



Registered Student Organization Handbook

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Table of Contents

Content Description	Page(s)
Introduction	3
What is a Student Organization	3
RSO Benefits and Privileges	3
Organization Criteria	4
Starting a New Organization	4
Maintaining Active Status	4
RSO Registration Form	4
Community Service	4-5
Events	5
Member Minimum	5
SGA Representative	5
Student Organization Accountability	6-7
Common Policies	8
Advisor Selection	8
Business Office & SGA Finance Policies	8-10
Contract Policy	10
Event Services & Catering Policies	11-14
Film/Movie/TV Show/Documentary Policy	14
Fleet Vehicle Procedures	14-15
University Vehicle and Driver Requirements	15-18
Membership and Officer Leadership	18
Non-discrimination Policy	18-19
Raffle Policy	19
Travel Policy	19-20
SGA Travel Fund Policy	20
Student Organization Resources	21
Attendance Tracking on the MMU App	21
Collaborative Programming	21
Marketing/Advertising Options	21-23
Member Recruitment	23
Member Retention	23
Delegation	23
Meeting Management	23-24
Officer Transition	24

Mount Mercy University recognizes the vital contributions that Registered Student Organizations (RSO) make to the quality of life on a university campus and recognizes that learning is accomplished beyond

the classroom through involvement in student organizations. In light of this, the University supports and encourages students to organize and participate in student-led organizations. Mount Mercy provides and supports engagement opportunities for students through organizations that serve their professional, entertainment, honorary, departmental, cultural, spiritual, political, service, recreational, and others that are consistent with the mission of the University.

What is a Student Organization?

A student organization is defined as a group of currently enrolled Mount Mercy University undergraduate and graduate students who unite to promote a common interest. Student Organizations are student initiated and student run. Student organizations that are registered with the University through Student Engagement and Student Government Association may access certain University controlled benefits and resources, such as facilities use, eligibility for SGA funding, and more.

RSO Benefits and Privileges

There are many benefits to being a recognized student organization on campus.

Tangible benefits:

- Ability to be an SGA Funded RSO
- Automatically awarded \$500 at the beginning of each year for your RSO
- Legitimacy on campus
- Ability to attend leadership retreats
- Potential recognition at Mustang Leadership Awards
- Participation in the Fall and Spring Involvement Fairs
- Free banking with the Business Office
- Advertising on the Mount Mercy App and TV in collaboration with Student Services
- Use of the Mount Mercy University name to identify association with the University

Intangible benefits:

- Meet and interact with people with the same interests
- Learn from organizations with different missions through collaborations
- Promote campus-wide and global citizenship by taking part in something bigger than yourself □
Understand yourself by reflecting on your leadership style and role within an organization

Organization Criteria

Starting a new organization

A group of students wishing to form an organization must:

1. Complete the New Club Proposal Form
2. Meet with Student Engagement and SGA Coordinator of Clubs to receive an overview of the RSO process
3. Have five (5) members interested in your organization and one (1) advisor
4. Write a constitution for the organization. A sample constitution can be found in Appendix 1.

- Director of Student Engagement will help answer any questions or concerns for the constitution during the first meeting and any follow up meetings

5. Submit the constitution to the SGA Coordinator of Clubs for viewing
6. After SGA reviews the constitution, you will be invited to the next General Assembly where you will:
 - a. Present your club to the group and give all information regarding your club's intentions and mission
 - b. After presenting, each RSO representative present in the General Assembly will vote to approve or deny the new organization
7. Within fourteen (14) days of being approved as an organization, the president must submit the RSO Registration Form or the organization will be categorized as Frozen
8. Student Engagement will notify SGA of registration form submission. SGA will initiate initial funding.

Maintaining Active Status

To maintain active status as a Registered Student Organization, organizations must complete the following:

1. Complete the RSO Registration Form each semester
2. Complete one (1) Community Service Project per year
3. Host two (2) events per semester
4. Maintain a minimum of five (5) members and one (1) advisor
5. Send one (1) SGA Representative to attend every General Assembly meeting
6. Complete the Handbook Quiz when presented at General Assembly

- The Handbook Quiz will be a 10-question quiz used when a new update to the RSO Handbook has been completed, or as a refresher tool for all RSO presidents

RSO Registration Form

Organizations are required to re-register each spring and fall semester to remain a registered student organization. Basic contact information along with the forms listed below will be required for reregistration:

- Updated Officer Roster Form
- Updated Member Roster Form
- Event Tracking Form
- Community Services Tracking Form
- Updated Constitution and/or bylaws

Failure to re-register an organization will result in the organization being categorized as Frozen.

Community Service

Each organization is required to complete one (1) community service project per year with a minimum of 40% of active members in attendance or at least 40% of active members must take part in community service events. Organizations can create their own community service project, can join with another

organization, or take part in an already planned service project. If organizations need help with coming up with a community service project, please consult the Director of Volunteerism and Service Learning.

Events

Each organization is required to host two (2) events per semester to help enhance the quality of campus life for Mustang students. Organizations are encouraged to collaborate with other organizations, departments, and offices on campus. If more than one organization collaborates on an event, both will receive credit for said event. If you need assistance in planning or execution of an event, contact the Director of Student Engagement.

Minimum of five (5) members and one (1) advisor

Each organization must maintain five active student members and one advisor who has employment status with Mount Mercy University. If an organization goes under the five-member minimum, the organization will be placed in the Warning level.

One (1) SGA Representative

Every organization is required to send one representative to the SGA General Assembly meeting. This representative can be an appointed member of the executive board or a member of the organization. Regardless, it is the responsibility of the organization to make sure a representative is in attendance. Representatives can only represent one organization during General Assembly. Each organization will receive one (1) free pass per academic year for a missed General Assembly meeting, with a warning email sent about said meeting. The second missed meeting will result in the club being placed on Level 2 (At-Risk).

Representatives should come prepared with information to share with the General Assembly about their organization. They are also responsible for taking back information to their organization regarding updates, other organization event information, voting options, and more.

Requesting Help

While running your RSO, there may be a point at which assistance is needed. SGA has put together a “I Need Help” Form for all RSOs to fill out when there is a question or concern that may require more assistance. The purpose of the form is to be used as a tool for our RSOs and to eliminate any roadblocks that may stop an event or project. SGA wants all RSOs to use every and all resources on campus to make their dream projects possible. The form is located under “Forms” on the SGA page in the Mount Mercy University website.

Student Organization Accountability

Organizations add significant value to the University community and the overall Mount Mercy experience. As productive community members, organizations members are required to abide by all appropriate policies and procedures. This outline is provided to create a transparent, common foundation, and consistent accountability process. There are three levels of organization accountability, each with corresponding minimum action. Each level provides the ability to connect with Student Government Association and/or Student Engagement to proactivity support the organization and limit further inappropriate actions or adherence to policies and procedures.

Each letter sent will include the infraction along with a plan of action. Letters for each level will be mutually agreed upon by Student Engagement and Student Government Association before they are sent to organizations. In a case of disagreement, the letter will be sent to the Vice President for Student Success for final approval.

Disclaimer: Since COVID, we have noticed that some clubs may be continuing to experience backlashes from restrictions and student interest. Due to this, we have gone to relax our warning levels with consideration. SGA is always available and will communicate with you to work with your club if you find yourselves with issues/problems. If in the case that the RSO is unresponsive and/or unwilling to accommodate with SGA, we will then implement the levels without exception.

Level 1 – Warning

First and/or Minor Infraction. Formal e-mail from SGA or Student Engagement to group president and Advisor will include the following:

- An overview of the infraction and restatement of expectations
- A list of appropriate support services, programs, and resources

Examples: Not maintaining five (5) active members, not meeting the events or community service requirements, etc.

Notification of warning may be shared with appropriate Mount Mercy staff as necessary. Further violation may result in an escalation to a higher level.

Level 2 – At Risk

Continued and/or Moderate Infraction. Formal e-mail from SGA or Student Engagement to group President and Advisor which will include:

- An overview of the infraction and restatement of expectations
- A list of appropriate support services, programs, and resources

The group will be added to the At-Risk RSO List, which is shared with Student Services staff and campus partners. Organizations are removed from the At-Risk List after leadership and advisor have completed an action plan. Meeting with the Director of Student Engagement Director or Vice President of Student Success to discuss an action plan for preventing future issues as necessary. Further violations may result in an escalation to a higher level.

Level 3 – Frozen

Flagrant and/or continued failure to adhere to policy/procedures. Continued and/or severe infraction action from previous levels, plus:

The group will be added to the Frozen RSO List, which is shared with Student Services staff and campus partners. Organizations are removed from the Frozen Organizations list and placed on the At-Risk Organization List after a minimum of one month and compliance with all expectations discussed at the required meeting with the Director of Student Engagement or Vice President of Student Success.

Loss of privileges including:

- Funding
- Inability to reserve event space

- Inability to host events
- Organization hidden from directory and the MMU App

After one semester of Frozen Status with no action plan progress, the organization becomes deactivated and must go through the New Student Organization Process to be reinstated.

Common Policies

Advisor Selection

All organizations are required to have and maintain an advisor. The advisor can be any current staff or faculty that holds part-time or full-time membership. They should be willing to advise the organization in the following capacity:

1. Willing to support your organization in a volunteer capacity by donating their time, effort, and advice.
2. The individual will serve as a resource and assist the student organization in navigating policies and procedures of the University.
3. An advisor must serve as a mentor to student organization officers, mediate internal conflict, assist in connecting members with resources, advocate for the group, and act as the primary contact for University administration in times of crisis, discipline, or disorganization.
4. Meet regularly (weekly, biweekly, monthly) to update each other on the progress and status of the organization

Business Office & Finance Policies

The major funding source for student organizations is the Student Activity Fee. Each semester, all full-time undergraduate students pay \$100 that is held in a fund available to students and RSOs. RSOs will automatically receive \$500 per year from this funding pool but may also apply for additional funds to help offset financial expenses for programs and events that enhance the student experience at Mount Mercy.

In some cases, RSOs will be considered non-SGA Funded RSO's due to their membership restriction criteria (typically GPA related for honor societies. All organizations must abide by the nondiscrimination policy, which is located in this document). These organizations will not receive the initial \$500 but can still fill out an Additional Funds Request. All organizations must be in good standing with SGA and Student Engagement to receive funding.

Funds may not be used for the following:

- Scholarships
- Alcohol
- Donations
- Support for candidate for public office or to affect the outcome of legislation

Credit Card Process

1. SGA Agreement
 - a. SGA currently has two credit cards available for use: **SGA MMU** and **SGA MMU 2**.

- b. The SGA Executive treasurer is responsible for the safe storage of both Mount Mercy University credit cards and will consider requests from other SGA organizations before allowing card to be checked out.
 - i. The Credit Card Check Out form must be filled out before using either credit card.
 - ii. All receipts should be attached to the Credit Card Check Out form and submitted to the Student Services front desk when the credit card is returned. If items were purchased online, send receipts to Donna Dennis *and* SGA email.
 - iii. If a club or club member is found responsible for a missing receipt, it will result in an infraction towards the club and a one level increase will be made to the club's status.
 - iv. If missing receipts are tracked back to a specific club more than one time, it will result in an automatic level 3 infraction, where the club's funds will be frozen.

II. Restricted Use

- a. *The use of a University credit card is subject to the following restrictions:*
 - i. No personal or private expenditure shall be charged to a University credit card
 - 1. If these charges do occur by accident, it is required that the cardholder write a personal check to Mount Mercy for the amount of the charge and attach it to the monthly credit card detail report provided to the Accounts Payable Manager in the Business Office (See details for monthly report in item III below.)
 - ii. The actual itemized receipt and a brief description must accompany each expense charged on the monthly credit card detail report. (If a receipt is missing see item IIc below) Each expense should have the same documentation provided on a reimbursement request.
 - 1. A restaurant receipt is enough to prove an expense for a business meal if it contains the name and location of the restaurant, the number of people served and the date and amount of the expense.
 - iii. In accordance with other purchasing policies, supervisor approval is required for all purchases. The SGA Executive Advisor is required to sign off on the monthly credit card report before the report is submitted to the Business Office. If the total credit card bill exceeds \$5,000, the signature of the VP for Finance must also be obtained before submission to the business office.
 - iv. No cash advances will be permitted on a University credit card.

III. Monthly Credit Card Detail Reports

- a. Billing cycles end on the 6th day of each month. The SGA Executive Treasurer should receive credit card statements within 7 days.
 - i. If a statement has not been received from US Bank by the 15th day of the month, the SGA Executive Treasurer should contact the Accounts Payable Manager or the Assistant Controller.
- b. Once the SGA Executive Treasurer has received the monthly statement, all receipts should be gathered from purchases made during the billing cycle.

- c. If a receipt cannot be found, the Treasurer or SGA Organization responsible for the charge must complete a “Missing Receipt Form” and include with the monthly credit card detail report as a substitute for the original receipt.
- d. The monthly credit card detail report must be completed, signed by the credit card holder and the VP for Student Success each month and returned to the Accounts Payable Manager by the *30th of the month*.
 - i. Information on this report includes the following: Date of Purchase, vendor, explanation of purchase, budget number to charge expense to, and amount of charge.
 - ii. Information should be typed and totals should be verified to the monthly statement received by the credit card holder.

Reimbursement Process

Reimbursement is strongly discouraged. RSOs should utilize the SGA Credit Cards instead. To file a request, fill out the Request to Reimburse form located on the SGA page on the Mount Mercy Website under “Forms.” The requestor should collect the proper approval signatures once the form is completed. This includes the signature of the requestor, the RSO advisor, and SGA Treasurer. If the reimbursement is for the club advisor, an SGA Advisor must sign.

Once received, the SGA Treasurer will ensure proper approval and deliver request to the Business Office for payment. It may take 3-6 weeks to process a reimbursement.

Tax Exempt Information

Mount Mercy University is a tax-exempt organization. The tax-exempt number can be found on all Mount Mercy University issued credit cards in the lower left hand corner and should be stated at the beginning of each transaction. Some vendors will request a specific tax-exempt form for a particular purchase. This can be requested through the Assistant Controller in the Business Office.

Fundraising

Please clear all fundraising with SGA before beginning. Please do this by sending an email to sga@mtmercy.edu. All cash/checks collected by individual clubs should be deposited directly with the Accounts Payable Manager in the Business Office. No credit card payments are accepted for fundraising events at this time. Please do not collect credit card information.

If the fundraising event is longer than 2 weeks, clubs should deposit money with the Business Office every two weeks to avoid cash handling errors and loss of funds.

If there are any registered student organizations (RSOs), teams, departments, groups, or individuals that would like to fundraise money or goods to benefit students on campus or organizations off campus, please contact our Senior Director for Development & Alumni Relations, Michael Dion (MDion@mtmercy.edu).

Cash Handling

If cash is needed for an event, please submit a request to the SGA Treasurer two weeks prior to the event. If approved, the SGA Treasurer will request cash from Business Office.

Contract Policy

Students and advisors can never sign contracts on behalf of their student organization and/or Mount Mercy University. Contracts must be signed by the Business Office. All contracts must be signed by both parties before the event takes place.

Step-by-Step Contract Guidelines:

1. The contract must first be signed by the artist or vendor before it is turned into the Business Office.
2. Contracts must be submitted no less than 21 days before the event. Please make sure that your contract is completely filled out, has all supporting documentation, if applicable, and is submitted on time.
3. Return the contract to the vendor once signed by the Business Office. This contract is termed Fully Executed and is officially binding at this point.
 - a. In some cases, the Business Office will make edits to the contract. These edits need to be initialed by the vendor and returned to the Business Office before it is signed.
4. Submit a check request to pay the artist or vendor a minimum of 14-days in advance. Note on the check whether the check needs to be mailed or will be given to the artist/vendor day of event.

Event Services Policies

Meeting and event space is available on the Mount Mercy University campus for student organizations and clubs. Event Services assists in determining availability / appropriateness of venues, equipment and technology, and coordinate with university resources.

Timeframe for Making Reservations

All events should be requested at least 14 days prior to the event. If your event has extensive set-up or planning, it should be requested at least 21 days prior to your event. Failing to make reservations that require special set-up or the scheduling of extra staff less than 14 days in advance of their event are subject to an additional 10% late fee.

Event Services has updated to an EMS software (<https://mtmercyu.emscloudservice.com/web/Default.aspx>) where you can request a location on campus to hold events/meetings/etc. This must be done at least one week in advance to be approved and to get the room of your choice. Event Services will approve all requests within 72 business hours.

Before requesting spaces, one must request an account. Event Services will approve of your account within 72 business hours.

To create a reservation, click “Create a reservation” and then “book now”. From there, dates, locations, and set up of location can be acquired. Event Services will approve all the reservation within 72 business hours. If you have questions, please email events@mtmercy.edu.

Information Needed to Request an Event

- Event/Meeting Name, Organization Name and Address
- Group Contact, Phone and Email Address
- Event Date(s)
- Actual Beginning and Ending Times
- Group Set-up and Tear-down Times
- Anticipated Attendance
- Set-up Requirements
- Audio Visual Requirements
- Catering Needs and times to be served
- Security Needs
- Facilities Needs

In order to complete communication of needs to the necessary Mount Mercy departments, it is the responsibility of the group contact to provide Event Services with all the information in writing no later than 14 days prior to the event.

Confirmation of Meeting Details:

Event Services typically reviews and checks availability of requests within 3 business days from the time the request is received. Requests for classroom space may take longer depending on the availability of future class schedules. Once Event Services has reviewed and approved an event; email confirmation will be sent. It is the client's responsibility to review the confirmation for accuracy and notify Event Services of any changes.

Changes or Cancellation of your Event

If you have any changes to your event from the original request or if the event is canceled, the Event Services office should be contacted at least three business days prior to the event or as soon as possible. Cancellations are requested two business days prior to the event. Events canceled after the deadline will be billed any costs related to the event up until the time of cancellation.

Final attendance numbers are due to Event Services at least three business days prior to the event.

Extending Building Hours (early open / late close)

If an event requires extended building hours, requests may be made at least 21 working days in advance of the event. This allows for scheduling any Events / Catering / Public Safety staffing.

Event Charges

Please be familiar with the following points regarding rental charges and responsibility when organizing an event:

- There is no charge for use of campus space for internal use by student organizations.
- For requests of equipment and support not typically offered in the designated space, a service fee will be assessed to the sponsoring organization. This includes

Service Fees

Fees

Site Supervisor (if required to be at entire event)	\$20/hour
Dance Floor Installation / Teardown	\$250 flat rate
Public Safety Officers (when alcohol is served)	\$25/hour per officer
Maintenance/Custodial Services (beyond normal services)	\$30/day flat rate
Installation of gym floor tarp	\$1,000 flat rate

*Less than 1 hour will be charged as a full hour

Decorations and Clean-Up Policy

Immediately following a campus event, all decorations must be removed from rooms and grounds by the sponsoring organization. For cases in which the University must provide extra cleaning, a service fee will be assessed. Any damage or loss of university-owned material or equipment will also be charged to the responsible organization.

Other notes about decorations and clean up:

- Decorations should be attached to surfaces with products that will not scar the finishes
- Latex balloons are not to be used.
- Candles, incense and fire are not allowed in any Mount Mercy facilities.
- Furniture is to be moved or removed by Event Services staff only.
- Due to time restraints and compliance issues, the removal of the dining room wall must be requested two weeks prior to the scheduled event. Late requests will not be accepted.

Audio Visual Policy

Audio Visual equipment should be reserved at the time of making an event reservation. This includes laptop/projector, video screens, sound systems, and microphones. An Event Services staff member will be available prior to and at the start of the event for setup and training on equipment but will not be available for the entire event to operate equipment.

Event Services Promotion – Bulletin Boards, Digital Screens, Tabling

Event Services offers two opportunities to promote your upcoming event(s). First, there are bulletin boards placed throughout the campus. These boards are updated on Mondays of each week. To ensure that your flyer is included, please present it to Event Services no later than noon on the Friday before.

Second, digital screens are located in the University Center and Basile Hall. To have your event promoted on these message boards, send a PowerPoint slide or pdf of your information (preferably landscape) to events@mtmercy.edu.

With either format, it is important to keep in mind that most viewers will spend 5 to 7 seconds looking at the information. To make an impact, keep your flyer informative but not cluttered. It is better to provide directions to get more information than to put too much on one sheet.

Promotional Tables

Mount Mercy University has two locations for internal and external groups and organizations to display information and use as sign-up opportunities. In the University Commons, across from the dining room and in front of the Hilltop

Food and Beverage - Catering Guidelines for Events

No food or beverages may be brought into, sold or distributed at Mount Mercy University facilities without written authorization.

When catering is requested, groups are required to use ARAMARK Dining Services. *The University contract with ARAMARK states that no outside food services will be used on the Mount Mercy campus without prior approval from the Director of Dining Services.*

Arrangements for food and beverage service may only be made once a room reservation has been secured with the Events Services Department. To place a catering order, please contact the Catering Department at least 14 days prior to the event at 319-366-5296 or nwalker@mtmercy.edu. Please have your billing information available when you place your order.

An estimated guest count is required at the time services are scheduled. A final guarantee count must be provided to the Catering Department at least 72 business hours prior to the event. If a count is not provided, the Catering Department will prepare and set for the highest count given at the time of booking, and you will be billed based on this count. In the event that additional guests arrive, they will do everything possible to accommodate those extra guests and will be charged accordingly.

Cancellations are requested 2 business days prior to the event. Events canceled after the deadline will be billed any costs related to the event up until the time of cancellation.

In order to ensure the quality of your event, the Catering Department must have sufficient time to procure food and service personnel. Sufficient notification is defined as at least three (3) business days. Events booked without sufficient notification may be subject to limited menu and service availability. *Catering orders must be submitted for an event 14 days in advance or your RSO will be charged a \$25 late fee.*

Linen will be provided for all tables used for food and beverage service. Should the need arise for linen on other tables, including guest tables, these can be provided at an additional charge:

- House Tablecloths for non-service tables - \$5/each
- House Skirting - \$12/per table

Pricing for all specialty linen is available upon request through the Events Services Department.

Unless otherwise requested, all events are presented with disposable serviceware.

Any missing non-disposable items provided to service your event will be charged the cost of the item. Upon their return, your account will be credited in full. Please return them to a member of the Dining Services staff to guarantee your credit.

Film/Movie/TV Show/Documentaries Policy

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyright materials, such as movies and TV shows, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Student organizations must secure a public performance license to show copyrighted movies on campus. The three companies to receive the license and the film are:

- Swank Motion Pictures, Inc; www.swank.com; 800-876-5577
- Criterion Pictures; www.criterionpicusa.com; 800-890-9494
- Motion Picture Licensing Corporation (MPLC); www.mplc.com; 800-462-8855
- If you have questions about a movie, TV show, or documentary you plan to show, please contact the Director of Student Engagement to review the licensing process

Fleet Vehicle Procedures

Mount Mercy University maintains a fleet of vehicles for the purpose of conducting University business. Availability of these vehicles is determined by Public Safety.

MMU Fleet vehicle usage requirements

To utilize a MMU Fleet vehicle, the driver must obtain authorization from our insurance carrier to ensure coverage for any vehicle crashes or other incidents with the fleet vehicle. This is a simple process of completing a short form and providing a copy of the front and back of the individual's driver's license. Authorization forms can be picked up at the information desk in the University Center. This form must be completed annually and must be filled out at least 24 hours prior to the reservation. You are also required to notify Public Safety if the status of your driving privileges changes during the year for any reason. Failure to do so may result in loss of privileges for the MMU fleet.

Each prospective driver must:

- Possess a valid U.S. driver's license
- Be an Employee or Graduate Assistant of MMU
- Be a non-employee and non-student who gains authorization from the University
- Completed the Fleet Vehicle Authorization form (obtained through Public Safety)
- Provided a photocopy of the front and back of their U.S. driver's license

Reservation Process:

1. To request a vehicle, email mmufleet@mtmercy.edu. In this email please include:
 - a. Type of vehicle requested (sedan or minivan)
 - b. Number of of vehicles needed
 - c. Date(s) of travel

- d. Time requested for pick up and drop off
 - e. Individual(s) driving
 - f. Approx. round-trip mileage (if roundtrip is greater than 600 miles, skip to # 10)
2. If a vehicle is available, you will receive confirmation. The confirmation will let you know which vehicle is reserved for you.
 3. Once a reservation is made, a blue zipper bag with the assigned vehicle's keys will be waiting for you at the Info Desk in the University Center. For off-hour pick-up / drop off, please contact Public Safety at 319-363-1323 ext. 1234. The Officer on duty will assist you.
 4. Fleet vehicles are located in the back-parking lot off Sacred Heart Drive (behind Busse Center). Only University vehicles are approved to park in this designated area. Employees should park their personal vehicles in employee only parking lots.
 5. When picking up a vehicle, please complete the checklist found in the vehicle bag and bring it to the Info Desk prior to your departure.
 6. When you are finished with your fleet vehicle, please clean up after yourself, fill the gas tank, and return the vehicle to the designated parking lot. There will be a \$100 dollar charge and/or loss of your driving privileges for vehicles returned in unkempt conditions. Failure to fill the gas tanks will result in a flat fee of \$30 dollars.
 7. Mount Mercy University provides a Kum & Go credit card to use for fuel only at any Kum & Go gas station.
This credit card, along with a yellow card with department pin numbers, can be found in the blue zipper bag provided when checking out the vehicle. Please print your name on any/all gas receipts and place them in the blue zipper bag. Gasoline purchase will only be reimbursed if the Kum & Go credit card is not functioning and you go to a Kum & Go gas station.
 8. When returning the blue zipper bag, make sure it has its original contents, any/all gas receipts, and report any issues with vehicle (damage, maintenance lights, gas card problems) to Public Safety via email.
 9. VEHICLES, ALONG WITH THE BLUE ZIPPER BAG, MUST BE RETURNED IN THE TIMEFRAME REQUESTED. IF YOU NEED TO EXTEND YOUR RESERVATION, PLEASE CONTACT PUBLIC SAFETY AS SOON AS POSSIBLE. VEHICLE BAGS MUST BE TURNED IN BETWEEN ALL USES. IT IS NOT ACCEPTABLE TO HAND OFF THE BAG TO ANOTHER PERSON OR DEPARTMENT.
 10. For roundtrips greater than 600 miles, the University will expect you/your department to lease a vehicle from another entity, and pay with funds from your departmental budget.

*Failure to comply with the procedure and rules for the MMU Fleet vehicles may result in loss of driving privileges. Please contact Public Safety with any questions.

University Vehicle and Driver Requirements

This policy covers requirements for the use of University fleet vehicles. Mount Mercy University reserves the right, at its discretion, to prohibit any individual from driving a University vehicle, or to prohibit an employee from driving a personal vehicle for University business. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

University Vehicle Maintenance Requirements

Each driver using University-owned vehicles is responsible for ensuring:

- Performing a walk-around prior to driving vehicle,
- Returning vehicle with full tank of gas,
- Returning vehicle cleaned and picked up.

Drivers must immediately report to their supervisor or the Director of Public Safety any conditions that may potentially affect the safe operation of a University vehicle. Vehicles should not be driven until any needed repairs have been completed.

Driver Requirements

All drivers of University vehicles or employees who drive personal vehicles on University business, are expected to obey all traffic laws and regulations and maintain a valid license in good standing. Accordingly, all citations and/or tickets including, but not limited to, those related to a driver's license, failure to wear a seatbelt, speeding, distracted driving, or OWI violations are the sole responsibility of the employee to either pay or successfully contest; the University assumes no obligation for any fines or fees. The University is responsible for "fix-it" related citations and/or tickets on University vehicles only.

Authorized Drivers

MMU must pre-approve all drivers (including all categories of faculty, staff, graduate assistants, coaches, temporary employees, and non-employees), who drive University vehicles (owned, leased or rented). Students are not permitted to drive University vehicles.

This pre-approval as an authorized driver requires the employee to meet all the following criteria:

- Have had a driver's license for at least 2 years
- Have a minimum of 2 years driving experience with the same class of license as required by the University job description
- Provide a legible copy of current valid Iowa driver's license – **see below for exceptions to Iowa license requirement**
- Have an acceptable driving record per University requirements – (scroll down to **see Appendix A**)

Iowa License Requirement

All drivers who drive any University vehicle must have a valid Iowa driver's license unless:

- The employee is conducting official University business outside Iowa, in which case employee must have a driver's license from that jurisdiction
- The employee has a valid driver's license from their state of residence
- The employee is a visitor to Iowa who has had a valid driver's license for a minimum of 2 years from their home country (NOTE: Visitors who become Iowa residents as defined by the Iowa DMV must immediately notify their manager and provide a copy of the Iowa driver's license within 30 days.

Seat Belt Requirement

All drivers and passengers in University vehicles must wear their seat belts at all times and sit in designated seats while vehicle is moving; standing or riding in or on beds of vehicles is prohibited.

Alcohol/Smoking

All drivers must comply with the University's Drug Free workplace policy. Alcohol and/or smoking is prohibited within a University owned fleet vehicle.

Driver's License Loss or Change of Status

Authorized drivers must immediately report a change in their driver's license status to their manager and Risk Management. **Authorized drivers are prohibited from driving a University vehicle if their license is revoked, suspended, expired or their driving privileges are otherwise restricted (e.g., Ignition Interlock Device).**

- For employees in this situation whose driving privileges are restricted in a way that prevents the performance of driving duties or meeting the requirements of an authorized driver, and whose job description *requires* driving a vehicle, the employee will be subject to termination. If an individual's job description *does not require* driving a vehicle, the employee must immediately cease driving any University vehicle.

Insurance Information

The University liability insurance program provides protection to authorized drivers of University vehicles. The University insures for collision, fire, theft and liability. Commencing with each fiscal year, the employee's department may be responsible for the initial \$1,500 in repair costs.

All accidents involving MMU vehicles must be reported immediately to the employee's supervisor and to the Director of Public Safety.

Personal Use of University Vehicles

Personal use of University vehicles is prohibited, including but not limited to any activity not directly related to University business during, before or after work, or during breaks. This includes using vehicles to drive off-campus for breakfast, lunch or dinner, unless meal is directly related to University business.

Use of personal vehicles for University business

Personal vehicles to be used for driving on official University business must be insured for at least the Iowa-required minimum limits of:

- Bodily Injury **Liability** Coverage: \$20,000 **minimum** per person, \$40,000 **minimum** per accident.
- Property Damage **Liability** Coverage: \$15,000 **minimum**.
- Uninsured Motorist Bodily Injury Coverage: \$20,000 **minimum** per person, \$40,000 **minimum** per accident

The personal insurance policy cannot contain a business use exclusion. The University has the right to require evidence of current automobile liability insurance coverage.

If an employee is driving his/her personal vehicle on official University business, the University's liability insurance policy program may provide excess liability insurance protection to the driver in the event of a vehicle accident. The driver's vehicle insurance is primary and must be exhausted before the University's insurance program will defend or pay any claim. Note that the University is not responsible for the employee's deductible under his/her personal auto insurance.

The University does not provide any insurance protection for fire, theft, collision or other loss or damage to personal vehicles. Note: Individuals who use their vehicles frequently in connection with official University business should consult with their insurance agent or broker to ensure their insurance coverage and limits meet their individual needs.

Driver Records

Drivers who have poor driving records will not be permitted to operate a University vehicle, operate a personal vehicle on University business, or drive a leased vehicle on behalf of Mount Mercy University.

Drivers with poor driving records include those with one or more of the following violations:

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
- Suspension, revocation or administrative restriction within the last five years
- Leaving the scene of an accident as defined by state laws
- At fault in a fatal accident
- Felony committed involving a vehicle
- Three or more "Company Vehicle" physical damage claims in any twelve-month period

It shall be the duty of the driver to notify their supervisor or the Director of Public Safety of any of the following changes in their driving status.

Membership and Officer Leadership within a student organization

Membership

A student may participate as a member in any co-curricular activity offered by the University if they are currently enrolled for a credit at Mount Mercy.

Organizations may impose special eligibility requirements which would be binding on student participants or organization leadership. Unless specifically authorized otherwise by Student Engagement, these requirements must be in accordance with university policies, including the respect to nondiscrimination on the basis of any characteristic outlined in the Non-discrimination Policy which can be found in this handbook.

Officer Leadership

The basic requirement to be an officer in an organization is current enrollment for credit at Mount Mercy, be in good standing with the University, both before seeking a leadership opportunity and during their terms of office, and maintenance of a 2.0 GPA minimum (cumulative), unless a higher GPA requirement is stated in the organization's constitution.

Non-discrimination Policy

Mount Mercy prohibits discrimination and harassment, and provides equal (membership) opportunity without regard to race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

Raffles

The definition of a raffle is: A lottery in which a number of persons buy a chance to win a prize. An example would be a group selling chances to win a TV for \$1.00 per ticket. A drawing for a door prize is not a raffle because no money changes hands.

A raffle is considered a game of chance (or gambling) by Iowa Statute and as a result there are numerous regulations with respect to conducting one. If groups on campus were allowed to conduct raffles, the University would need to have a gaming license from the State of Iowa and sales tax would need to be paid on all of the cash received from the raffle. Penalties are imposed on organizations that do not comply with the regulations.

Raffles will not be allowed by groups affiliated with or representing Mount Mercy University.

Travel Policy

All domestic travel by RSOs must be registered with Student Engagement and SGA. Domestic travel is defined as any conference, performance, competition, service project, retreat, or other social or professional activity that takes place 25 miles away from Mount Mercy, and is supported financially by SGA, a university department, or other organization funds.

All travel must relate to the purpose and guiding principles of the organization and must comply with the policies of Mount Mercy University as stated in the Student Organization Handbook. Travel should be scheduled so that it does not create an unnecessary interference with a student's academic responsibilities. RSO travel does not constitute an "excused absence" from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

Travel Approval Requirements

1. All travel must be registered with Student Engagement and SGA no later than seven (7) business days before the start of the scheduled trip.
2. All participants who are traveling must sign and turn in the Student Travel Waiver 24 hours before departing.

Both forms are located on the SGA page on the Mount Mercy Website.

RSOs traveling outside of the United States and U.S. territories are required to complete additional steps and should schedule a meeting with the Director of Student Engagement or Vice President of Student Success to discuss the process.

Travel Chaperone

A full or part-time university staff or faculty member (preferably the RSO's advisor) is required to accompany any domestic and international trip. The chaperone will be responsible for ensuring the safety of the students on the trip as well as being the point of contact between the RSO and the University.

Drivers

All students and chaperones who operate vehicles during travel are required to have a valid U.S. driver's license for the vehicle being driven with appropriate classifications, restrictions, and/or endorsements. Vehicle passengers must wear seat belts at all times, and the total number of passengers in a vehicle may not exceed the number of seat belts available. All vehicles should have a responsible person in the front passenger seat to assist with navigation. This "navigator" is expected to remain awake at all times. For trips more than 350 miles each way, two valid drivers are required per vehicle, and the drivers must rotate every three hours. Driving is not permitted between the hours of midnight and 6am without the permission of Student Engagement.

SGA Travel Fund Policy

Travel for students and up to one (1) advisor can be funded through a request to SGA. The following guidelines must be followed:

- Fleet vehicle usage is strongly encouraged when traveling. Advisors/Chaperones are required to drive fleet vehicles as students are not permitted (see fleet vehicle policy). Drivers of either school or personal vehicles must be approved by the University prior to travel on organization business, unless driving one's personal vehicle without passengers.
- Air travel is not guaranteed but may be requested if travel is over 600 miles. Organizations approved to travel by air will automatically be allocated \$150 per person and may request an additional \$.14/mile per person for round trip flights.
- Allocation for registration fees may be obtained on a case by case basis and must align with the organization's mission.
- When traveling by motor vehicle, organizations may request the full amount for gas expenses. A university card may be used, or the organization can request reimbursement by keeping their receipts.
- Funding for overnight travel may be requested up to \$70 per person per night.
- If for any reason hotels cannot be met at the per-person price, exceptions can be made for special cases.
 - Reasons for exceptions include and are not limited to staying at the hotel of a conference as to reduce the cost of transportation. This can also be based on time of year and location of travel. Students should not be held back from experience due to these limitations.
- Upon returning from their travel, the club must present at the next convenient General Assembly meeting. This presentation will consist of what the club members learned from their trip and how their travel will benefit not only their club, but as well as the student body.

Student Organization Resources

Attendance Tracking on the Mount Mercy App

To track attendance on the app, the RSO president will need to upload the organization's event and select the assessment feature. When this is selected, organizations also have the option to solicit feedback from those who scan into the event. The QR code will be emailed to the president 24 hours prior to the start of the event or they can log into the Ready Education website and download the QR code at any time.

If an attendee does not have the app, organizations have two options:

- Bring a laptop for web check in which is available via the email that is sent 24 hours before the event or from the App Cloud
- Collect names and emails and manually enter them into the web check in

Please remember, organizations will need event attendance numbers and feedback rating for the RSO Event Tracking Form for RSO Registration.

If your organization does not have access to the Ready Education app (known on campus as the MMU app), please reach out to the Director of Student Engagement.

Collaborative Programming

Organizations are encouraged to work together to create programs, services, and activities for the University community. Collaborative programming involves two or more organizations sharing ideas, workload, and financial responsibility for an event. All organizations involved in *equal* programming of an event will receive credit toward that RSO Event Requirement.

Working together to plan and execute programs is a great way to learn about other organizations and share resources. When collaborating with other organizations,

- Be clear what is expected of both organizations during the planning process and during the event.
- Discuss the strengths and weaknesses of each organization and how each can contribute to the success of the program.
- Be considerate of all sponsoring organizations in advertising materials.
- Agree in advance on the financial commitments of each group.

Facebook Events

Similar to community calendars, Facebook events expand your reach to the community and beyond. If your department has a Facebook page, you can add Mount Mercy University as a co-host, so your event also appears on our main account.

1. From your news feed, click Events in the left menu. You may have to click See More first.
2. Below Your Upcoming Events, select the event, then click Edit.
3. Below Additional Details, click Event Settings.
4. Type Mount Mercy University in the box and select the university.
5. Click Save, then click Update.

Note: Only a "Page" can add another "Page." This is different from individual accounts.

Weekly Happenin' on the Hill Email

Promote your event to the campus community by submitting it to the weekly Happenin' on the Hill email organized by Student Services. To have your event featured, submissions must: 1. Be emailed to studentengagement@mtmercy.edu no later than 5:00 PM on the Thursday prior to the Monday email.

2. Include a graphic/poster/flyer with all accurate information (who, what, where, when, etc.)—see Canva resource below.
3. Include a PNG, JPEG, or JPG file.
4. Be an event that occurs Monday through Sunday of the corresponding week.
 - a. Exceptions: Weeklong events, if events require sign-up before, save the date

MMU App

All RSO Presidents are given access to post events on the app at the beginning of their term. If you are not a president, but would like access to your RSO's page, please reach out to studentengagement@mtmercy.edu.

MMU Master Calendar

Email events@mtmercy.edu to add your event to the EMS master calendar. If you've already worked with Events on room scheduling, it should already be on the calendar. You can check the master calendar by using this link: [MMU Master Calendar](#)

Wufoo | secure.wufoo.com/login

Do you need to collect information from a group of people, create an RSVP or registration form, or share a poll? Wufoo is a secure platform you can use to do so! With a subscription already purchased through Mount Mercy IT, you can create and edit forms—and export data by creating sharable reports. Wufoo access can be requested by email help@mtmercy.edu. It is recommended that departmental/shared email addresses are used to set up new accounts (e.g. marketing@mtmercy.edu).

Canva | canva.com

Canva is an online tool with posters, flyers, and social media templates—or the ability to create custom designs. For internal events (BINGO nights, speakers, athletic and music events, other student-org hosted events, etc.), it is recommended you use Canva to ensure a faster turnaround and more control when event details change.

MailChimp | login.mailchimp.com

MailChimp is a free online tool that allows you to design emails and send them to be uploaded lists. We recommend this tool when working with RSVP lists, newsletters, and sending similar reminders.

Logo & Brand Guidelines

Please refer to the brand guidelines for font and color requirements. Thank you for adhering to our brand standards to ensure consistency across materials. Logos are available by email marketing@mtmercy.edu.

Support Provided by the Marketing & Communications Office

The Marketing & Communications Office provides different levels of event promotion/support based on institutional priorities and resources.

Level 1 Support

High-priority, large-scale, well-attended institutional events that require interdepartmental collaboration. These are usually yearly events that are planned out months in advance. Support typically includes social media coverage, web events, invites, flyers, programs, photography, and graphics. Livestreaming and PR/media relations are at our discretion. Examples:

- Commencement
- Honors Convocation
- May Nursing Pinning
- Homecoming & Alumni Weekend
- Presidential Inauguration

Level 2 Support

Larger, well-attended events that include the general public and/or special guests. Support typically includes social media coverage, web events, flyers, programs, photography, and graphics. PR/media relations are at our discretion. Examples:

- Recruitment events/visit days
- Business & Leadership Conference
- Women in Leadership Series
- Barbara A. Knapp Lecture Series
- December Nursing Pinning
- Spring Lecture Series
- Fall Faculty Series

Level 3 Support

Campus-wide events that mostly focus on current students, faculty, and staff. Support typically includes social media coverage, web events, and photography. Additional support is at our discretion. Examples:

- #HaveMercyGiveMercy
- Opening Convocation
- Scholarship Festival
- Career Fair
- Mustang Leadership Speaker Series
- Registered Student Organization Events

How to request support

Email marketing@mtmercy.edu 4-6 weeks in advance to ensure adequate promotion time for your event. The following finalized information is required:

- Event date, time, and location
- Who is organizing the event
- Point of contact

- Description of event
- RSVP link (if applicable)
- Speaker(s) bio (if applicable)

Livestreaming Support

The Marketing & Communications Office manages livestreaming for Level 1 events. If you're interested in livestreaming other events, a budget of \$400-\$600 is needed depending on the event length. Email marketing@mtmercy.edu for vendor contact info. Livestreams are most common when:

- The event is a large-scale, highly publicized event (e.g., Commencement, Honors Convocation, main Homecoming & Alumni Weekend events, etc.)
- The audience will be across the nation/globe
- A high-quality recording of the event is needed

Other Marketing/Advertising Options

- Upload your event to the Mount Mercy App
- Share event information on the Mount Mercy App wall
- Email Distribution – Email the Director of Student Engagement with email content
- Sidewalk Chalking
 - Chalk notices are permitted on sidewalk surfaces in areas that can be naturally washed by rain. They are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, benches, or similar locations.

Member Recruitment

Recruiting new members is an important component of ensuring the long-term success of an organization. At re-registration each semester, every organization is required to have at least five (5) student members.

Successful recruiting is dependent on relationship-building and marketing. Promoting the organization through social media platforms is a free, effective way to reach other students on campus. RSOs are able to participate in Involvement Fairs, Mug Mondays, and have access to campus wide emails, and the Mount Mercy mobile app. All of these are great ways to attract new members.

Member Retention

Once members are in place, find ways to keep them engaged and motivated to contribute to the growth of the organization. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent with members, so they are aware of the latest happenings and understand decision making in the organization. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meetings and show gratitude for their contributions.

A great way to recognize members, executive board members, the advisor, and the organization as a whole is through the Mustang Leadership Awards which solicits nominations each Spring.

Delegation

Learning how to delegate as a student organization leader is integral to the success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps towards accomplishing these goals. All members of the organization have their own unique talents and can contribute to the group in different ways. Leaders should try to identify their members' special abilities and delegate tasks that they can accomplish. By delegating the tasks of the organization, leaders can be more efficient with their time and can focus their efforts on other important initiatives. Communication is key when delegating; avoid being a taskmaster, and find ways to motivate team members to accomplish their goals

Meeting Management

Meetings are essential for proper communication between members of a student organization. Creating a meeting agenda, prioritizing tasks and managing time are important steps to successfully managing a meeting. Be sure to determine a time that accommodates all the members of the organization, reserve a space to meet on campus, and give proper notice of the next meeting to all organization members. The president and members of the organization should be prepared with a report and a plan of action at each meeting, so that the organization can progress from meeting to meeting.

Officer Transition

Officer transition can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It's never too early to anticipate change in leadership. Keep binders and digital archives of documents, financial records, event information, and meeting agendas and minutes from the beginning of each term that can serve as a resource for new leaders in the upcoming year. Think about the successes and challenges that the incoming leadership should be aware of. Share ideas or plans for retreats and end of the year activities. It is also important to use meetings, retreats, and activities to train current members who may potentially assume leadership roles in the future. Once new leaders are in place, use the summer months to train them for their new role. Finally, remember that involvement is meant to be a fun learning experience that allows leaders to build connections with others. It is important that executive board members have strong, healthy relationships with one another. Link: [RSO Executive/Advisor Transition Form](#)