat food.
- Food staff must wear sufficient clothing and hair coverings.

Legal Responsibilities for Events

All student clubs and organizations should consult with the Office of Student Life when planning events, programs, and activities. Consulting with the Office of Student Life will not only aid in the ability to have a strong event but helps clubs and organizations to understand their role, responsibilities, and any potential legal risk.

Music at Events

Please keep in mind when playing music at events we need to consider the legal implications of playing music. We have a contract with Global Music and ASCAP. We can provide approved playlists for your events. Please contact Studentlife@mobap.edu for approval for music.

Release Forms

The purposes of a general release and informed consent (indemnification, hold harmless agreement) are to protect a sponsoring club/organization from lawsuits that could arise from personal injuries and to inform the participants of the nature of the activities and any risk involved. These release forms are appropriate when the event contains an inherent amount of risk (such as events involving minors on campus, university-wide events, etc.). This does not mean that having all the participants sign a form removes the responsibility of the club/organization to exercise proper care and good planning. All participants must complete all relevant and pertinent release forms prior to the start of the activity. If a participant is under 18 years of age, a parent or guardian must also sign his/her form. Waiver of Liability form can be found on our website.

Contracts

If any recognized club or organization wants to enter a contract it must first work with the Office of Student Life. After working with the Office of Student Life, a university official will sign the contract. Contracts should not be signed by clubs and organizations without consultation with the Office of Student Life.

Non-recognized clubs and organizations assume the full responsibility of any contracts signed by those individuals. Since non-recognized clubs and organizations are not affiliated with the University the individuals signing the contract should understand that those individuals are entering into a legal contract with another organization/entity.

The following guidelines are used in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies (i.e., inflatables, Ferris wheels, sound equipment, etc.).

Guidelines for Consideration in a Contract Review

When reviewing potential contracts, the Office of Student Life will look for specific items including, but not limited to:

- **Hold Harmless Agreements:** Contracts including hold-harmless agreements often put the liability for accidents, damage, or injury onto the student organization hosting the

event, often even if the accident or the damage is caused by the other party. If the vendor will not remove this section, you may ask the vendor to add an additional section requiring the vendor to hold MBU harmless for our acts of negligence. You may want to remove this and/or purchase additional insurance to cover any potential issues.

- **Cancellation Clauses:** Cancellation clauses often include weather related issues, illness of the performer, or other unforeseen circumstances. Pay particular attention to clauses that allow the vendor to cancel without penalty, reimbursement, or just cause. A band that fails to show up for the night of your dance but agrees to come a week later may not be of much value to your organization.
- **Insurance Requirements:** MBU requires vendors to have \$1 million liability and \$2 million in aggregate insurance and that MBU be named as an additional insured. If your contract does not require this and you expect the vendor to perform their services on MBU campus, please include this in your contract. Be sure to read the insurance requirements of all your contracts to make sure your organization is purchasing any insurance you are required to have in place.

Public Performance (from www.mpa.org)

Unauthorized public performances refer to any showing of a movie without first obtaining the required permission from the copyright owner. This includes public performances where an admission is charged as well as those that are simply offered as an additional service of the establishment. “The Congress shall have power...to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...” Article I, Section 8, The United States Constitution

Clubs and organizations interested in showing a movie or other copyrighted materials should contact the Office of Student Life to consult on how to legally obtain permission. The Office of Student Life will work with vendors to provide appropriately sourced materials to meet legal requirements.

Copyright Exception

In some instances, it is not required to obtain a movie license when exhibiting copyrighted materials such as DVDs or streaming videos. This face-to-face teaching exemption applies only if a teacher is in attendance, the showing takes place in the classroom setting, and the movie is an essential part of the current curriculum being taught. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Consult with the Office of Student Life who can help you determine if your event/program meets the criteria of an educational exemption.

Speakers for On-Campus Events

- Speakers invited to the campus for any purpose, including speaking engagements at

closed meetings or events open exclusively to an organization's membership, by any person or group of persons should be selected based on their contribution to the overall education purpose of the University.

- MBU has no obligation to provide a forum on its campus for speakers invited by student organizations. Particular concern should be taken that the University is not politicized.
- The views expressed by the speaker are the speaker's own and do not necessarily represent the views of MBU.
- Speakers whose purposes and methods are contrary to the purposes and methods of MBU should not be invited.
- The use of profanity will not be tolerated.
- It is recognized that there will be no question as to the acceptability of most speakers who come to the University each year. In questionable cases those planning to invite a speaker will consult with the Vice President for Student Development or his designate, who shall be the final judge of such matters. The responsibility for proper clearance shall be upon the inviting student or students, and disregard of such responsibility will be grounds for university disciplinary action.
- An organization must submit the online Event Registration form to the Special Events Director. Include in the notes box information about the Speaker which will need approval. Please remember that the event may not be approved until the Speaker is approved and accompanying rider has been approved.

Print Publicity

Only chartered student organizations and University departments are eligible to post information in campus facilities. Clubs and Organizations must submit all flyers and posters to the Office of Student Development to be stamped before they can be hung on campus.

Expectations:

- Any images or logos used in printed materials should be original artwork, purchased through an approved service, or used with express permission for those purposes.
- A maximum of 20 individual posters per event may be posted.
- Posting materials may not exceed 11x17.
- Organizations wishing to display a banner must seek separate approval via the Assistant Dean of Student Engagement.
- All materials (actual posters, flyers, etc.) to be posted must be submitted 24 hours in advance during normal business work week.
- "Chalking" surfaces and taping, stapling or otherwise affixing materials to painted surfaces and/or glass potentially damages University property and is strictly prohibited.
- Flyers may not be placed on vehicles or left in university facilities.
- Any club or organization of the MBU community found in violation of the Posting Policy is subject to disciplinary action including, but not limited to, monetary fine, damage assessment, loss of posting privileges, etc.
- Table Tents are allowed with permission in the Dining Hall, Learning Center, and the Perk. Table tents must be of quality card stock and able to sit up properly or placed in a

clear plastic frame. Just laying flyers and cards flat on a table is not acceptable.

- To post material in Residence Hall, may bring up to 20 copies to the Office of Residence Life in Spartan Village Row 503. Residence Life Staff will post flyers/posters. No posting is allowed by persons other than residence hall staff. All flyers that are posted in violation of these procedures will be removed and disposed. Residence Life will not place mailbox stuffers in resident's mailboxes.

T-Shirts and Other Products

Permission to sell or distribute products may be given to student clubs/organizations that adhere to the following policy and complete the request form:

Student clubs/organizations may receive permission to sell or distribute t-shirts by submitting their design to the <https://www.mobap.edu/uc/uchelp/>. Club and organizations should follow the MBU Style Guide when creating products. <https://www.mobap.edu/uc>

If club or organizations needs financial assistance for ordering t-shirts or other products, they may request assistance from the Assistant Dean of Student Engagement. Clubs and organizations should charge reasonable amount for shirts and products. Clubs and organizations will be given a form to track sales.

Sales and Solicitation

Student organizations desiring to solicit, advertise, or sell a product or service on campus or in the community must request permission from the Assistant Dean of Student Engagement.

Gambling and Games of Chance

Unlawful gambling is strictly prohibited on MBU campus. Unlawful gambling is defined as "unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to, casino or sports wagering." Unlawful gambling includes any activities or games of chance that include the exchange of cash resulting in a chance of a financial return greater than that paid.

Mock casino and/or gambling events may be permitted by the Department of Student Life in circumstances in which no cash changes hands may be won by participants.

Outside Vendors

Vendors may be invited to campus by an approved student organization. Hosting clubs/organizations must include this information in their Event Request form.

Federal Income Tax

Registration as an official recognized student club/organization does not necessarily exempt a student club/organization from paying federal income tax. If the University is providing funding for the club/organization then they are covered by the University Tax exemption. If the student club/organization is a chapter of a larger national organization, the student club/organization should check with the parent organization to determine if it is covered by the parent

organization's tax-exempt status and able to use the parent organization's tax-exempt identification number.

Financial Accounts/Funding through the University

Clubs and organizations can request funding from the Assistant Dean of Student Engagement to be used for their organizational needs. They must complete a Funding Request form that is completed and signed by the Faculty/Staff advisor. Active clubs can request up to \$5 per member, per semester. Clubs requesting more than the allotted amount can petition the Assistant Dean of Student Engagement for an extenuating circumstance.

Requests for funding must be completed two weeks prior to the need for the money.

Ways to receive the money:

Travel Advance – A travel advance is filled out by the person who will receive the money. The Travel Advance must be signed by the Assistant Dean of Student Engagement. A check will be cut and paid to that person. The person will then need to cash the check. After the purchase the person must return any change and the receipts to the Accounts payable office within three days of the purchase/event.

Expense Report – A person may use their own finances to make purchase. The person then completes the expense report and attaches all the receipts. The person then must have the report signed by the Assistant Dean of Student Engagement. The person then must turn in report to the Accounts Payable Office. Accounts payable will then process the expense report and will issue a check to the individual. This process may take a minimum of one business week. Make sure you have approval to make purchase before using your own finances. Expense reports must be turned in by the end of the semester.

Purchase Order- The organization can request a check to be written to pay a vendor. The purchase order must be accompanied by an invoice. The organization can complete the purchase order and submit to the Assistant Dean of Student Engagement for a signature. The advisor must also sign the purchase order.

Clubs and organizations must keep a journal of expenses, income and donations and submit to the Assistant Dean of Student Engagement at the end of academic school year.

Organizations that desire to have an account through the University in which they can deposit and withdraw money must request to set up Z account from the Assistant Dean of Student Engagement. The Assistant Dean of Student Engagement will request approval from the Vice President of Student Development. If approved, the request will be presented to the Accounting Office. The accounting office will then contact the organization and instruct them on policies and procedures.

Organizational Behavioral Expectations

Student club and organization recognition comes with many privileges. With those privileges come expectations related to the behavior of student leaders and organizational members. Leaders and members of student organizations at Missouri Baptist University are expected to uphold all facets of the University's Spartan Code of Conduct and all policies found in the Student Handbook and the Student Organization Handbook. As an expression of the

institution's vision, mission and values, student organizations and their members are expected to commit themselves to faith, truth, excellence, character, and social change.

Student Organization Accountability Process

The university has the authority to take emergency action against an organization for alleged violations of our Code of Conduct, which is outlined within the Student Handbook.

Withdrawal of University Recognition

Student club/organization recognition comes with many privileges. As the University grants these privileges upon conveying official recognition, it can withdraw them for cause. Any organization found not living into the written mission and purpose agreed upon by the club/organization and the Office of Student Life, may lose privileges, may be placed on probation, or may lose official University recognition status. Additionally, any club/organization found responsible for a major violation of university policies or found responsible for a series of violations of university policies may lose privileges, may be placed on probation, or may lose official University recognition status.