

**The Official Handbook for
The Office of Student Relations
Revised November, 2008**

ARTICLE 1. ASB Office of Student Relations

SECTION 1.01 Office of Student Relations

(a) Name

- (i) This name of this office shall be called the “ASB Office of Student Relations.”

(b) Establishment

- (i) In compliance with Article I, Section 6 of the Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University this Handbook for the Office of Student Relations has been established.

(c) Purpose

- (i) The Director of Student Relations shall maintain effective communication with Clubs and Societies and implement plans which will maintain the Board of Directors’ awareness of their needs and opinions. The director shall also incorporate areas of other student involvement in the areas of Commuter Life.

SECTION 1.02 ASB Director of Student Relations

(a) Responsibilities

The Director of Student Relations shall be responsible for the following according to Article I, Section 6 of the Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University:

- (i) To support Clubs and Societies and their role at PLNU by training Club and Society Presidents, assisting Presidents throughout the term, and acting as liaison between Club and Societies and the Board of Directors;
- (ii) To act as the ASB representative on the Institutional Review Board (IRB);
- (iii) To act as the ASB representative on the Traffic Review Board;
- (iv) To act as the ASB representative on the Fall Festival Planning Committee;
- (v) To maintain contact with the Presidents of Clubs and Societies by

holding a mid-semester and semester review with all of the Club and Society Presidents;

- (vi) To collect and maintain current paperwork from each Club or Society;
- (vii) To provide current Club and Society rosters to the Assistant to Community Life;
- (viii) To transfer historical paperwork from the Office of Student Relations to the ASB Archives with assistance from the Executive Secretaries Archive Personnel;
- (ix) To ready student groups for the chartering process as set forth in the Official Handbook of Clubs and Societies;
- (x) To organize and implement plans for Club Day to be held no later than the third week of Fall Semester and again in Spring Semester;
- (xi) Write a letter to the Board of Review prior to each service award payment by the ASB which certifies that all duties have been fulfilled, or enumerating any exceptions and reasons therefore. This letter shall also include a resume of the activities and responsibilities of the past service award period and include plans for the next period;
- (xii) To train the Director of Student Relations-elect for a minimum of 10 hours, prior to the turnover of office;
- (xiii) Work with Director of Communication to update Club and Society portion of website as needed;
- (xiv) Update networks as needed;
- (xv) To attend the weekly Board of Directors meeting.
- (xvi) To hold Club and Society elections no later than the third Friday of March.
- (xvii) To have a minimum requirement of 5 posted office hours per week;

(b) Chartering Process

- (i) Clubs/Societies will fall into one of four categories:
 - i. Interest Group
 - 1. not recognized as an official associate of the Office of Student Relations

2. may gather and hold unofficial meetings while in the process of possibly chartering to become a Launch Group
3. not funded by Student Government

ii. Launch

1. will be approved by the Director of Student Relations with approval from the Director of Community Life
2. must fill out charter application
3. may hold this position for no more than two semesters
4. may reserve rooms
5. can make own posters
6. not in yearbook
7. may fundraise
8. meet once every 2 weeks with the Assistant to the Director of Student Relations
9. allocated \$100
10. one community service project a semester

iii. Charter

1. Will be approved by the Board of Directors with recommendation from the Director of Student Relations
- 2.
3. existed as a Launch Group for at least 1 semester
4. show increased and consistent activity
5. defined mission/goals are being accomplished
6. advanced planning with at least 1 event per semester
7. may reserve rooms
8. may fundraise
9. will have a space in the yearbook
10. advertisement postings/ caf flyer/ chapel slides

11. meet once a month with the Assistant to the Director of Student Relations
12. petitioning rights (application for funds)
13. two community service projects a semester
14. must get advisors approval on all purchases over \$100

iv. Executive

1. Will be approved by the Director of Student Relations
2. existed at least 4 semesters as a Charter Club
3. demonstrates increased and consistent activity
4. defined mission/goals that are being accomplished
5. advanced planning with at least 2 events per semester
6. may reserve rooms
7. may fundraise
8. designed advertisement postings/ caf flyer/ chapel slides
9. Yearbook
10. one meeting per month with the Assistant to the Director of Student Relations
11. petitioning rights (application for funds)
12. Allowed to have budget carry over from previous years
13. e-mail address for club
14. must get advisors approval on all purchases over \$100
15. banner in caf
16. two community service projects a semester

(c) Club and Society Appropriations

- (i) Issuing of ASB funds for the Clubs and Societies will only occur if a written request is given to the Director of Student Relations.
- (ii) The Director of Student Relations must confer with the Director of

Finance to determine each Club or Society's budget.

- (iii) Each Club or Society must submit a budget and fundraising proposal to the Director of Student Relations at the beginning of their application process.

(d) Requirements for Club and Society Presidents:

- (i) Attend LEAD Week.
- (ii) Participate in Club Day.
- (iii) Attend bi-weekly one on one meeting with the Assistant to the Director of Student Relations.
- (iv) Must adhere to Club and Society structural requirements: including officers and an advisor, as set forth in the Official Handbook of Clubs and Societies.
- (v) Must complete appropriate paperwork during the year, including but not limited to the Semester Event Record, Community Service Record, Midsemester Review, and Semester Review, each obtainable from the Director of Student Relations.
- (vi) Arrangements made through the Master Calendar 2 weeks prior to the event.

(e) Election Process

- (i) Elections of new Club and Society Presidents and officers must be held prior to the third Friday of March with the results of the elections being submitted to the Director of Student Relations.
- (ii) If the Club or Society President-elect is not submitted by this date then the Board of Directors may refuse the re-charter of that Club or Society.
- (iii) Each Club or Society President-elect must then schedule a meeting with the Director of Student Relations within a week of election.
- (iv) If any elected officer is unable to serve his/her position the following semester, the highest ranked officer shall appoint a Club or Society member to that position.

(f) Assistant to the Director of Student Relations

- (i) One assistant is allowed to help the Director of Student Relations

throughout the term in office.

(ii) Responsibilities

- i. Serve as the intermediary between Club and Society presidents and ASB Director of Student Relations;
- ii. Meet bi-weekly with Club and Society presidents or as needed;
- iii. When needed, help plan individual Club/Society events and activities;
- iv. Work with ASB Director of Student Relations in planning Club Day, the Homecoming Extravaganza, elections and other activities;
- v. Assist the ASB Director of Student Relations in organizing of student group charter proposals and arranging charter presentations to the BOD;
- vi. Work approximately 6-9 hours a week;
- vii. Assist the Director of Student Relations in office management;
- viii. File paperwork;
- ix. Work with Archives Coordinator to transfer old files into ASB Archives;
- x. Work with Executive Secretary to set up Club and Society mailboxes;
- xi. Weekly meet with the Director of Student Relations.

(g) Training/Turnover

- (i) In order to ensure position competency, training of the Director of Student Relations-elect shall include but not be limited to:
 - i. Office Finances:
 1. Budget for Office.
 2. Budget for Clubs and Societies.

3. Credit Card.
 4. Book Store Card.
 5. Costco Card.
- ii. Media Competency:
1. Website updates:
 - a. Current information for each Club and Society.
 - b. Current list of Networks and members' contact information.
 2. Media Publications.
 - a. Artwork from the Director of Publicity.
 - b. Chapel PowerPoint Slide.
 - c. Caf Flyer.
 - d. The Alert.
- iii. Personnel
1. Meet with the New Student Orientation Coordinator.
 2. Meet with the Director of MOSAIC.
 3. Meet with the Director of Community Life in regards to LEAD Week preparations.
 4. Meet with the Director of Nicholson Commons.
 5. Meet with Assistant Director of Nicholson Commons.
- iv. Nazarene Student Leadership Conference Preparations.
- v. LEAD Week preparation for Clubs and Societies.
1. President Folders
 2. Shirts
 3. Reprographics.
 4. Media Services.

5. Master Calendar.

6. Office Equipment.

(ii) Office turnover shall take place on June 1.