



Student Organization 101

Made by: Ryan Lardner, *Student Organization Intern*



Check-in form



Training Outline

01

Introductions and Ice breaker

Get to know the members of the Student Orgs team!

03

How to use Involve

A guide to our campus management platform.

02

Student Org Resources + Policies

Important rules and resources you need to know.

04

Feedback Form

Please take a moment to give us your feedback on this training.



01

Introductions

Who's who in the student organization office.

Ryan Lardner

(they/she)

- Contact info – ryan.lardner@marquette.edu
- Job title: Student Organization Intern
- Involvements on campus: Marquette University Student Government, Gender & Sexuality Alliance, Dance Inc.
- Fun fact: I have been dancing since I was 3.



Stephanie Dooge

- Contact info: stephanie.dooge@marquette.edu
- Job title: Coordinator for Student Organizations and Campus Activities
- Fun fact: I collect rubber ducks!



Dr. Jen Reid (she/her)

- Contact info: jennifer.reid@marquette.edu
- Job title: Director, Alumni Memorial Union and Student Engagement
- Fun fact: I have two basset hounds, Maybell and Maude. I LOVE basset hounds!!!!



Katja Benz

- Contact info: katja.benz@marquette.edu
- Job title: Graduate Assistant for Student Orgs
- Fun fact: I was in the 2016 Macy's Thanksgiving Day Parade





Ice Breaker/Introductions

Ice Breaker Activity

1. Get into groups of 5-6.
 - Try to find 5 or more things you have in common with the other students.
 - They cannot be: We all go to Marquette
 - They have to be shared with all the students in your group – they have to be true for everyone.
 - You have 3 mins.

Introduction prompt

Everyone go around and say:

1. Your name (and pronouns if you want)
2. Your organization that you're representing.
3. Your year.



02

Resources and Policies

Important rules and resources you need to know to run your Student Organization.

Resource 1 - website

MARQUETTE UNIVERSITY
BE THE DIFFERENCE.

MARQUETTE.EDU // SEARCH // A-Z INDEX // GIVE TO MARQUETTE

STUDENT ORGANIZATIONS

ABOUT ▾ STUDENT JOB OPPORTUNITIES ▾ DINING OPTIONS STUDENT ENGAGEMENT ▾ EVENT SERVICES CONTACT

QUICK LINKS

Marquette fosters a culture that values, respects and promotes belonging for all in our community. Part of this is having opportunities to develop intellectual, personal and physical growth outside the classroom. Marquette has more than 270 student clubs and organizations for you to choose from to aid in your development. No matter your passions, we hope you find a group that allows you to grow as a person.

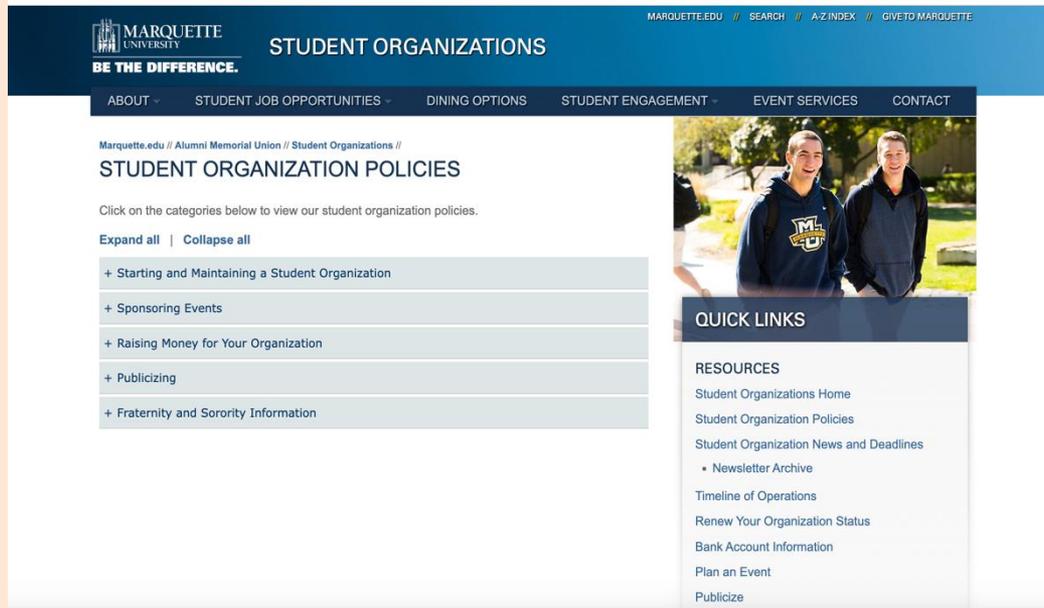
RESOURCES

- [Student Organizations Home](#)
- [Student Organization Policies](#)
- [Student Organization News and Deadlines](#)
 - [Newsletter Archive](#)
- [Timeline of Operations](#)
- [Renew Your Organization Status](#)
- [Bank Account Information](#)
- [Plan an Event](#)
- [Publicize](#)

FOR ORGANIZATIONS POLICIES AND PROCEDURES OTHER WAYS TO GET INVOLVED



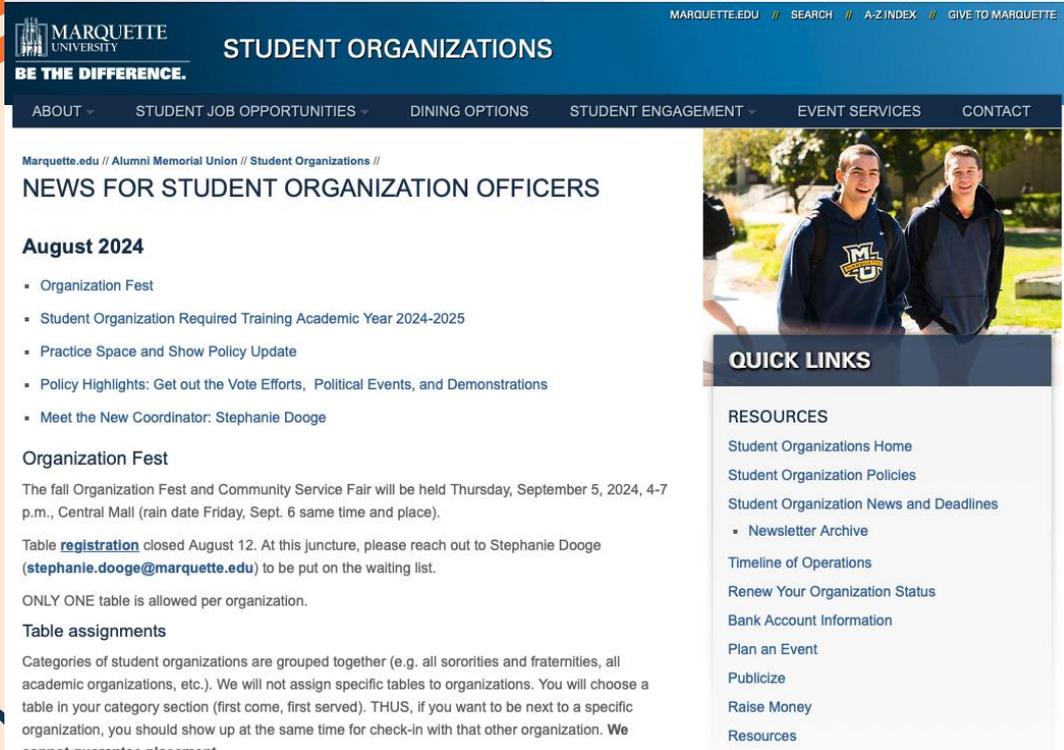
Resource 2 – Student Org Handbook



The screenshot shows the Marquette University website's 'STUDENT ORGANIZATIONS' section. The header includes the Marquette University logo and the slogan 'BE THE DIFFERENCE.' Navigation links include 'ABOUT', 'STUDENT JOB OPPORTUNITIES', 'DINING OPTIONS', 'STUDENT ENGAGEMENT', 'EVENT SERVICES', and 'CONTACT'. The main content area is titled 'STUDENT ORGANIZATION POLICIES' and includes a breadcrumb trail: 'Marquette.edu // Alumni Memorial Union // Student Organizations //'. Below the title, it says 'Click on the categories below to view our student organization policies.' There are two buttons: 'Expand all' and 'Collapse all'. A list of categories is shown with expandable arrows: '+ Starting and Maintaining a Student Organization', '+ Sponsoring Events', '+ Raising Money for Your Organization', '+ Publicizing', and '+ Fraternity and Sorority Information'. To the right of the categories is a photo of two students in Marquette University hoodies. Below the photo is a 'QUICK LINKS' section with a 'RESOURCES' sub-section containing links to: 'Student Organizations Home', 'Student Organization Policies', 'Student Organization News and Deadlines' (with a sub-link for 'Newsletter Archive'), 'Timeline of Operations', 'Renew Your Organization Status', 'Bank Account Information', 'Plan an Event', and 'Publicize'.



Resource 3 – Student Org News Letter



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Marquette.edu // Alumni Memorial Union // Student Organizations //

NEWS FOR STUDENT ORGANIZATION OFFICERS

August 2024

- Organization Fest
- Student Organization Required Training Academic Year 2024-2025
- Practice Space and Show Policy Update
- Policy Highlights: Get out the Vote Efforts, Political Events, and Demonstrations
- Meet the New Coordinator: Stephanie Dooge

Organization Fest

The fall Organization Fest and Community Service Fair will be held Thursday, September 5, 2024, 4-7 p.m., Central Mall (rain date Friday, Sept. 6 same time and place).

Table [registration](#) closed August 12. At this juncture, please reach out to Stephanie Dooge (stephanie.dooge@marquette.edu) to be put on the waiting list.

ONLY ONE table is allowed per organization.

Table assignments

Categories of student organizations are grouped together (e.g. all sororities and fraternities, all academic organizations, etc.). We will not assign specific tables to organizations. You will choose a table in your category section (first come, first served). THUS, if you want to be next to a specific organization, you should show up at the same time for check-in with that other organization. **We cannot guarantee placement**



QUICK LINKS

RESOURCES

- Student Organizations Home
- Student Organization Policies
- Student Organization News and Deadlines
 - Newsletter Archive
- Timeline of Operations
- Renew Your Organization Status
- Bank Account Information
- Plan an Event
- Publicize
- Raise Money
- Resources





Policy Review

A highlight of specific policies you need to pay attention to.

Eligibility for Membership in a Student Organization

- To be eligible to be a member in an organization you need:
 - To be a full-time undergraduate student
 - Any part-time student, graduate student, professional student, faculty member, or administrator may be an associate member of any undergraduate student organization and may not hold office or vote.

Eligibility for Membership in a Student Organization

- To be eligible to be an officer in a student org, an officer in MUSG or an elected senator in MUSG you need:
 - To be a full-time undergraduate student
 - To be in good standing with the university at the time you were elected and throughout your entire term.

Eligibility for Membership in a Student Organization Full Policy:



University Policy on Use of Facilities

This policy governs the use of all university space (indoor and outdoor).

“Campus facilities of Marquette, including outdoor areas, exist for the primary purpose of education, for use by our students and employees and by affiliated constituencies.”

<https://www.marquette.edu/ca/upp/upp-5-03-use-of-university-facilities.php>

NOTE: You must be on the Marquette network/VPN to view this webpage.

University Policy on Use of Facilities (cont.)

UPP 5-03

“Marquette University facilities are private property and provided for use only by students, faculty, staff, and affiliated guests who have an academic purpose or curricular use, are conducting university business, and/or are participating in an approved university activity. Marquette University facilities are not places of unrestricted access.”

University Policy on Use of Facilities (cont.)

UPP 5-03

Marquette University does not tolerate behaviors that keep others from using and enjoying these facilities, including but not limited to:

- Loitering and solicitation.
- Harassment and any other behavior that might reasonably disrupt other persons.
- Behavior that compromises the health and welfare of others or causes damage to the physical facility, furniture or equipment.
- Camping, unless permission to do so has been granted by appropriate university personnel. "Camp" means to sleep for an excessive period of time, to remain overnight, or to use sleeping equipment for the purpose of or in such ways as will permit remaining overnight.
- Misuse of restrooms.

Event Policy – Sponsoring an event

All student organization events **MUST** be registered in MARQUEE--i.e. Marquette Involve (formerly Presence).

The **only** exceptions to this are closed group meetings, practices, or rehearsals with just members. Event tabling is considered an event.

1. Reserve space first through AMU Event Services.
2. Then register your event in MARQUEE.

Event Policy – Sponsoring an event

Step 1: Reserve Space

- Online: www.marquette.edu/event-services/
- In person: Event Services Office, Alumni Memorial Union, Room 245
- Phone: (414) 288-7202

All reservations are tentative until an email confirmation from Event Services has been sent. Email confirmation will not be sent until Step 2 has been completed.

Event Policy – Sponsoring an event

Step 2: Complete the Student Organization Event Registration Form

- The **Event Registration Form** must be completed online at least 10 working days prior to the event.

What do I have to submit for approval?

All organization events (except general meetings or practices), publicity, fliers, displays, and literature distribution. This includes, but not limited to:

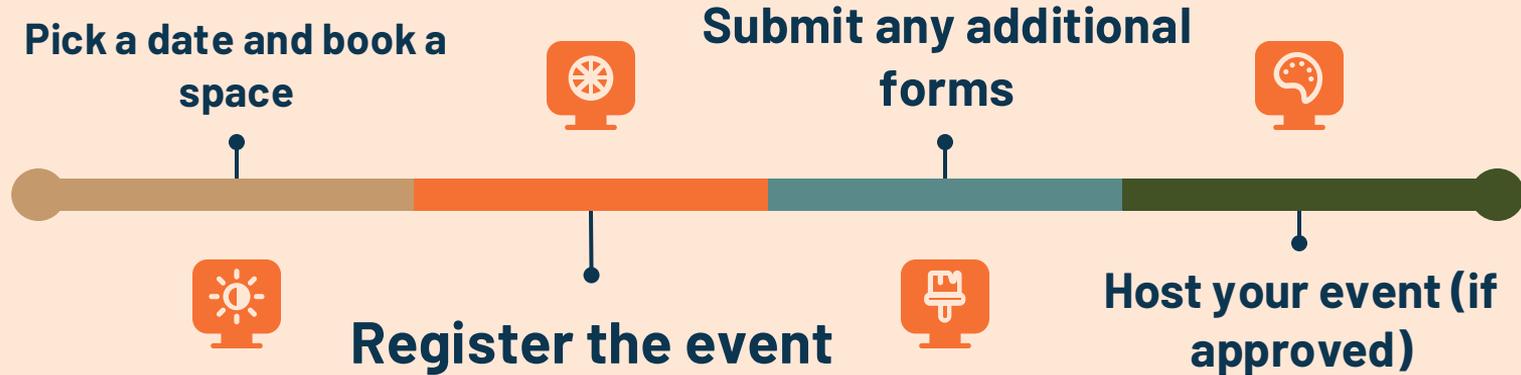
- Events open to non-members
- Events with your organization that are not general meetings
- Events with a speaker
- Domestic travel (outside of metropolitan Milwaukee)
 - NOTE: For Club Sports organizations, tournaments, competitions, meets, etc. should be registered through the Office of Recreational Sports and do not have to be registered in Presence/Marquee.
 - Includes overnight or day trips/events

What do I have to submit for approval?

(continued)

- Fundraisers
- Formals, dinners, dances, galas, etc.
- Events including alcohol (on or off campus)
- Performances
- Any publicity your organization puts together for an event or related to your organization's purpose
- Any displays your organization puts together for an event or related to your organization's purpose
- Any items (fliers, brochures, give-a-way items) being handed out at an event, lobby table, etc.

Event Planning Process



Student Organization Demonstration Policy

"It is clearly inevitable, and indeed essential, that the spirit of inquiry and challenge that the university seeks to encourage will produce many conflicts of ideas, opinions and proposals for action. The university community recognizes its responsibility to provide effective channels for internal communication, free discussion and rational persuasion as the normal and preferred means of airing and reconciling such differences. On occasion, recourse to public demonstration and protest may become, for some, a necessary and justified means of supporting their cause or position.

In such cases, the university must seek to ensure a fair and reasonable balance and coordination between two sets of rights that are brought into conflict with one another. The first is the right of the members of the university community freely to pursue their academic and vocational objectives without unreasonable obstruction or hindrance. The second is the right of the members of the university community freely to communicate, by lawful demonstration and protest, the positions that they conscientiously espouse on vital issues of the day."

Student Organization Demonstration Policy

For a demonstration to be approved you need:

- Leadership and Prior Approval
 - The Organizer/Liaison must meet with the Dean of Students or designee to coordinate the planned Event and is encouraged to schedule this meeting well in advance. The Dean of Students/designate will meet with the organizer (and advisor, if relevant) within one business day of the request. The planned Event may be scheduled no fewer than two business days after this meeting is held.
 - In conjunction with this meeting, the Organizer/Liaison will submit a “Demonstration Proposal” form. This form is available through MARQUEE.
 - Following this meeting, if all parties are in agreement regarding the substance of the proposed Event and the institutional expectations, the Event will be approved and the Proposal Form will be shared with relevant campus offices.

Student Organization Demonstration Policy

- **Measures to ensure safety and security**

- "All students who are members of the university community have the right to peaceful demonstration (including, but not limited to, rallies, gatherings, protests, parades, and processions) on campus. However, disruptive demonstration, here defined as any demonstration that unreasonably interferes with the rights or safety of others, is strictly prohibited."
- There is a non-exhaustive list on the student organizations website that defines what a disruptive vs. non-disruptive protests. Some of the items are:
 - Denies or unreasonably interferes with the rights of other students, faculty or staff of the university, including the rights of others to demonstrate
 - Occurs in a way that blocks entrances, exits, or passageways from or to any university building or vehicle traffic on or to the campus.
 - Occurs inside university buildings other than the Alumni Memorial Union.
 - Breaks any laws or ordinances.

Student Organization Demonstration Policy

In order to use space on the campus for the purpose of peaceful demonstration, students or groups who organize a demonstration must also comply with the following:

1. Maintain Peace and Order
 - The responsibility of maintaining peace and order rests at all times with the individual(s) or group(s) who organized the Event.
2. Presence of University Officials
 - When demonstrations are scheduled, organizers should expect university personnel (typically, Student Affairs staff and/or Marquette University Police officers) to be present for all or part of the Event.
3. Responsibly Conclude the Demonstration
 - The length of any given demonstration may vary. Demonstrations will usually be permitted to continue until and unless university officials determine that university operations and/or the rights of others have been compromised.

Student Organization Demonstration Policy



Student Organization Demonstration Policy

Leadership and Prior Approval

A member of the Marquette University community (student, faculty or staff member) must be designated Organizer/Liaison for each protest/demonstration (the “Event”).

Register demonstrations on MARQUEE:



Speakers, Films, & Literature

All of these events must be approved, even if they are internal to your organization.

- 1. Events with speakers require both prior approval and a contract.** A contract protects you in the event that a speaker does not show. This is especially important if you are paying a speaker. The university has a standard form and we can help you through completing it.
- 2. The showing of films requires licensing.** You can't just show something from Amazon for example. Licensing does cost money, and your org will have to pay for this.
- 3. Literature should be approved and any literature you are distributing must have your organization's name on it as the sponsor.**

For all of these things, we have a speaker statement that should be displayed and/or read aloud.

Speakers/Literature Statement

“The 500-year tradition of Jesuit education is grounded in the search for truth, the discovery of knowledge and the sharing of diverse viewpoints. As an institution of higher education in the Catholic, Jesuit tradition, Marquette University is committed to freedom of expression and open inquiry, deliberation and debate. The views expressed here today are those solely of the speaker and not of Marquette University. The use of Marquette's facilities does not constitute an endorsement of the views expressed. Marquette University does not endorse any candidate for public office, political party, or referendum matters and no fundraising for these activities can take place at this event.”

Note also the Marquette’s Statement on Free Expression (adopted May 2024)

<https://www.marquette.edu/free-expression/>

Full Speaker, Film, and Lit Policy



Political Events

There are specific policies that govern political events. These events, too, need to be registered and approved. The speaker statement needs to be read.

Student organizations may bring a political candidate to campus for the purpose of meeting and greeting students as a campaigning activity under the following conditions:

- All such events must be sponsored and registered by a student organization.
- The candidate must be escorted by a member of the sponsoring student organization at all times. If a candidate is campaigning on campus grounds without an escort, the candidate will be asked to leave.
- The candidate is not permitted to walk around inside buildings with or without an escort. This includes academic buildings, residence halls, dining halls, the Alumni Memorial Union, Raynor Memorial Library, and the Helfaer Recreation Center.
- On an election day, the candidate is not permitted to be within 100 feet of any polling location.

Sponsorship of Voter Registration Activities

"Wisconsin law stipulates that only Official Election Commissioners are eligible to register voters. Thus, student organizations are not able to register voters. In Wisconsin, people wishing to vote can register themselves online, by mail, or in-person at certain locations during certain time periods prior to Election Day, or they can register on Election Day at the polls. As such, student organizations may sponsor non-partisan get-out-the-vote activities in which they can assist people in filling out a registration application, but they cannot collect and submit a registration application unless the applicant has a photocopy of their proof of residence and is willing to provide it to the drive volunteer for submission along with the voter registration application. If an organization wishes to sponsor an event of this nature, they must go through training coordinated by the university who works with the Milwaukee Election Commission."

Hosting events that Include Alcohol

There are many requirements for hosting an event with alcohol, and you should read through the policy carefully. Following the policy and its requirements is the **ONLY** way a student organization can host an event that includes alcohol. Key requirements include:

- Registering the event.
- Alcohol can only be provided by a licensed vendor who is insured. This means a business who has a valid liquor license in the state of WI and the municipality where the venue is.
 - You will submit a third-party vendor form which includes proof of insurance by the vendor as part of the event approval process.
- The organization also completes a risk management form.
- The organization agrees to provide event monitors who will not consume alcohol at the event.
 - You will submit a list of monitors and attendees as part of the approval process.

Full Event Policy:



General Fundraising Policies

1. **No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law.**
2. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.
3. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
4. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.



Full Fundraising Policy



03

MARQUEE—i.e.

Involve/Presence Basics

How to use Involve to keep your organization up to date.

What is Marquee/Involve

Involve is the student organization service Marquette uses for things like registering events, keeping your roster updated, and registering your student organization.

<https://marquette.presence.io/>



04

Banking Information

marquette.edu/alumni-memorial-union/student-organizations/bank-accounts.php



All student organization accounts are considered commercial business accounts; they are non-personal accounts in other words. All non-personal accounts at any financial institution must have an EIN as the funds in the account are not owned by the users of the account. An EIN can be assigned at the [irs.gov](https://www.irs.gov) website and takes only minutes to obtain.

If you already have a bank account, your EIN has been set up already!



As officers transition, you need to update the contact information on your bank account. **This should be done by sitting officers before they leave office while new officers are transitioning in.** You can use the [Town Bank's Letter of Direction](#) form to do so, and this is linked on the banking webpage.

marquette.edu/alumni-memorial-union/student-organizations/bank-accounts.php



Questions?

Contact us!

engaged@marquette.edu

Feedback Form

Student Org 101 Feedback

