



SOUTHERN SEMINARY

STUDENT LIFE

Student Organization Handbook
2019-20 Academic Year

Department of Student Life

The mission of the Office of Student Life is to promote a redemptive community of learning by providing enrichment, support, and accountability for the students entrusted to Southern Seminary.

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STUDENT ORGANIZATION GUIDELINES

PURPOSE

Student organizations foster community, communication, and spiritual growth among groups of students who share a common affinity at Southern Seminary. Recognition as an official SBTS student organization provides access to free meeting space and budgetary provision to pursue group interests.

EXPECTATIONS

Each student organization is committed to being a godly example of fellowship and love, to nurture and train members to be Christian examples in all that they do, and to follow the moral and ethical guidelines found in Scripture and as outlined in *The Southern Baptist Theological Seminary Student Handbook*, the *Baptist Faith and Message 2000*, and the *Abstract of Principles*. Each student organization and its members must not engage in or promote activities that are not consistent with the public reputation of Southern Seminary. Any student organization or members who violate this policy will jeopardize their relationship with Southern Seminary and may be subject to formal discipline and loss of privileges.

AUTHORITY FOR APPLICATION AND APPROVAL

Southern Seminary reserves the right to submit and approve any student organization. The responsibility for establishing and enforcing policies concerning student organizations, including the requirement that they function in accordance with their stated purpose, is vested in the Department of Student Life. The Department of Student Life maintains the most current information on each approved student organization, its officers or authorized representatives, and its advisor.

PRIVILEGES OF STUDENT ORGANIZATION APPROVAL

Formally recognized student organizations are endowed with the following privileges:

1. Ability to reserve and use appropriate campus facilities with the resources pertaining thereto
2. Ability to use the name and logo of Southern Seminary in connection with the student organization
3. Ability to participate in both Fall & Spring New Student Orientations
4. Recognition in campus publications
5. \$300 *annual* stipend (available Aug 1 – July 31)

APPLICATION AND APPROVAL PROCESS

Any student in good standing may seek to create a student organization at Southern Seminary. Student organizations must be formally recognized by the director of the Student Life Office.

1. Applying for a New Student Organization
 - a. Student Life will accept new applications **May 15 – July 31** (fall cycle) and **Dec 15 – Jan 15** (spring cycle).
 - b. Submissions should not have the same name, mission, or purpose of a currently approved student organization.
 - c. Student organizations must have a minimum of six students.
 - d. Complete the New Student Organization Application on the Student Life website.
 - e. Schedule an interview with the Dean of Students to demonstrate the following elements of your proposed student organization:
 - i. Concise purpose and vision for the student organization.
 - ii. Organizational structure including plans for officers, committees and an advisor(s). NOTE:

Your advisor must be a full-time, salaried faculty or administrative staff member at Southern Seminary.

iii. Proposed calendar of major events for the academic year.

f. Upon completion of the application and interview, the New Student Organization Application must be approved by the Dean of Students.

i. Allow 10 business days for approval.

ii. If the application is approved, the student organization leader will be notified via email.

iii. If the application is not approved, the student organization leader will be contacted to resolve any issues noted.

2. Re-Applying an Existing Student Organization

a. In order to request continued existence as a student organization for the following academic year, each student organization must re-apply each year with Student Life.

b. The annual reapplication process for the coming academic year will be available beginning May 15 and must be completed by July 31. The Administrative Assistant to Student Life will email a reapplication form to all student organization leaders.

c. Student organizations are welcome and encouraged (but not obligated) to remain active throughout the summer.

d. Student organizations that have not completed the reapplication process for the upcoming academic year by July 31 will be deactivated.

i. Deactivation includes:

1. Forfeiture of \$300 stipend.

2. Forfeiture of ability to reserve and use appropriate campus facilities through the Student Life office.

3. Forfeiture of the ability to use the name and logo of SBTS in connection with the student organization.

4. Removal from the Student Life website.

ii. Deactivation will also be effected if a student organization has been inactive for a period of one year or if the student organization fails to consistently maintain at least six members within their organization.

iii. All student organizations that have been deactivated can regain active status by completing the annual reapplication work during either the spring cycle or fall cycle.

e. Allow 7 business days for reapplication approval.

STUDENT LEADER ORIENTATION

The Administrative Assistant for Student Life will host an orientation for student organization leaders at the beginning of each fall semester. The orientation is *mandatory* for student organizations to remain active. The orientation will cover the following details:

1. Student Organization Handbook: Each leader will be required to read and sign the handbook *prior* to the orientation.

2. Annual Budget: Each leader will be provided details concerning his/her budget for the upcoming academic year.

3. Calendar of Events: Each leader must come prepared with a proposed calendar of events for his/her student organization for the upcoming academic year.

TRANSITION AND LEGACY

Seminary is a transient time in the life of students. As a result, every student organization will go through changes at the end of each year. For the continued existence and legacy of the student organization, Student Life would like to see as smooth a transition as possible as leadership and membership change within each student organization. In order to provide a smooth transition between the leadership of each student organization, Student Life recommends the following practices:

1. Communicate the departure of the student organization leader to the Administrative Assistant for Student Life as soon as possible.
 - a. It is the responsibility of the departing student organization leader to find a succeeding leader for the student organization.
 - b. The departing student organization leader will need to introduce the proposed successor to the Administrative Assistant for Student Life and, if possible, sit in on an interview with the Administrative Assistant for Student Life and the proposed successor.
2. Maintain all group materials (hard copies & electronic copies) for the succeeding leader.

EVENT PLANNING

Hosting opportunities for community fellowship comprises a large part of student organizations.

1. Before submitting an Event Request Form, please think carefully through the following details:
 - a. What type of event are you planning (i.e. lecture, dinner, concert, etc.)?
 - b. Where would you like to host the event?
 - c. What date would you like to host the event? Do you have alternative dates in mind?
 - d. How many people do you plan on attending the event?
 - e. How do you plan on advertising the event?
 - f. Do you plan on providing food and refreshments at the event?
 - g. Will you need media/technical support at the event?
2. Once you have carefully considered the above details, your first step in planning the event should be to submit an Event Request Form.
 - a. The purpose of the Event Request Form is to help student organizations run their events smoothly and identify the various areas and departments around campus that need to be notified concerning a proposed event.
 - b. The Student Life Office will make the Event Request Form available to each student organization leader before the Student Leader Orientation.
 - c. The student organization leader is the only individual able to submit an Event Request Form.
 - d. The Event Request Form must be filled out **at least 3 weeks** prior to the proposed event. To increase probability of reservation space, it is highly recommended that the student leader submit an Event Request Form as early as possible.
 - e. Once the Event Request Form has been completed, the Administrative Assistant for Student Life will communicate through email any additional information needed in order to process the proposed event with the Department of Event Productions.
 - f. Allow 3 business days for event approval or disapproval.
 - g. NOTE: Submitting an Event Request Form does NOT reserve the space for an event; it is simply a request for the space to be reserved. Final approval requires an email from the Student Life Office.

3. Student organizations are eligible for use of appropriate Seminary campus locations.
 - a. Seminary campus locations come at *no* charge to the student organization; however, the student organization shall be held responsible for and pay any charges for damages incurred during the use of facilities and its resources and equipment. Resources for an approved on-campus event include meeting rooms, advertising assistance and audio-visual/recording aids.
 - b. All signage for your event must come from the Department of Event Productions. You may not create your own signage for your event or use any tape/adhesives/tacks/etc. to hang any materials on doors or walls of campus facilities.
 - c. At all times, leaders and members of student organizations are responsible for compliance with fire and safety ordinances and with other applicable federal, state, city and seminary laws regarding the place where the event is being held.
 - d. Every public or student event must be accessible to all students according to the American for Disabilities Act (ADA).

4. Student organizations are responsible for all service charges accrued for hosted events (food, tablecloths, signage, out-of-town speaker, etc.).
 - a. If a student organization wishes to provide food through Pioneer Catering (our on-campus provider), in a reserved on-campus facility, the student organization may purchase food from the Student Catering Menu at a discounted rate (see appendix). If food is purchased from the Student Catering Menu, the student organization leader is responsible to both pick up the food before the event and clean up the food after the event. The Student Life Office will communicate the pick-up location to the student organization leader prior to the event.
 - b. If a student organization wishes to provide food through an external caterer in a reserved on-campus facility, the student organization must make all catering arrangements through the Department of Event Productions.
 - c. If a student organization wishes to provide home-cooked food for an event in a reserved on-campus facility, the student organization must finalize all food preparations prior to bringing the food into the reserved on-campus facility (i.e. no crockpots, on-site cooking). Furthermore, the student organization will be charged a \$25 host/hostess fee from the Department of Event Productions.
 - d. Per Health Code regulations, when food and/or drink is served at an on-campus event, all tables utilized for food/drink consumption must have a tablecloth. You may either rent tablecloths from the Department of Event Productions or you may provide your own tablecloths.
 - e. Student organization leaders are permitted to use the Student Life Office credit card (P-Card) for purchases made on behalf of the student organization.
 - i. The student organization leader(s) is the only individual(s) who qualifies to use the P-Card.
 - ii. The student organization leader must email the Student Life Office *at least one week prior* to the intended date of purchase to reserve the P-Card.
 - iii. The P-Card may only be checked out within the hours of 9am-4pm on Monday-Friday and it must be returned by 5pm on the same day as checkout.
 - iv. The student organization leader must use a "Purchase Exemption Certificate" on all purchases made with the P-Card. This form will be made available at the time of P-Card pickup.
 - v. The student organization leader must keep all receipts on purchases made with the P-Card and give those receipts to the Student Life Administrative Assistant when he/she returns the P-Card.
 - f. If a student organization leader makes a personal purchase on behalf of the student organization, the student organization leader may be reimbursed up to the available amount remaining in the student organization's budget.
 - i. Prior to making the external purchase, the student organization must verify with the Student Life Office that the purchase is valid for reimbursement.
 - ii. The student organization leader(s) is the only individual(s) who qualifies for a reimbursement.

- iii. The student organization leader must keep all receipts for the purchase(s) and turn them in to the Student Life Office *no later than 2 weeks* after the purchase(s).
 - iv. The student organization leader must sign a reimbursement form in the Student Life Office.
 - v. Allow up to 12 business days for the reimbursement once the receipt(s) has been turned in and the reimbursement form has been signed.
- g. If a student organization exceeds their allotted \$300 stipend for the fiscal year, the student organization will be required to pay the overdrawn budget. Student Life is NOT responsible for overdrawn budgets.
5. Student Life encourages student organizations to partner with fellow student organizations and/or other departments on campus to co-sponsor events. It can be advantageous both financially and for the sake of fellowship for student organizations to co-sponsor events.
 6. All student organization events (other than regular members meetings) are required to have a SBTS faculty or staff member present. This faculty or staff member does not have to be the organization's faculty advisor.
 7. If a student organization wishes to host a paid guest for an event (lecturer, musician, artist, etc.), the student organization leader must meet with the Administrative Assistant to Student Life *at least a month* prior to contacting the guest. Organizational conferences are not permitted.

ADVERTISING

Recognized student organizations are welcome to advertise their organization and events around the campus of Southern Seminary with the full support of the Seminary.

1. Student organizations may request branding/logo materials from the Communications Department.
 - a. Requests must be made through the Student Life Office. The Student Life Office will submit each request to the Communications Department.
 - b. Due to the high demand placed on the Communications Department, requests must be made May 31 – July 15.
 - c. NOTE: Submitting a request with the Communications Department does NOT guarantee the completion of a project. The Communications Department will fulfill project requests as time/opportunity allows.
2. Student organizations may request advertisements for The Towers Weekly Email and *Towers Magazine*. All requests must be submitted to the Student Life Office.
 - a. The Towers Weekly Email is sent every Monday morning. In order to submit an advertisement in the email, you must send your proposed blurb *before noon of the preceding Thursday*.
 - b. *The Towers Magazine* is published the first of each month. In order to submit an advertisement in the magazine, you must send your proposed blurb *at least a month* in advance.
3. Student Organizations may request a hallway table to advertise their student organization and/or events. The hallway table is free of charge to the student organization.
 - a. The table must be requested *at least two weeks* prior to the anticipated date of hosting the table.
 - b. Each request includes a 6ft or 8ft table, black tablecloth, and two chairs.
 - c. All posted materials, banners and tables must clearly display the name of the sponsoring student organization.
4. Student organizations may print publication materials from the Print Shop at Fifth & Broadway. All print charges will be deducted from each student organization's allotted budget.

5. **Webpage** | Each student organization is provided with their own webpage on the Student Life website. The Student Life Office manages the Student Life website. If you would like to update the information on your student organization's page, contact the Administrative Assistant to Student Life.
6. Posting advertisements around campus is only permissible in appropriate locations.
 - a. You may post advertisements on the bulletin board outside the Health & Recreation Center.
 - b. You may post advertisements in on-campus housing facilities *only if* you have been given permission by the Manager of Student Housing and Residence Life Coordinator.
 - c. You may not post advertisements on cars parked around campus, in the hallways of Norton Hall, or in the hallways of the Honeycutt Center.
7. Student organizations are welcome to distribute advertisements on campus following permission by the webpage
 - a. Distributing materials may not interfere with access to Seminary buildings or facilities.
 - b. There must be no interference with the normal operations of the Seminary.
 - c. Materials must be distributed person-to-person; materials may not be left in stacks around campus.
 - d. Distribution of printed materials in classrooms is at the discretion of the instructor.

DISCIPLINE PROCESS

Any student organization that fails to abide by its own stated vision, the Student Organization Handbook or *The Southern Baptist Theological Seminary Handbook* may be subject to discipline by the Student Life Office.

1. Disciplinary Procedure:
 - a. Stage I: The Dean of Students will issue a written warning to the student organization leader. The warning will include the violation, the corrective measures required and a timeline for remediation.
 - b. Stage II: If the student organization fails to respond appropriately within the agreed timeline, the Dean of Students will place the student organization on probation. An official notice will be given in writing to the student organization leader.
 - c. Stage III: If the student organization fails to respond appropriately within the agreed timeline, the Dean of Students will disband the organization. An official notice will be given in writing to the student organization leader.
2. Disciplinary Restrictions: The Dean of Students may place any of the following restrictions on a student organization as a part of disciplinary procedures.
 - a. Loss of annual stipend funds.
 - b. Loss of the right to use Southern Seminary property, facilities and resources for meetings.
 - c. Loss of approval for special activities.
 - d. Loss of other rights and privileges endowed to formally recognized student organizations.
3. Appeals Process: Student organizations that are placed on probation or are disbanded may file an appeal with the Student Life Office up to 10 business days following the initial ruling. The Dean of Students will oversee the appeals process. The appeals committee will be comprised of one Ministry Leaders Intern and two faculty members. Honoring an appeal requires a two-thirds vote by the appeals committee.
4. Reinstatement: All student organizations that have been disbanded must follow the correct procedure in order to be reinstated as an official Southern Seminary student organization.
 - a. On-campus meetings held for the purpose of restitution or reestablishment must have the approval of the

Dean of Students.

- b.** The student organization must resubmit an application to the Dean of Students within 10 business days of the honored appeal.
- c.** The resubmitted application must be approved by the Dean of Students before the student organization may resume official meetings and activities.
- d.** Official reestablishment of an organization may include an initial probationary period at the discretion of the Dean of Students.

Appendix One

ROOM SETUP GUIDE

AUDITORIUM

- Chairs in rows facing the stage or front of the room
- Auditorium sets can be angled for a chevron-effect (please indicate this in Setup notes)
- Best used for a lecture or speaker-centered event

HOLLOW SQUARE

- Conference tables and chairs in a closed square (4 chairs/table)
- Food cannot be served on conference tables with the exception of boxed lunches
- Best used for informal meetings or group discussions

U-SHAPE

- Conference tables and chairs (maximum of 4/table) with an open end
- Food cannot be served on conference tables with the exception of boxed lunches
- Best used for events where an individual will be presenting to a small group

BANQUET

- 6ft round tables in Honeycutt (maximum of 10 chairs); white tablecloths are required
- 5ft round tables in Legacy (maximum of 8 chairs); white tablecloths are required
- Buffet tables are necessary for all events where food will be served with the exception of plated meals; tablecloths and table-skirting are required
 - 8ft banquet tables are used in Honeycutt
 - 6ft banquet tables are used in Legacy

CLASSROOM SET

- Conference tables and chairs (maximum of 4/table) facing stage or front of room
- Food cannot be served on conference tables with the exception of boxed lunches
- Best used for classes or lectures

ADDITIONAL CONSIDERATIONS

- **Stages**
 - Heritage Hall, Legacy 303, Alumni Chapel, and Ingram Hall have stage capabilities
 - Please specify whether your event needs: no stage, half stage, full stage, or stage extension
- **Lecterns**
 - Glass, steel, and wood lecterns are available
 - Please specify whether a microphone is needed
- **Panel Discussions**

- o Black wingback chairs
- o Stools (either with back or backless)
- o Wooden side tables
- **Tables**
 - o An 8ft banquet table and chairs can be requested (in Honeycutt)
 - o Registration table
 - o Giveaway table
 - o Display table

* If you have any questions regarding what room set would be best for your student organization event or you are in need of additional setup needs, please contact the Student Life Office*

Appendix Two

STUDENT CATERING MENU

THESE ORDERS ARE PLACED FOR PICKUP ONLY AND WILL BE SERVED IN DISPOSABLE TRAYS AND PACKAGES. ONLY SBTS AND BOYCE STUDENT ORGANIZATIONS CAN PLACE ORDERS FROM THIS MENU.

All orders should be placed a minimum of five days in advance of the event. Food Service equipment may be loaned when picking up your order. Equipment must be returned to Dining Services the next day. If the loaned equipment is not returned in satisfactory condition or is not returned, the cost of the replacement value will be charged to the organization's account.

Orders may be picked up from 8:00am—5:00pm in the Heritage Hall Warming Kitchen, unless an alternate location is specified. Earlier or later time may be arranged. Please provide a specific pickup time and drop off time to your coordinator. Charges for orders will be billed to student organizations through a banquet event order.

Hamburgers and Hotdogs—Uncooked hamburgers and hotdogs ready for your own cookout. Comes with buns, ketchup, mustard, pickle relish, lettuce, sliced tomatoes and American cheese. \$6.25 per Person

HORS D'OEUVRE

Chicken Tenders—Hot and Taste Chicken Tenders served with Honey Mustard. \$25.00 for 6 oz. tenders

Barbeque Meatballs—Italian style meatballs tossed in a tangy BBQ Sauce. \$33.00 for 10 lbs. of Meatballs

Gourmet Tortilla Pinwheels—Flour tortilla with ham or turkey, spring mix and an herb cream cheese cut into pinwheels. \$9.50/Dozen

Vegetable Tray with Ranch Dip— Fresh vegetables from the garden with cool refreshing ranch dressing. Small Tray (for 10) \$17.25 Large Tray (for 25) \$25.00

Fresh Cut Fruit Bowl—5 lbs. of fresh seasonal fruits Serves 10-15 \$20.00

Chips and Salsa—Crispy tortilla chips with zesty Mexican Salsa. Small Bowl (for 10) \$8.50 Large Bowl (for 20) \$14.00

SWEETS

Mini Fudge Brownies - \$7.00 per Dozen

Fresh Baked Cookies - \$8.00 per Dozen

BEVERAGES

Fruit Punch - \$5.50 per gallon

Coke products - (canned) \$0.75 each

Lemonade - \$5.50 per gallon

Spring Water - \$0.85 a bottle

Iced Tea- \$5.50 per gallon

Hot Water - \$10 per cambro

Coffee - \$12.00 per gallon

Decaf Coffee- \$12.00 per gallon