PROCEDURE TITLE:	STUDENT ORGANIZATION TRAINING
PROCEDURE NO.:	5.47:3
RELATED POLICY:	5.47
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	DEAN OF STUDENTS
EFFECTIVE DATE:	11/21/2025
NEXT REVIEW DATE:	11/2030
APPROVED BY:	PRESIDENT

1.0   INTRODUCTION & PURPOSE

Shawnee State University is committed to offering training courses that clarify expectations and responsibilities for all members of student clubs and organizations, members of fraternity and sorority life, and all advisors to these groups. These trainings will uphold the highest standards of professionalism, ethics, and regulatory compliance, and establish risk management practices. This procedure serves to amplify and implement Policy 4.57, Employee, Athletics, and Student Leader Training, approved by the Board of Trustees.

2.0   SCOPE

2.1   This procedure outlines the compliance and professional conduct training required for all employees serving as advisors to student clubs or organizations, members of student clubs or organizations, and members of fraternity and sororities at Shawnee State University.

2.2   This procedure applies to all university employees who are eligible to serve as advisors to student clubs and organizations, all student members and prospective members of recognized student clubs, organizations, fraternities, and sororities, and anyone who is employed by or volunteers with such organizations or has direct contact with student members thereof.

2.3   Training requirements will vary by role.

3.0   STUDENT PARTICIPANTS

3.1   All student organizations, clubs, sororities, and fraternities must operate in accordance with Shawnee State University policies, procedures, and the Student Conduct Code.

3.2   All club officers must be currently enrolled Shawnee State students with good standing as defined in the Student Club/Organization Guidelines.

3.3   All club, fraternity, and sorority members must be currently enrolled Shawnee State students.

4.0   REQUIRED & RECURRING TRAINING

The university will provide compliance and professional conduct training according to the tables below:

Compliance Training for Club Advisors

Training Topics	Frequency	Responsible Administrator/ Format
Anti-Hazing & Hazing Prevention	Upon assuming role, annually thereafter	Director of Student Engagement/Online
Finance Training	Upon assuming role, annually thereafter	Student Affairs Specialist
Advisor and Leadership Training Workshop	Upon assuming role, annually thereafter	Director of Student Engagement
Advisor and Student Club or Organization Guidelines	Upon assuming role, annually thereafter	Director of Student Engagement
Student Engagement Tracking Software Training	Upon assuming role, annually thereafter	Director of Student Engagement
Title IX Compliance (Education Amendments of 1972)	Annual	Assistant General Counsel/In-person & Online
Protecting Minors on Campus	Annual	Assistant General Counsel/ In-person

Compliance Training for Student Club and Organization Leaders (President, Vice-President
Secretary, Treasurer, and Student Government Association Liaison) and Members

Training Topics	Role in Club or Organization	Frequency	Responsible Administrator/ Format
Anti-Hazing & Hazing Prevention	All	Annual	Director of Student Engagement
Treasurer Training	Treasurer	Upon assuming role, annually thereafter	Student Affairs Specialist

Student Engagement Tracking Software Training	All Leaders	Upon assuming role, annually thereafter	Director of Student Engagement
Student Club or Organization Guidelines	All Leaders	Upon assuming role, annually thereafter	Director of Student Engagement
Workplace Professionalism 101 (Includes "Bear Minimum" Performance Expectations)	All	Upon appointment and every 2 years thereafter	Associate Director of Career Services/ In-Person or Online
Title IX Compliance (Education Amendments of 1972)	All	Annual	Assistant General Counsel/ In-Person & Online
Protecting Minors on Campus	All Leaders	Annual	Assistant General Counsel/In Person

Compliance Training for Fraternity and Sorority Life Members

Training Topics	Role in Fraternity or Sorority	Frequency	Responsible Administrator/ Format
Anti-Hazing & Hazing Prevention	All	Annual	Director of Student Engagement/Online
Treasurer Training	Treasurer	Upon assuming role, annually thereafter	Student Affairs Specialist
Student Engagement Tracking Software Training	All Leaders	Annual	Director of Student Engagement
Workplace Professionalism 101 (Includes "Bear Minimum" Performance Expectations)	All	Upon appointment and every 2 years thereafter	Associate Director of Career Services/ In-Person or Online
New Member Education Classes	All new members	Once upon appointment, Bi-Annually	FSL by Chapter

Fraternity and Sorority Life Risk Management Guidelines	All	Bi-annually	Assistant Director of Student Life
Standards of Fraternity and Sorority Life Guidelines	All	Bi-annually	Assistant Director of Student Life
Title IX Compliance (Education Amendments of 1972)	All	Annual	Assistant General Counsel/In-person & Online
Protecting Minors on Campus	All Leaders	Annual	Director of Human Resources/ Assistant General Counsel/ In-person & Online

5.0   ROLES & RESPONSIBILITIES

5.1   Club advisors are responsible for ensuring all student leaders and members within their club or organization unit attend and complete all required training.

5.2   The Dean of Students will monitor institutional compliance with this procedure.

6.0   CONDITION OF PARTICIPATION

Student and Advisor participation in the student clubs and organizations and fraternity and sorority life is contingent upon completion of required training.

History
Effective: 11/21/2025

Relevant Policy and Procedures: Policy 5.47

https://www.shawnee.edu/sites/default/files/documents/Policy-3-25-Anti-Hazing-Policy.pdf

https://www.shawnee.edu/sites/default/files/documents/policy-5-01.pdf

https://www.shawnee.edu/sites/default/files/documents/Procedure-3-25-1-Anti-Hazing-Procedure.pdf

Reference Documents: https://www.shawnee.edu/sites/default/files/documents/Advisor-Manual.pdf

https://www.shawnee.edu/sites/default/files/documents/Student-Organizations-Guidelines.pdf

https://www.shawnee.edu/sites/default/files/documents/Student-Conduct-Code.pdf