



Office of Student Involvement Handbook



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Introduction

The Student Involvement Handbook guides students in policies and procedures related to being involved in clubs, organizations, and programs affiliated with the Office of Student Involvement. This guide serves to provide guidance related to policies, procedures, and expectations.

Vision:

To provide cutting-edge programs and services that cultivate a campus culture, which encourages a desire for involvement and personal development.

Mission:

To engage an ever-changing SNHU student body in intentional opportunities through clubs, organizations, events, programs, services, and spaces. Through involvement, students develop interpersonal skills, personal responsibility, connectedness to the campus community, and a passion to become involved for life.

Values:

- Community- Fostering a sense of belonging through intentional engagement opportunities
- Continual Improvement- Assessing and evaluating to strive for personal and programmatic growth
- Inclusivity- Providing opportunities for the diverse needs and interests of our community
- Integrity- Operating in a manner marked by honesty and authenticity
- Teamwork- Cultivating an atmosphere of supportive interdependence

Membership Eligibility

Membership in student organizations recognized by the Student Government Association is open to all SNHU graduate and undergraduate students who have paid the student activities fee. All membership must be voluntary. All faculty and staff members are not eligible for membership. Graduate Assistants will be reviewed on a case-by-case basis. Membership will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexuality, gender identity or expression, or political affiliation. Students in good standing with the University (2.0 cumulative G.P.A. for undergraduate, and 3.0 for graduate) are eligible for membership after attending or participating in an organization event/meeting.

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership.

Academic Eligibility:

All student club members must maintain a minimum cumulative GPA of 2.00 (UG) and 3.00 (GR) to be involved in organizations (higher for select organizations). All executive board officers must meet and maintain a 2.5 cumulative GPA (3.0 for graduate students), not including Governing Boards.

Once per semester/term, the Office of Student Involvement will review member grades for eligibility. For members who fall below the minimum, a letter will be sent to the individual informing them of their status and including services and support available to assist them academically. The club advisor will be sent a copy of this letter, as well.

Minimum Requirements for Clubs & Organizations

In order to maintain University Recognition, all clubs and organizations must:

- Complete and turn in a Club Roster Form, each semester
- Maintain a minimum of seven active members for the entire year
- Attend Involvement Fair, each semester
- Follow Budget and Finance, Office of Student Involvement, and SNHU policies
- Attend all required leadership programs and trainings, including, but not limited to:
 - Executive Officer Training
 - Fall Leadership Conference
 - Club Collaboration or Roundtable Meetings, when offered
 - Coaching Meetings, when offered
 - Spring Leadership Transition Summit
- Check the club e-mail and Microsoft Teams page regularly
- Host one event or program per semester (on or off-campus)
- Keep an updated Constitution on-file with the Office of Student Involvement

There is an expectation that recognized clubs and organizations follow the minimum standards. If a club fails to meet these standards, they will be placed on probation and be required to meet with the Office of Student Involvement to develop a plan for improvement. Clubs will be reviewed at the end of each semester. If a club continues to be below the requirements, they will lose recognition.

Club Recognition Policy

Club Recognition Policy:

Southern New Hampshire University is a governed community with its ultimate authority residing in the Board of Trustees, delegated authority resting with the President and through him, the various administrative officers and recognized campus bodies. Each of these persons and bodies share, to an appropriate degree, in the role of guardians of the integrity and good name of Southern New Hampshire University. For this reason, the process of recognizing, supporting, and fostering student organizations is a shared responsibility.

Southern New Hampshire University recognizes the potential of and the right to the existence of student clubs and organizations, which are in harmony with the missions, goals, and objectives of the University. To these various student groups, Southern New Hampshire University lends its name, support, and resources. Southern New Hampshire University, exercising its rights and responsibilities, affirms such groups as legitimate and productive members of the University community. Conversely, the University reserves its rights to deny or withdraw recognition from any group deemed not to be in concert with the goals and objectives of the University.

Purpose of Committee:

The purpose of the Club Recognition Committee shall be to oversee the recognition of new clubs that shall receive University and Student Government Association Recognition and funding.

Committee Membership:

Voting membership of the committee shall be made up of a staff member from the Office of Student Involvement or the Student Affairs Division, two Student Government Association (SGA) Senators, and up to four students from various University Recognized Clubs. Students shall go through an application process to be chosen by the Office of Student Involvement and senators chosen shall be at the discretion of the Student Government Association.

Meeting Structure:

Meetings will be held four times per year, twice in the Fall and Spring semesters, or in special circumstances as needed, and will be chaired by a staff member from the Office of Student Involvement.

Students proposing the new club will introduce themselves and present an overview of their proposed organization. There will then be a brief question and answer period from the committee. At this time, the students will then be asked to leave the room while the committee discusses if the club fits the new club criteria and is ready for recognition. The students may be asked back in for further questions from the committee. Students will be notified in a few days about the preliminary status of their organization. If they are approved by the Club Recognition Committee, Senate will then vote to formally recognize them at their next meeting. At that time, the organization will receive formal recognition from the University, as well as access to funding and other benefits of recognition.

New Club Criteria:

Eligibility of a new club shall be based upon the following criteria:

- The club must not duplicate a current club, or function of another department or group at SNHU. If there is overlap the club must be able to show a benefit and a need for additional services.
- The potential organization must be able to demonstrate that the club will give its members an educational, social, and/or leader-oriented experience.
- The club must be able to hold regular meetings and events that will benefit the entire SNHU

community.

- The potential new club must be able to provide several ideas for programming and an estimated budget for the first year of their operation.

Organizations, which have been granted University Recognition and SGA Approval who are seeking recognition by other governing bodies (i.e. Inter-Greek Council), must petition those organizations using the methods outlined in the charters of those organizations. This policy does not apply to Honor Societies – please contact Academic Affairs for more information.

Steps to Recognition:

- Meet with the Office of Student Involvement

Those interested in starting a new club at Southern New Hampshire University will first meet with a representative from the Office of Student Involvement to obtain the necessary paperwork which consists of a roster form, advisor consent form, constitution pamphlet, recognition pamphlet and a questionnaire. At this time, a current student leader, who would serve as a mentor to the potential new club would be assigned and introduced. A member of the office, or the current student leader, will be able to discuss various options of recognition, the process, and suggestions for the organization to be as successful as possible. If you are interested in starting a new organization contact: leadership@snhu.edu

- Submit the following Required Materials by the discussed deadline

- A constitution outlining the purpose of the organization, its administrative structure, membership requirements, voting privileges, time frame for election of the executive board and a statement supporting the mission, goals, and objectives of SNHU. Please include required information from the Constitution Checklist.
- A roster of full name and student ID number of members - a minimum of 11 members is required, including at least 4 executive board members (Note: No member may be on academic probation or have a cumulative grade point average of less than 2.0 (undergraduate); or 3.0 (graduate.))
 - The Office of Student Involvement understands that recruitment of new members could be difficult given the group is not a recognized club. If the potential new club has met with a member of the Office of Student Involvement and has completed and turned in at least 50% of the required paperwork, the potential new club may be eligible, and make a request to: use supplies, book recruitment space, or utilize other tools and events in order to recruit enough members to complete their roster. The request must be approved by the Office of Student Involvement before moving forward with any planning.
- A completed new club questionnaire and budget for the first year of operation (typed in a separate document from the questionnaire)
- A signed advisor consent form from a full-time member of the faculty/staff indicating his/her willingness to serve as advisor.
- If the organization has national affiliation, a copy of the national constitution or charter.

Once all documents are submitted to the Office of Student Involvement, potential members' grades will be checked to be sure the club may begin. After determining grade eligibility, all documentation will be submitted to the Club Recognition Committee for review.

- Present Before the Club Recognition Committee
Members of the potential new club will attend the meeting to further explain the need for their organization and to answer any questions. The committee will decide based upon the New Club Criteria if the student group would be a positive addition to the University.
- Student Government Association (SGA) Ratification
The committee's decision is then brought to the Student Government Association for ratification.

If the club gains SGA approval the club will be given:

- A Budget of \$1600
 - Additional \$160 to be used only at Copies Plus
 - The new club will have the ability to request additional funding as outlined by the Student Government Association policies, as needed.
- A Club E-mail account
- A Club Microsoft Teams Page
- Training for all Executive Board Members

The Office of Student Involvement reserves the right to, at any time, deny the potential new club recognition.

Involvement Fair

The Involvement Fair is an opportunity for new and returning students to connect to clubs and organizations as well as other groups on campus. The Involvement Fair takes place at the beginning of the fall and spring semester.

Club Information:

All clubs are given a 6' or 8' table as part of their recognition and are required to attend. Organizations are encouraged to bring any literature including pamphlets, brochures, and fliers as well as sign-up sheets to gather names and e-mails of students who are interested in learning more or attending a meeting. Other items that groups are encouraged to bring if they have them are scrapbooks, photo albums, banners, signs etc. Clubs may also bring items to giveaway to students, which commonly have the name/logo of the group, year and if possible, date and times of meetings or events.

Requirements & Policies:

- If you need a plug outlet or would like to request a specific placement in the room or on the Green Space, make sure to send a request to involvement@snhu.edu no later than two weeks before the fair.
- Extension cords are not supplied, so you must bring your own, if needed.
- Set-up is at least a half-hour (30 minutes) before the event
- Clubs are encouraged to have not more than 6 members behind, around, and in front of their table.
- Individuals must stay within a few feet of their table; any group who solicits information not at their table will be asked to leave the event.
- Music or video shown at individual tables is permitted; however, the volume must be at conversational levels. Groups wishing to exceed normal level must contact: leadership@snhu.edu
- The University's policy on food at events applies to the Involvement Fair; food must be either purchased from Dining Services or individually packaged (pre-bought/pre-packaged).

Potential New Clubs:

Those interested in starting a new club may request permission through the Office of Student Involvement to have a section of the potential new club table to promote their group and start gathering members for recognition.

Non-Recognized Groups:

Many groups on-campus who do not fit into traditional volunteer work or paid student work (student payroll or work-study) do not have a day that they can promote their leadership opportunities to a large group of new and returning students. The Involvement Fair will be open to departmental groups who give students an opportunity to expand their skills around leadership, teamwork, mentorship, and more.

Non-recognized groups wishing to attend the Involvement Fair must send a written request to involvement@snhu.edu at least one month prior to the event date. Requests will be approved on a first-come, first-served basis. Groups must specify if they have any special requirements, a maximum of a 6- 8' table will be provided and additional requests may be made for plug outlets and room placement. University Recognized Clubs will have the first choice as to placement and plug-outlets.

Requirements for Non-Recognized Groups:

- At least one individual involved with the group must be present at the table at all times.
- Extension cords are not supplied, so the group must bring their own, if needed.
- Set-up is at least a half-hour (30 minutes) before the event.
- Groups are encouraged to have not more than 6 people behind, around, and in front of their table.
- Individuals must stay within a few feet of their table; any group who solicits information not at their table will be asked to leave the event.
- Music or video shown at individual tables is permitted; however, the volume must be at conversational levels. Groups wishing to exceed normal level must contact: involvement@snhu.edu
- The University's policy on food at events applies to the Involvement Fair; food must be either purchased from Dining Services or individually packaged (pre-bought/pre-packaged).

Service Groups:

Local community organizations who are actively seeking volunteers to join us to share information with our on-campus students are invited to apply to be at the Involvement Fair. Participating organizations must be non-partisan and non-profit. For questions about Involvement Fair eligibility, please contact The Chandler Center at serve@snhu.edu or 603-317-7965.

Advertising Policy

Recognized Groups:

Departments and offices of SNHU, as well as clubs and organizations, that have attained University Recognition have the right to advertise programs, events, and fundraising programs according to the following regulations:

- The Office of Student Involvement staff must stamp each poster. This also applies to organization posters intended to be hung in Residence Halls.
- If using Activities Fees, the advertisement must say "Paid for by your Student Activities Fees."
- The Campus Accessibility Statement must be on all fliers/posters for events:
 - "CAMPUS ACCESSIBILITY STATEMENT – Individuals with accessibility needs requiring accommodations may contact the Campus Accessibility Center at 603.644.3118 or cac@snhu.edu "
- All advertising on the SNHU campus by Departments, University Recognized Clubs and Organizations, or individual SNHU students must be in English, or translation must be provided.
- Advertisements should include the name of the sponsoring organization, time, date, location, ticket information, and all other relevant information.
- Quantity of advertising pieces for designated bulletin boards may not exceed thirty (30) items consisting of any combination of fliers and posters. Residence Life allows additional copies, and these may be displayed in the residence halls, subject to the approval of The Office of Residence Life.
- No fliers or posters may be placed directly on the walls, doors, windows, or any other surface anywhere on campus, unless permission is gained through the Office of Student Involvement.
- Advertisements may only be posted on bulletin boards or bulletin strips that are not designated for use by specific clubs and organizations, or administrative and academic departments.
- All posters may not be posted any earlier than thirty (30) days prior to the event, and must be removed by the club, organization, or individual responsible for hanging the poster two days after the event.
- Posters may only be moved by authorized personnel to include: the initial hanger of the posters, the Office of Student Involvement, or representatives from Public Safety or Facilities Management. Others removing posters may only be permitted if the poster has not been removed by the sponsoring organization two days after the event has occurred.
- Electronic and print advertisements may not refer to sex, drugs, alcoholic beverages, non-sanctioned parties or contain vulgar language/images or discriminatory terms that the Office of Student Involvement determines conflicts with the mission of SNHU.
- The poster may not exceed three feet in length or width. This guideline may be altered with the approval of the Office of Student Involvement.
- Advertising methods other than posters and fliers are not permitted on SNHU property (i.e. chalk on sidewalks), unless approved by the Office of Student Involvement in conjunction with Public Safety.
- All posters, social media posts, emails and websites advertising for Political events should include the following disclaimer:
 - "The opinions expressed will be neither the opinions of Southern New Hampshire University or its Trustees nor endorsed by Southern New Hampshire University."
 - The leadership of the sponsoring organization of such an event will also issue that disclaimer in the beginning of the event.

Departmental and office bulletin boards are exempt from the guidelines above.

Advertisements may be posted on designated bulletin boards in Belknap Hall, Student Center, Academic Center (ACC), Robert Frost, SETA buildings, and Webster Hall.

Posters may be displayed only on the bulletin strips in the Student Center or on rented sandwich boards (available for request via bit.ly/OSIresources).

The unauthorized use of the Southern New Hampshire University name, seal, mascot, or logo is strictly prohibited. This extends to the use of the Penmen name and logo, which are associated with SNHU Athletics.

- Student Clubs & Organizations may use the SNHU name in their official name, social media, and/or logo with written approval from the Office of Student Involvement.
- Student Clubs & Organizations are prohibited from taking elements of any official SNHU/Penmen logo or manipulating the logo in anyway.
- Usage of the SNHU logo in the design of a club's logo or locking up the club logo with the SNHU logo is strictly prohibited without prior written authorization from the Marketing department.
- Student Clubs & Organizations are permitted to use the University logos and name, provided that there is distance between the club logo and SNHU logo (i.e. two print locations) and with written approval from the Office of Student Involvement.

Advertising Methods at SNHU

- SNHU Events Calendar – Promotes events to the entire study body online through 25Live (SNHU's room reservation system). Login credentials required and are provided each year to the club or organization's president; events will be approved by Conference & Event Services and then added to the calendar.
- Commercial - More complex commercials may be created using a video camera and may use sound if desired. Film equipment may be borrowed through Media Services.
- Radio SNHU - To advertise on Radio SNHU please contact the club at radiosnhu@snhu.edu.
- Penmen Weekly & Printed Master Calendar- To have an event listed in the student e-newsletter, it must be posted on the SNHU Master Calendar on the 10th of the month prior.
- Penmen Press - To place either an article or advertisement in the student paper, please forward the article or ad to penmenpress@snhu.edu. By contacting the newspaper, an office or organization can request that articles be written by one of their staff members being invited to the organization's event.
- Sidewalk Chalk - Request permission through contacting the Office of Student Involvement.
- Hallway Tables - Tables in the Student Center, Dining Center and Academic Buildings may be used by clubs and organizations by reserving them through <http://r25web.snhu.edu/>. See Student Center Tabling Guidelines for more information.
- Sandwich Boards - There are nine (9) large boards and three (3) small boards available for promoting events. Reserve space through <http://bit.ly/OSIresources>.
- Package Labeling - Labels on giveaway items such as bottled water detailing information about an upcoming meeting, event or just about your club.
- Coffee - Labels may be placed on the sleeves and can be requested two weeks prior to an event from Dining Services.
- Social Networking Sites - Facebook, Instagram, Twitter, Pinterest, etc. Each club is able to utilize their own social media platforms, or can contact the Office of Student Involvement about posting an event on the Office's platforms. To do so, email leadership@snhu.edu

Imprinted Clothing/Promotional Item Policy

1. All imprinted clothing/promotional requests must be approved through the Office of Student Involvement.
2. Promotional items cannot be alcoholic paraphernalia including, but not limited to: koozies, bottle openers, etc.
3. Imprints must not reference sex, drugs, alcoholic beverages, non-sanctioned parties or contain vulgar language/images or discriminatory terms.
4. Clubs & organizations using Student Activities Fee money should also consult and follow the SGA Budget & Finance Committee Guidelines on apparel and giveaway purchases.

Student Center Tabling Guidelines

Clubs, organizations, and businesses may reserve table space in the Student Center. If the guidelines below are not followed, the group will be asked to leave and may lose the opportunity to reserve tables in the future.

- At least one individual involved with the reserving group must be present at the table at all times.
- Groups are encouraged to have not more than 10 people behind, around and in front of their table.
- Individuals must stay around their table; any group who hands out or solicits information not at their table may be asked to leave.
- Music or video shown at individual tables is permitted; however, the volume must be at conversational levels. Groups wishing to exceed normal level must contact: involvement@snhu.edu
- The University's policy on food at events applies to Student Center tabling; food must be either purchased from Dining Services or individually packaged (pre-bought/pre-packaged).
- If a club is booking a table to bring in an outside organizations or businesses, one person affiliated with the club must be at the table at all times.
- Non-SNHU groups will be granted space no more than 2 times per semester. For non-SNHU organizations to reserve a table, they should contact involvement@snhu.edu or 603-629-4631.
- If the non-SNHU organization is political or partisan, they will be required to display the following disclaimer at the table throughout their time on campus:

“The opinions expressed will be neither the opinions of Southern New Hampshire University or its Trustees nor endorsed by Southern New Hampshire University.”

Solicitation Policy

No solicitation is allowed except with the approval of the Office of Student Involvement. Businesses and organizations are offered certain opportunities to promote their products by reserving a table in the Student Center or through advertising in the student newspaper. Both of these services may be offered on a fee basis. All requests will be considered as long as the service represents a benefit to our students and the institution and does not interfere with any contractual agreements the institution has entered.

- In the residence areas only, student clubs and organizations are allowed to market door-to-door with prior written approval through the Office of Residence Life. If the student group is intending to conduct a fundraiser, they need to receive approval from the Office of Student Involvement as well.

External Groups, Invited and Outside Speakers, and Presenters

If a club or organization is interested in bringing an external group, speaker, or presenter to campus they should follow this policy in combination with the contract process, tabling guidelines, political activities policy, and advertising policies. The typical audience for a student club or organization event are SNHU students, staff and faculty only; if a club or organization is interested in inviting the general public to such events, the Universities policies on speakers must be followed. Please submit the request at least six weeks prior to the event. Please e-mail involvement@snhu.edu with any questions.

Policies:

- All events involving external presenters sponsored by student clubs and organizations must be approved by the Office of Student Involvement.
- All external groups, speakers, and presenters are required to have a contract and all other necessary documents on file
- Conducting an event on campus requires a table reservation through Conference and Event Services (25Live) or coordination with the assistant athletic director to book space in Athletics.
- No door-to-door events allowed on campus.
- No club, organization, department, or sports team may use the university name, logo or other department logos on any promotional items, which will be sold for profit, without first receiving approval from the Executive Director of the Student Government Association, who will coordinate the approval with the appropriate area(s). This includes items such as t-shirts, hats, mugs, glasses, etc.

Campus Political Activities Policy

SNHU student political clubs and organizations recognized by the University may invite candidates or campaign surrogates of their choosing to speak on campus. Fundraising at such events is prohibited. Posters, social media posts, emails and websites advertising any such event should include the following disclaimer:

“The opinions expressed will be neither the opinions of Southern New Hampshire University or its Trustees nor endorsed by Southern New Hampshire University.”

The leadership of the sponsoring organization of such an event will also issue that disclaimer in the beginning of the event. The typical audience for a student club or organization event are SNHU students, staff, and faculty due to the club’s funding guidelines; if a club or organization is interested in inviting the general public to such events, the Universities policies on speakers must be followed.

In addition, the Southern New Hampshire University logo may not be used in any promotional materials, electronic advertising, and/or social media advertising the event. For the full version of this policy, please visit <https://goo.gl/bgpok4>.

Please see additional speaker policies for further guidance. All policies can be found in the Policy Library on mySNHU.

Films and Movies

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home unless the site where the video is used is properly licensed for copyright compliant exhibition. This policy includes streaming any movie, show, or videos.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state, or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed. This includes showing a movie on a streaming service such as Netflix, Hulu, Amazon Prime Video, Disney+, etc.

Source: <http://www.swank.com/college/copyright.html>

When planning to show a film:

- Contact the Office of Student Involvement to research the costs and permissions needed.
 - Please try and plan at least three weeks in advance of the event.
- The Office of Student Involvement will assist with the purchase of permissions and rights.
- For a film to be shown to an open audience, the rights must be purchased from a licensed vendor or permission granted by the license holder.
- The film may only be shown for the designated date and time for which the permission was purchased or granted.
- The film must be returned to the authorized agent or Office of Student Involvement within 24 business hours of the showing.
 - Some films are available on DVD in the Club Resource Center for use once you have acquired the rights. E-mail leadership@snhu.edu to check the availability of a title.

The Last Chapter Pub has special rights to show Direct TV which can be used to showcase movies, shows, and events that are streaming on Direct TV only in The Last Chapter Pub.

Alcohol Policy

In addition to the policies stated in the SNHU Student Handbook, the Office of Student Involvement has instituted the following procedures for alcohol functions held on and off-campus to ensure that if alcohol is consumed it is done in a legal, low-risk fashion. University functions where alcohol is present shall be coordinated through the Offices of Student Involvement and other offices as needed (The Last Chapter Pub, Dining Services, Public Safety, or Wellness Center).

A “university function” is defined as any event hosted or sponsored by students, student organizations, or university personnel. Every event should have a theme or purpose (i.e. DJ, cruise, Senior Week) other than consumption of alcoholic beverages. Participants at these events may only be members of the SNHU community, unless they have a valid SNHU guest pass, or have been approved by the Office of Student Involvement.

Hosting Wet Events:

Hosting functions with alcohol, known on campus as ‘wet functions’, is a privilege and failure to follow these guidelines is a violation of the University Code of Conduct and will be handled according to disciplinary procedures. Wet functions handled irresponsibly will not be tolerated. As an example, any event that is not planned in accordance with the following guidelines will result in the cancellation of the event. This could also result in the loss of privileges for future events. Any questions or concerns should be addressed to the Office of Student Involvement.

- In order to sponsor a university function with alcohol, a student representative from the organization must meet with the following offices within the designated time frame in order to receive the proper approvals:
 - 6 weeks prior to the function for events off campus (Student Involvement)
 - 30 days prior to the function for events on campus in the Last Chapter Pub (Student Involvement)
 - 30 days prior to the function for events on campus with Sodexo Dining Services
- Any function with alcohol must have a designated student event coordinator, from one of the sponsoring organizations, who will act as a responsible representative for the organization and will not consume during the function
- For wet functions in a closed area (i.e. beer tent or designated drinking area), no one under 21 years of age will be admitted unless that person is working the function. Students 21 years of age and older will be required to wear a wristband
- For wet functions in an open area (i.e. Last Chapter Pub, ACC Learning Commons), students must be 18 years of age or older in order to be admitted and will be required to wear a wristband if they are 21 years of age
- The gyms will not be available for wet functions without approval from both the Office of Student Involvement and the Athletics Department
- For all wet functions, students and registered SNHU guests must possess valid identification (driver’s license, passport, military ID, or government issued ID) as well as a SNHU Student ID (students only or valid student guest pass)
- Principles of good hosting will govern all events on and off campus involving the use of alcohol. Non-alcoholic beverages and food must be visible and available throughout the event. The amount and availability of beer/wine at a university wet function will be determined by Sodexo Dining Services or the Last Chapter Pub and is dependent upon estimated attendance

- The duration of the function will be determined by the Office of Student Involvement but is not to exceed four (4) hours
- The cost of alcoholic beverages at university functions will be determined by the assigned liquor licensee (Last Chapter Pub, Sodexo Dining Services, or third-party vendor)
- All outside groups using campus facilities serving alcohol (i.e. camps, weddings) must be coordinated through Sodexo Dining Services, Public Safety, and Conference Services
- Student groups cannot pay for alcohol and/or bar service for their event using their SGA budget; this includes meal allowances while on conferences or trips
- For all off campus events where alcohol is served, the sponsoring organization needs to make arrangements for round trip transportation for all attendees through a licensed transportation company at least one month prior to the event (off campus events must have been previously approved in advance of the function). These arrangements need to be coordinated and approved by the Office of Student Involvement and vetted through the off-campus trip planning policies

It is recommended that anyone planning a wet function begins planning early to and ask for specific, detailed policies and information from Sodexo Dining Services and the Office of Student Involvement.

Outside Food Policy

Due to the University contract with Sodexo and their food license, all food must either be purchased through Sodexo or be pre-packaged. If students would like to order food from vendors from outside, they may be able to do so after getting approval from Sodexo in writing. To request approval from Sodexo, please contact the General Manager of Sodexo at least one week prior to the event. The Office of Student Involvement can help arrange ordering after permission is secured.

Refer to The Last Chapter Pub Policies for information regarding that space, as they are on a separate food license and have their own policies and procedures.

The Office of Student involvement allows student clubs and organization to request free Coca-Cola beverage products. To request this service please submit the request 30 days prior to the event to through <http://bit.ly/OSIresources>. Approval is subject to availability.

Budget Basics and Policies

Budgets are allocated each year by the Student Government Association to recognized student organizations. Funds are based on the prior year's starting budget plus any additional allocations. These funds are intended to be used by clubs and organizations for the betterment of the SNHU campus community through events, activities, and opportunities available to all students.

Budget Sections:

First Section: This section is the club's Copies Plus funding. Each club is given \$160 to use exclusively for flyers, copies, posters, or any other service they provide. The club will automatically be billed, and the amount will be deducted from the club's account.

Second Section: This section is the club's general budget. The club can purchase other supplies with these funds or use for performances or events. If the club runs over in section one, it will come out of the club's general budget.

Budget Disbursement Form:

When a club would like to make a purchase using the club general budget the club will need to complete a Budget Disbursement Form. The club will need to complete the form if they are asking for a cash advance, paying an invoice, or getting a refund with a receipt.

Steps:

- 1.) Always be sure to fill in all required fields and check boxes. Please note the line-item number can be found on the second page of the form.
- 2.) If receiving a cash advance, a memo including an explanation of how those funds will be used must be attached and the funds must be returned within five days along with an expense report envelope. For the memo, feel free to use any memo template.
- 3.) Some items that may be required depending upon the purchase include the mailing address, invoice number, Tax ID number of the performer and receipts. Remember that all purchases made *must include an itemized receipt* – the receipt from a restaurant that only lists the purchase price and tips section will not be permitted.
- 4.) The club's advisor must sign this form and then a staff member from the Office of Student Involvement must also sign. The form must be turned into the Office of Student Involvement.

Please take note of the following:

- A. For any expense of SGA allocated funds or Liability Account funds, the requestor must submit an SGA Budget Disbursement Form with supporting documentation (receipts, contracts, invoices, etc.) in order for the SGA Business Analyst to process payments. Checks will be cut within 5 business days and will be available in the Office of Student Involvement during normal business hours. Once the requestor receive notification that the check is prepared, please stop by the office to receive the check.
- B. Before any reimbursable purchases are made the purchase must be approved by an Office of Student Involvement staff member.

- I. There is a firm \$100.00 limit on all reimbursable expenses.
- II. For all expenses that exceed \$100.00, please order the item online with the assistance of the Office of Student Involvement staff and an SGA credit card or request a Cash Advance.
 - i. Some staff in the Office of Student Involvement hold SGA credit cards to make purchases for organizations. These are not able to be checked out by organizations or their advisors but can be used for in-office purchases by scheduling an appointment with an Office of Student Involvement staff member.
 - ii. Cash advance envelopes must be returned, with all itemized receipts and any remaining funds, to the Office of Student Involvement within 7 days of the reimbursable purchase. All purchases require supporting itemized receipts. Ask vendors prior to purchases if an itemized receipt can be provided, if not, it is not permitted to use SGA funds for this purchase. If SGA funds are spent, and a receipt is missing, the spender will be held responsible for any un-reconciled expenses. In addition, failure to return this envelope with all receipts and remaining money may cause the club's budget to be frozen.
- C. Please review SGA budget and finance policies on specific allowances of club budgets such as gifts, prizes, apparel items, requesting additional allocations, and more.
- D. Clubs and Organizations are only permitted to purchase food for club and organization meetings twice per semester using their SGA allocated funds.
- E. Electronic gift cards can be purchased but must be sent to an active SNHU student email account.

Budget Updates:

A copy of the club's budget will be made available at the Office of Student Involvement on the 1st and 15th of each month and emailed to the club's president and treasurer.

Fundraising

If a club or organization is interested in having a Fundraiser, please review the following policies regarding fundraisers. Once the club or organization has reviewed the information below, please submit the request to <http://bit.ly/SGAfundraising>. Please submit the request at least two weeks prior to the fundraiser. It will take about five business days for approval, possibly longer if other offices are involved or if additional information is required. Please e-mail involvement@snhu.edu with any questions.

Fundraising Policies:

- All fundraisers sponsored by student clubs and organizations must be approved by the Office of Student Involvement.
- Conducting a fundraising activity on campus requires a table reservation through Conference and Event Services (25Live) or coordination with the assistant athletic director to book space in Athletics.
- No door-to-door sales allowed on campus, unless approved by Residence Life and the Office of Student Involvement.
- Fundraising activities during athletic competitions must be approved by Athletics.
- Fundraising activities involving food must be approved by Dining Services.
- If a fundraiser is in conflict with the institution's fundraising activities or competes with a contract agreement with an institution vendor, the fundraiser may be denied.
- No club, organization, department, or sports team may use the university name, logo or other department logos on any promotional items, which will be sold for profit, without first receiving approval from the Executive Director of the Student Government Association, who will coordinate the approval with the appropriate area(s). This includes items such as t-shirts, hats, mugs, glasses, etc.
- If money is being collected, a money bag is required to be signed out by the SGA Business Analyst.

SGA Service/Philanthropy Guidelines:

The following situations are permitted for SGA recognized clubs and organizations who have service or philanthropy explicitly included in their mission, purpose, or constitution.

- If a group is purchasing supplies that will be donated to a non-profit *and* will be used as part of a club-related event where club members will take an active role in compiling, organizing, or preparing said supplies for donation. The supplies must be associated with an event or program and must contribute to a student experience.
- If the group is volunteering at an event where food supplies will be prepared, compiled or organized for donation, they may pay a fee to cover said food. There must be an active volunteering or participation component in order for this to be permitted.
- Clubs can use funds to host an event on campus where people have the opportunity to make donations directly to a non-profit, i.e Boys and Girls Club, then they could take the donations as long as checks were made out to the Boys and Girls Club directly, not SGA or the club's name.

The following situations are only permitted when using funds from a Liability Account, meaning that these cannot be executed using SGA allocated funds:

- A group may use their Liability Account to hold funds raised through fundraising, selling goods, holding a ticketed event (which is not hosted using SGA funds), etc, and then write a check to a non-profit organization.
- Purchasing supplies and donating them directly to a non-profit.
- Writing a check directly to donate to a non-profit.
- Purchasing supplies for the express purpose of fundraising.

Please email involvement@snhu.edu if you have a specific scenario that is not found above.

Contract & Insurance Requirements

Contracts are required for all venues, services, performers, or performances, regardless of whether the event is held on or off campus.

Legal Authority:

- Recognized student groups have the authority to enter into contract agreements, however, only a representative in the Office of Student Involvement is authorized to sign these contracts.

Breach of Contract:

- If the breach of contract occurs because the performer does not show up, the organizer of the event should not pay the fee, but immediately contact the agent to figure out a resolution.
- If the performer arrives much later than expected or if their performance is shorter in length than agreed, the organizer of the event should tell the performer that they cannot pay at that time and will resolve the matter by working through their agent.
- If there is an issue with the club or organization not meeting the needs of the performer, contact the agent and the club advisor immediately to work out a resolution.

Contract Requirement Checklist

- Performance Contract
 - After identifying a performer, please request a contract to confirm the event arrangements. Contracts should be sent to and arranged by the staff of the Office of Student Involvement.
 - Represented Artists: The agency should have a contract that outlines the details of the performance including cost, time, date, technical requirements and travel. Ask the agency or artist to send this directly to the Office of Student Involvement.
 - Independent Artists: If an artist does not have a contract, SNHU can generate a contract & rider that outlines the policies and details for a performance. Please work with the Office of Student Involvement to create this document.
- Form W-9
 - A W-9 is used to gather information about the artist. The form requires information as to the artist's name, address, and social security or tax payer identification number.
 - Represented Artists: The agency should have an artist's W-9 form. Please ask for a copy to be sent with the contract.
 - Independent Artists: A blank W-9 form can be obtained from the SGA Business Manager and sent to the artist to complete and return.
- Certificate of General Liability Insurance (Please work with the Office of Student Involvement for more information) Needed if the performance is active, involves students, or SNHU property.
 - A certificate of insurance coverage must be provided for the day(s) of the performance.
 - Represented Artists: Ask the agency if they can provide proof of insurance and ask them to send a copy with the contract.
 - Independent Artists: An artist can obtain coverage by purchasing a certificate through [the TULIP program](#).

Organization Trips and Conferences

Southern New Hampshire University sponsors many opportunities that occur off-campus. Keeping this in mind, participants in these activities must realize that there are guidelines to follow to help them stay safe and represent SNHU positively. Although no set of rules can guarantee the health and safety of each individual involved in an off-campus activity, the University has established these guidelines to address issues that merit special attention.

Event Planning:

All SNHU sponsored off-campus events must be approved by the Office of Student Involvement prior to the trip. Allow a minimum of 2-4 weeks (for day trips) and 6 weeks (for overnight trips) to complete the event planning process. All trips must be approved ahead of time before any reservations will be made. The One-Page Trip Summary, Emergency Contact Form and all required waivers must be filled out through Qualtrics at least 72 hours prior to departing for the off-campus activity. These forms will be emailed to trip participants when their trip is approved and finalized.

Participants:

Eligible participants must be current full-time graduate or undergraduate students at SNHU. Eligibility will also be based on good academic and conduct standing at the University.

Overnight Rooming Accommodations

- Chaperones will always have accommodations separate from students. Whenever possible, chaperones will share a double room. Guests of chaperones are not permitted on overnight trips.
- Students will always have accommodations separate from chaperones. Students will be assigned quad-occupancy double rooms.
- If a student requires accommodations other than those outlined above, please notify the Office of Student Involvement.
- Typically, SNHU will cover the costs of room and taxes associated with the stay. Individuals may be required to supply a personal credit card for incidentals or room service.

Chaperone/Student Ratio:

**These are to be used as a guide for chaperone/student ratio. All final determinations will be made by the Office of Student Involvement.

- Conferences/Retreats/Trips (Overnight) – one (1) chaperone to every twelve (12) students.
- Trips (Day) - one (1) chaperone to every twenty (20) students.

Chaperone Expectations:

At least one full-time faculty/staff member must accompany students on any SNHU sponsored off-campus activity. The designated staff member is responsible for knowing and enforcing the policies set forth in this document and the SNHU Student Handbook.

Pre-Trip Meeting:

A mandatory pre-trip meeting must be held for all participants by the chaperone prior to departing on an off-campus activity and later as needed on-site. Expected behavior and provisions for transportation and

accommodations must be expressed clearly. At this time, it is necessary to emphasize that students must abide by all rules and regulations of Southern New Hampshire University, including the Student Conduct Code, local, state, and federal laws. In particular, students must be informed that the University's Student Handbook will apply to them in connection with the activity and all related matters including travel and overnight stays. Failure to adhere to such rules and policies will lead to disciplinary action and sanctions may be applied to their team, club or organization, or department.

Emergencies:

In the event of an emergency, please respond based on the urgency of the situation. Sometimes it is appropriate for students to visit a medical area at a destination, be taken to a hospital or call an ambulance. In these cases, it is advisable that one chaperone go with the student in need and the other stay with the group. Chaperones should document any accidents, incidents or illnesses during the trip (a copy of the SNHU Incident Report can be found at https://snhu-advocate.symplicity.com/public_report/index.php/pid652723?rep_type=1000).

Always call Public Safety at 603-645-9700 to alert them of major incidents or to relay messages quickly to family members or Student Affairs members. Public Safety has been provided with a list of emergency contacts for each student on the trip and can call their emergency contact if required.

Trip Logistic & Itinerary Changes:

Should travel plans change during the trip (i.e. weather, illnesses, cancellations), please contact the Office of Student Involvement at 603-629-4631. During non-business hours, please contact the Office of Student Involvement staff member who arranged the logistics with the club. If you need assistance reaching someone from the office, please dial Public Safety at 603-645-9700.

Trips Where Alcohol Will Be Served:

If alcohol is available at the event, the SNHU Alcohol Policy is to be followed. The policy can be found in the SNHU Handbook. Conference funds as well as SGA allocated funds cannot be used to purchase alcohol at any time.

OSI Inclement Weather Policy:

This policy governs all travel sponsored by SGA or OSI and covers all use of the SGA vehicles and other transportation.

When classes are delayed or cancelled due to weather, all travel will also be delayed or cancelled. Additionally, if there is a weather advisory related to travel hazards along the route (including SNHU and the destination), the Office of Student Involvement will also cancel trips or delay their departure as appropriate.

For travel involving flights, we will make our best attempt to get individuals to the airport prior if it is safe to travel, or reschedule flights whenever possible.

OSI/SGA Vehicle Policies:

- Any trip (or trip segment) exceeding four hours must include at least one fifteen-minute rest stop.
- It is recommended that, whenever possible, multiple Authorized Drivers be utilized for trips that exceed four hours, to avoid driver fatigue. In any case, no driver shall drive more than six hours during any 24-hour period. Driving time is inclusive of rest stops.
- Any trip (or trip segment) exceeding five hours, must include at least one thirty-minute rest stop.
- Any trip (or trip segment) should not exceed six hours or 300 miles. In these instances, public transportation (i.e. trains, buses, planes) or a chartered bus is required.
- Drivers may be subject to further restrictions of time and distance at the discretion of the Office of Student Involvement.

Students are not permitted to use the following for any SNHU-sponsored trip:

- Spirit airlines
- Third Party Travel Booking Sites (Kayak.com, Trivago, etc)
- Airbnb (other home share organizations are permitted)

Position on Hazing

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or bodily harm or anxieties; or which may demean, degrade, or disgrace any person. "Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate (Allan & Madden, 2008)".

If there is a question whether a particular activity or action is hazing, then it probably is. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

New Hampshire Law:

Student Hazing

- (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person;
- (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.

A person is guilty of a Hazing, a class B misdemeanor, if such person:

- (1) Knowingly participates as actor in any student hazing; or
- (2) Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or
- (3) Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.

An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:

- (1) Knowingly permits or condones student hazing; or
- (2) Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing;
- (3) Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.

The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.

University Action:

When a campus organization reportedly violates SNHU hazing policy, a formal report will be forwarded to the Office of Student Involvement or the Athletic Director. In turn, the University will take appropriate action regarding the alleged violations. Depending on the circumstances relating to the violations, the University will choose to adjudicate the case. Organizations and individuals found in violation of a hazing violation are subject to maximum sanctioning by the University.

Examples of Hazing:

Depending upon the circumstances, these activities have been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion in or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individuals against individuals, individual against group, group against individual, or group against group. Hazing activities are not confined to these actions and are subject to subjective determination. Hazing shall include anything creating mental or physical discomfort, embarrassment, humiliation, whether promoted or engaged in specifically by other members or in the presence of other groups of non-members of the organization.

- Requiring calisthenics such as sit-ups, push-ups, runs, physical tests or any form of physically abusive exercise.
- Requiring the carrying of items such as rocks, bricks, paddles, helmets, shields, coconuts, knapsacks, lunch boxes, other people, etc.
- Prohibiting others from speaking to a specific people or type of person (based on gender, affiliation, or lack of affiliation, etc.)
- Requiring someone to stay in a specific location for an unnecessary amount of time (being in the library or a residence hall room)
- Intimidation
- Scavenger hunts, treasure hunts, road trips, or any other such activities when not done for information gathering purposes consistent with the educational purposes of the organization and the institution; and when only new members are expected to participate.
- Kidnappings.
- Morally degrading and humiliating games and activities such as requiring members to dive in Dumpsters, to sing in a public place (i.e. dining hall), to act like animals or other beings, to scrub floors with toothbrushes, or to be nude at any time.
- Assigning or endorsing pranks such as borrowing/stealing items, painting property and objects, or harassing other individuals or groups.
- Deprivation of sleep or creation of excess fatigue.
- Blindfolding or hand-tying at any time.
- Verbal harassment including yelling or screaming.
- Individual interrogations not consistent with legitimate testing of information about the history, purpose, or direction of the organization.
- Requiring any personal servitude such as running errands.
- Requiring people to publicly wear apparel which is conspicuous and/or not normally in good taste.
- Requiring people to walk or march in formation.
- Branding
- Requiring people to answer phones or doors with chants, riddles, songs, or rhymes.
- Deception and/or threat contrived to convince the individual, he or she won't be able to join the group or organization.
- Expecting participation in an activity in which the full membership would not participate.
- Requiring people to enter the house or building through a side door or entrance not normally used to enter.
- Requiring people to yell when entering or leaving the house or building.
- Work parties without the participation of the full organizational membership.
- Any action which could be perceived as inflicting physical abuse/harm to an individual (i.e. paddling, application of foreign substances, etc.).
- Withholding information that may cause emotional or psychological distress, including the end date of new member education and/or initiation

Retaliation:

Retaliation, including intimidation, threats, coercion or discrimination against any individual who has made a good faith complaint, or who has participated in the University conduct board hearing process is a violation of University policy. Any community member engaging in retaliation is subject to disciplinary action, up to and including dismissal or termination from the University.

Situations involving hazing must be reported to Public Safety, Student Affairs, Office of Community Standards, Office of Student Involvement, or the Athletic Director.

Student Organization Conduct Standards

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Behavior that is inconsistent with the Student Code of Conduct – caused by individual students or collectively by student organizations – is addressed through an educational hearing process designed to promote safety and good citizenship, as well as impose appropriate consequences when necessary.

The Student Code of Conduct applies to both individual students and student organizations; the Student Organization Conduct Standards serve as a subsection of the Student Code of Conduct, ensuring that all student organizations' officers and members:

- Know and accept responsibility for their actions and the actions of their members, alumni members, and guests, and
- Understand the responsibilities of holding official University recognition.

Additionally, the Student Organization Conduct Standards:

- Protect the rights of recognized student organizations,
- Ensure accountability for violations of University policy, and
- Guarantee due process in the adjudication of complaints concerning student organizations.

Student organizations must also abide by the Office of Student Involvement Handbook.

Student Organization Member Responsibilities:

The University expects student organization members to be good citizens, engage in responsible behaviors, positively represent their student organization and SNHU, treat others civilly, and constructively contribute to student life. When acting as part of a student organization, a student is responsible for his/her conduct both individually and collectively. Likewise, a student organization may be held responsible for the group's misconduct, as well as the misconduct of its leaders, members, representatives, or guests.

An individual acting as part of a student organization may be referred to a representative from the Office of Community Standards for adjudication of his/her behavior at the same time the student organization is held to the Student Organization Conduct Standards. Any external proceedings have no impact on the University's internal hearing processes for students or student organizations.

After a student organization's case has gone through the hearing process, governing councils may review member organizations' conduct and adjudicate accordingly.

Application of Standards:

Student organizations may be held accountable for a violation of the Student Organization Conduct Standards when a member, alumni member, or guest commits an alleged violation and any of the conditions below apply:

- The violation was sanctioned by an officer of that same organization, or officers had prior knowledge that the incident would take place
- Organization funds financed the venture,
- The violation was substantially supported, sponsored, or endorsed by the organization's membership,
- The violation grew out of, occurred during, or was related to any student organization-sponsored, -financed, -supported, or -endorsed activity, event, or environment created by the group,

- Members knew of the violation before or during the incident and did not attempt to prevent the infraction,
- The organization failed to report the incident or chose to protect its members,
- A reasonable person would understand the behavior to fall within the scope of the organization's activity
- The violation demonstrated a pattern of misconduct by student organization members, or
- The behavior undermined the University's reputation, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it.

Process:

The Office of Student Involvement exercises jurisdiction over all registered student organizations, including fraternities and sororities, and club sports. A representative from the Office of Community Standards – in partnership with a representative from the Office of Student Involvement – coordinates the adjudication of all recognized student organizations' misconduct.

Determinations of responsibility are made on the basis of a preponderance of evidence (whether it is more likely than not that the student organization violated University policy). No student or hearing advisor may record any proceeding but may request to listen to a copy of the recording, if available. Records are maintained according to the University's record retention schedule. All University hearing officers and conduct board hearing members are trained by The Office of Community Standards.

Policies:

All student organizations must be aware of possible infractions, including:

- Office of Student Involvement Policy or Procedure Violation
 - Violation of a policy specified by the University, or the Office of Student Involvement specifically intended to govern student organizations. Policies and rules governing student organizations are published yearly and can be accessed online in the Office of Student Involvement Handbook.
- Student Code of Conduct Policy Violation
 - The University identifies unacceptable student behavior in the Student Code of Conduct, published within the Student Handbook. Individual students and student organizations are ultimately held to every policy within this code of conduct
- Federal, State, or Local Law Violation
 - When a student organization violates federal, state, or local law, the student organization may be charged with a Disruption of Community Relations University policy violation, as well as in criminal or civil court charges.

Procedures:

The following procedures comprise the Student Organization Conduct Standards process:

- Step 1: Incident Reported
Anyone may file a report alleging that a student organization violated a policy. Reports go to the Office of Community Standards, who informs the Office of Student Involvement about the alleged violation.
- Step 2: Investigation
The Office of Community Standards works with university staff to review the alleged violation and the associated information and evidence. The offices of Student Involvement in conjunction with Public

Safety or the Title IX office, as needed, will conduct the investigation, which may include, but is not limited to: Interviews, review of incident reports (including previously reported incidents), evaluation of police reports, and discussions with student organization members, advisors, and other witnesses. The investigation is not intended to determine responsibility, but to gather information/evidence to aid the Office of Community Standards and Office of Student Involvement's determination of whether the reported incident has merit/should move forward in the process.

- **Step 3: Student Organization Charged**

If merit is lacking, no charges are filed against the student organization and the information collected during the investigation is kept on file with the Office of Community Standards. If the case has merit, the Office of Community Standards and/or the Office of Student Involvement notify the student organization's president/presiding officer and advisor, scheduling an initial conversation to discuss the alleged violation and the subsequent process.

Whether the case is decided through a meeting with the Office of Student Involvement, an administrative hearing, conduct board hearing, or other option, the group may be represented by no more than the president/presiding officer and two active student members from the student organization. Other members of the student organization may be called as witnesses.

The group may also choose to have a hearing advisor, who may be the student organization's faculty/staff advisor, another member of the University community, or a lawyer. While the hearing advisor may not participate directly in any aspect of the hearing, he/she may confer with the students. The hearing advisor may not question any individual, raise objections, or otherwise participate in the hearing. It is the students' responsibility to present all aspects of their own defense. Students must notify the Office of Community Standards in writing at least 24 hours prior to a hearing with the name of their hearing advisor.

If criminal charges are pending, a student may seek the advice of legal counsel in preparing for the meeting or hearing. When criminal charges are pending, a lawyer may be allowed attendance at the meeting or hearing, serving as either an observer or the student organization's hearing advisor. In an observation role, the attorney is limited to advising the student organization about answering questions that may be self-incriminating.

- **Step 4: Meeting or Hearing**

Based on the investigation's outcome, a representative from the Office of Community Standards and the Student Involvement determines the student organization's adjudication type: Meeting with an Office of Student Involvement staff member, administrative hearing, conduct board hearing, or other option.

- **Step 5: Sanction Process**

When a student organization is found responsible, the Office of Student Involvement designee member, hearing officer, or conduct hearing board considers the case's facts and circumstances to determine appropriate sanctions. Only at this point in the process do conduct board members receive the student organization's prior conduct record, which is considered when sanctioning. Also with conduct boards, both the Office of Community Standards and Office of Student Involvement designees advise the conduct board members, should they have questions about sanctioning.

Recommended sanctions may include (but are not limited to):

- Reprimand,

- Service hours,
- Educational activities,
- Restitution (e.g., monetary compensation, replacement for property),
- Student organization probation/loss of privileges (e.g., suspension of student activity budget, suspension of access to student organization web space, inability to reserve on-campus rooms, inability to apply for SGA funding, suspension of office space, etc.),
- Student organization suspension/loss of recognition

- **Step 6: Decision Shared**

The Office of Community Standards and/or Office of Student Involvement designees provide the student organization's president/presiding officer with the meeting or hearing's outcome, outlining findings of responsibility, sanctions, and the appeal process, if applicable.

A member from the office of student involvement will relay any necessary information regarding the outcome decision to National, Regional, or Oversight boards when applicable.

If no appeal is made within five business days, the case is considered closed upon the completion of the recommended sanctions. If the student organization appeals, the process moves to Step 7.

- **Step 7: Appeal**

The president/presiding officer, acting on behalf of the student organization, may appeal the meeting or hearing outcome. Appeals can be filed based only on:

- Availability of new information,
- Procedural error, and/or
- Severity of sanction.

If the president/presiding officer appeals the meeting or hearing's finding; a written statement must be submitted within five business days of the decision notification. On appeal, the burden of error rests with the student organization. The appeal must state the reason, supporting facts, and recommended way to correct the error.

Appeal consideration involves a file review by the appeal board, which may affirm, modify, or reverse the case decision. All decisions are communicated in writing within 10 business days of an appeal's submission. All appeal board decisions are final.

Interim Conduct Action:

Students and recognized clubs/organizations who are alleged to have been involved in a major violation of University policy may be suspended in the interim from either residence or the University pending a hearing if the Dean of Students (or designee) deems it necessary. The University may also impose other interim measures including, but not limited to, prohibiting the organization from being on University property, sponsoring events, or programs, attending programs and activities, and using University facilities. Determinations will be based on the nature of the alleged violation or any potential ongoing threat to any individual or community.