

Delta State University

Handbook for Student Organizations **Table of Contents**

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Introduction

This handbook for student organizations is intended to serve as a guideline for organizations that have been or are seeking to be officially recognized by Delta State University. Regulations set forth in this publication are not intended to be restrictive or prohibitive in any way, but are set forth to help students and student organizations operate within the guidelines consistent with the educational mission of the university.

Policies in this book are subject to change and may be done so only with the approval of the office of the Vice President for Student Affairs.

Official Recognition of Student Organizations

Professional, social, and spiritual growth is encouraged through participation in student organizations. Students are encouraged to establish and join clubs and organizations and enjoy the fellowship and services provided.

The Committee on Student Organizations is the official governing body of all DSU student organizations. The committee is composed of students, faculty, and staff members. All recommendations of the committee are submitted for approval to the Vice President for Student Affairs.

A group of students desiring to form a student organization may petition to do so by submitting a letter of petition to the Coordinator of Student Development. Along with the letter requesting official recognition, the petition should include the following:

- A statement of purpose
- A list of officers for the petitioning group
(including contact information)
- A constitution for the petitioning group
- The name of a faculty advisor

The constitution should cover, in detail, officer duties, membership qualifications, intake procedures, etc. (see Appendix C). Once the Coordinator of Student Development has reviewed the constitution, it will be sent to one of the university's editors for clearance. After the constitution has been cleared, the Committee on Student Organizations will be convened. Official recognition of the group will be granted when the Vice President for Student Affairs approves the recommendation of this committee. The policy for forming student Greek lettered social organization should be discussed with the appropriate Greek advisor prior to application.

Rights and Privileges of Recognition

The most important privilege that accompanies recognition as a student organization is the official association with Delta State University. Additionally, organizations who are recognized may use university facilities without charge*, may have activities listed on the official university calendar, may take advantage of university services, and may congregate without special permission from university officials. Organizations that are officially registered with the Coordinator of Student Development by October 1 of each year will be included in the official list of student organizations to be published by the Student Development Union Office.

** A refundable deposit may be assessed when appropriate.*

Annual Registration of Student Organizations

A list of all recognized organizations and clubs can be obtained in the Student Development Union Office (Union 200). Registration procedures are coordinated through this office by the Coordinator of Student Development. At the beginning of each academic year, organizations should provide this office with the following:

- A current constitution
- A list of current officers and contact information
- The name of the faculty/staff advisor
- The time and location of regularly held meetings

All Delta State University student organizations will register annually. Organizations that fail to comply by October 1 of the current school year will be placed on an inactive status and forfeit those rights and privileges that are granted to organizations in good standing.

Sanctions and Discipline of Student Organizations

All organizations are subject to the rules and regulations contained within this handbook. Organizations are also subject to the rules and regulations found within the Delta State University Student Handbook. Non-Greek groups who violate policies of the university are subject to discipline imposed by the Committee on Student Organizations, the Vice President for Student Affairs, or an appropriate discipline officer. Greek organizations that violate policies of the university are subject to discipline imposed by the Sub-Committee on Greek Organizations, the Vice President for Student Affairs, or an appropriate discipline officer. This does not preclude additional action by other self-imposed entities. (i.e. the Greek Judicial Boards)

The Committee on Student Organizations and the Sub-Committee on Greek Organizations have the right to recommend to the Vice President for Student Affairs that an organization's recognition be withdrawn if serious or continual violation of university policy occurs.

Posting of Fliers and Banners

Delta State University strives to maintain the beauty of university grounds and facilities. Students, faculty, and staff retain the right to post flyers, distribute handbills, and hang banners. A balance between the maintenance of the campus' appearance and the right to publicize can only be achieved through the following procedure:

- ❑ Individuals and organizations may post fliers only on billboards and/or designated areas on the inside of university buildings. All materials are expected to be in good taste.
- ❑ Fliers shall not be posted on doors, windows, walls, trees, trash containers, columns/posts, benches, or any exterior part of any building. Deans, department chairs, or facilities coordinators may grant exceptions to these restrictions within their buildings/areas.
- ❑ No items may be placed on the windshields of vehicles parked on the Delta State campus.
- ❑ Organizations wishing to post fliers in the residence halls must follow the policies and procedures outline by the Housing and Residence Life Office. The Director of Housing and Residence Life, located in Bailey 108, must approve all fliers posted in the residence halls. The posting of fliers will be done only by housing staff members.
- ❑ Banners may be affixed to the outside of the student union. Banners are expected to be in good taste. Space for banners are provided on a first come basis and will be taken down twenty-four hours after the advertised event has taken place. Other arrangements may be made with the Director of the Union. No banner should be placed over an existing banner. Organizations wishing to place banners outside residence halls should contact the Housing Office. Organizations wishing to place banners outside the cafeteria should contact the Coordinator of Student Development for approval. The University reserves the right to take down a banner attached to university property at any time.
- ❑ Any materials found in violation of the above criteria will be taken down.

Scheduling and Planning

Only registered student organizations may conduct student activities on or off campus. The use of university facilities for university related activities must be approved by the Vice President for Student Affairs. Initial scheduling and planning should begin early enough to acquire approval at least five days prior to an event. Any organization that desires to use a campus facility should contact the Facilities Coordinator for the appropriate calendar form (Union 200). The event should be cleared and entered on the university calendar before further arrangements are made (i.e. food, bands, etc.). If the organization wishes to schedule events at the Alumni House or the Bologna Performing Arts Center, they must contact the director of the facility for availability. Scheduling arrangements for academic buildings/classrooms are done through the Vice President for Academic Affairs office.

Deposits

A \$25 refundable deposit is required for student groups wishing to reserve and use Whitfield Gymnasium, the Delta Room or the State Room. This deposit will be refunded after the Facilities Coordinator is satisfied that the facility has been appropriately maintained. Groups who damage, trash, or fail to notify the Facilities Coordinator of cancellations within a reasonable period will risk losing their deposit. Groups who fail to follow university rules and regulations also risk losing their deposit as well. After on-campus functions, groups are responsible for policing areas outside facilities for trash left by participants. Deposits may be waived by the Facilities Coordinator on a case-by-case basis.

Off Campus Activities

All university groups are encouraged to hold their activities on campus. When an off campus facility is used by an organization, it is the sponsoring organization's responsibility to observe all rules and regulations governing the facility. The organization is expected to abide by all state and local laws, as well as all university rules and regulation, whether in or out of town, and subject to university disciplinary action.

Social Activities

Opportunities for social activities within and between student organizations are encouraged when these activities serve to complement the educational and developmental pursuits of students. In order to achieve that end, the university has established guidelines for sponsoring, promoting, and executing social activities. Any activity involving a planned gathering of students for social purposes shall be defined as a social activity. This is to include activities on and off university property and shall be governed by university rules and regulations.

Registration of Social Activities

Any social activity on the Delta State University campus must be registered with the Student Development Union Office (Union 200) at least five days prior to the activity. This may be done by obtaining an official university calendar form from this office (See Appendix A). All facility reservation arrangements may be made in this office upon submission of completed form.

Time Restrictions for Social Activities

The following schedule shall be used when planning social activities:

	Beginning Time	*Ending Time
Sunday	4:00 p.m.	12:00 a.m.
Monday	4:00 p.m.	12:00 a.m.
Tuesday	4:00 p.m.	12:00 a.m.
Wednesday	4:00 p.m.	12:00 a.m.
Thursday	4:00 p.m.	12:00 a.m.
Friday	4:00 p.m.	1:00 a.m.
Saturday	Not Specified	1:00 a.m.

*Any activity involving a sound system or band held outside on university property must be over by 10:30 p.m. Permission for modification of the schedule will be heard on a case-by-case basis by the Coordinator of Student Development and Vice President for Student Affairs.

Conduct and Enforcement

Students and visitors attending social activities on or off campus sponsored by an university recognized organization will be subject to the rules and regulations of Delta State University, as listed in the current Student Handbook. The responsibility for knowing and enforcing university regulations rests with the organization sponsoring the event. Members of the organization assume full responsibility for their conduct and that of their guests.

Hazing

“Hazing” is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any university organization. Hazing includes, **BUT IS NOT LIMITED TO** the following:

- ❑ Brutality of a physical nature such as beating, whipping, branding, forced calisthenics, exposure to the elements, forced consumption of food, beverages, liquor, drugs, or other substances
- ❑ Forced physical activity that could adversely affect the physical health or safety of the individual
- ❑ Activity that would embarrass or effect the dignity of the individual or would subject the individual to exclusion from social contact

Generally, any activity which is done or expected of a perspective member, with or without the perspective member's consent, but is not done or expected of a current member may also be considered as a hazing activity.

(See Appendix D for the Criminality of Hazing)

Alcohol

Based on the authority granted to Delta State University by the Mississippi Constitution Article VIII, Section 213-A, Mississippi Code Annotated S37-101-15 (1972 as amended), and the State Board of Trustees' Policies and Bylaws, the university prohibits the possession, sale, or consumption of alcohol on university property. Delta State University expects all student and student groups/organizations to abide by all local, state, and federal laws regarding alcohol possession and consumption while off-campus. Registered student organizations, not Delta State University, have the responsibility of policing their off campus functions to insure that existing local, state, and federal laws are not violated.

Greek letter social organizations must abide by the rules and regulations concerning alcohol at social activities as stated in the individual chapters' Risk Management policies.

This alcohol policy supercedes all previous alcohol policies and renders all such policies null and void.

Non-University Speakers

The Board of Trustees of Institutions for Higher Learning for the State of Mississippi requires any organization hosting an outside speaker to make a request to the university for permission for the speaker to appear on campus. The request is to be made to the Vice-President for Student Affairs one week before the official invitation is issued

Fund-Raising Activities

Any organization planning to conduct or participate in any fund-raising project must complete and file a Fund-Raising Approval Form with the Coordinator of Student Development three (3) days prior to the beginning date of the project (See Appendix B). This includes student organizations participating in off campus charitable projects. All projects must be approved before participation can take place.

Student organizations may provide services or sell products to raise and/or collect funds. Fund-raising projects and procedures in violation of the Delta State University Vending Policy will not be allowed (See Appendix C). Organizations are encouraged to consult said policy before undertaking any fund-raising projects. Solicitation of funds for

projects other than “approved” charities is not encouraged, and solicitation under false pretense will not be allowed.

Student organizations are encouraged to place limitations on the solicitation to local residences and businesses. The Cleveland Chamber of Commerce requests notification of all solicitations for funds and sales of goods or services in the community. The Coordinator of Student Development will handle any such notification for organizations. Student organizations are urged to adequately and appropriately advertise the approved fund raising activity.

H. L. Nowell Union Facility

The H. L. Nowell Union, completed in 1974, is designed to enhance the co-curricular educations of the student body. The DSU Union - in conjunction with the Union Program Council, student organizations, and university departments – offers a diverse program of activities, workshops, and conferences for the entire university community as well as off-campus groups and organizations. The DSU Union includes the following areas and services:

- 7 Meeting or Conference Areas
 - The State Room (large ball room)
 - The Sunset Room (small dining room)
 - East Dining Room (small dining room)
 - Room 302A (class room)
 - Room 305 (conference room)
 - Room 309 (class room)
 - President’s Suite (living room / formal dining)
- DSU Book Store
- United States Post Office
- Television lobby
- 1 Automatic Teller Machine (Merchants & Farmers)
- The Mill
- First floor lounging area
- Second and third floor lobbies

Additionally the Union houses the following offices:

- Dean of Enrollment Services
- Union Director / Facilities Coordinator
- Coordinator of Student Development
- Student Development Union Office
- Admissions Office
- Recruiting Office
- The Bursar
- Student Government Association Office

- The Broom (Yearbook)
- The Delta Statement (Newspaper)
- Student Financial Assistance
- Career Services and Placement
- Marketing and Media Relations
- Division of Continuing Education
- Academic Support Lab
- Americorps / Campus Link
- Payroll / Perkins-CIOS Loan Office

Appendices

Appendix A	University Calendar Form
Appendix B	Fundraising Form
Appendix C	University Vending Policy
Appendix D	Criminality of Hazing
Appendix E	Sample Constitutions

DELTA STATE UNIVERSITY CALENDAR

NOTE:

- Room availability should be cleared through the Union office before submitting this form.
- All non-University sponsored functions must be cleared through the President's Office before the Union office can grant approval for room use.
- Arrangements for Housing, Food Service, and Audio-Visual equipment must be made with the appropriate department(s).
- All arrangements must be made and this form completed at least fourteen (14) days prior to your event.
- Your activity will not be placed on the University Calendar until the event has been approved by all appropriate University officials.
- All items will be published on the University web site, as submitted, unless noted otherwise.
- **Return this form to the Union Office, Box A-2.**

1. **NAME OF EVENT:** _____

2. **WHO THE PUBLIC SHOULD CONTACT FOR FURTHER INFORMATION:**

Name: _____ **Phone Number:** (____) _____

E-mail address: _____

3. **UNIVERSITY AFFILIATION OF CONTACT PERSON** (will not be published...for office use only)

_____ **DSU Faculty/Staff**

_____ **DSU Student**

_____ **DSU Alumni**

_____ **Other**

4. **MAILING ADDRESS OF CONTACT PERSON** (will not be published...for office use only)

Address _____

City _____ **State** _____ **Zip** _____

5. **EVENT BEGIN DATE:** _____ **EVENT END DATE:** _____

6. **EVENT BEGIN TIME:** _____ **EVENT END TIME:** _____

7. **ADDITIONAL TIMES NEEDED (rehearsal, set up, etc...)** _____
(will not be published...for office use only)

8. **EVENT LOCATION: Building** _____ **Room(s)** _____

9. **EVENT DESCRIPTION AND SPECIAL FEATURES:**

10. **IS THIS A PRIVATE EVENT THAT SHOULD NOT BE LISTED ON PUBLIC CALENDARS?**

Yes **No**

11. **SPONSORED BY: (organization, department, etc...)** _____

12. **ESTIMATED ATTENDANCE/PARTICIPATION** (will not be published...for office use only) _____

13. **INFORMATION ON TICKETS, FEES OR OTHER CHARGES: (prices, where/how to purchase, etc...)**

14. WEB ADDRESS FOR EVENT: (optional, to appear in electronic and printed calendar)

http://_____

15. TARGET AUDIENCE: (select all that apply)

- _____ Students
- _____ Faculty/Staff
- _____ Alumni and Friends
- _____ Community

[The remaining items are for office use only and will not be published]

16. ROOM SET-UP:

- | | | |
|------------------|-----------------|-------------------------|
| _____ Auditorium | _____ Reception | _____ Classroom |
| _____ U-Shape | _____ Banquet | _____ Information Table |

17. HEAD TABLE? Yes No If Yes, Head Table seating number: _____

18. PUBLIC ADDRESS SYSTEM: Microphone? _____ **Where placed?** _____
➔ Contact the Technology Learning Center at 846-4340 to reserve equipment.

19. AUDIO-VISUAL EQUIPMENT (projector, sound system, etc.)? Yes No
➔ Contact the Technology Learning Center at 846-4340 to reserve equipment.

20. OTHER ITEMS (please specify):
➔ Contact the Director of the Union at 846-4666 to make arrangements.

21. FOOD SERVICE? Yes No If Yes, How Many? _____
➔ Contact the Director of Catering at 846-4644 to make arrangements.

22. HOUSING? Yes No If Yes, How Many? _____
➔ Contact the Director of Housing at 846-4151 to make arrangements.

Signature of Person in Charge of Event and/or
Faculty Advisor if a Student Organization

Date

FOR OFFICE USE ONLY		
DSU Building Rental Charge: _____	Event Charge: _____	
_____	_____	
Vice President for Student Affairs	Date	
Copies Sent to:		
_____	_____	_____
_____	_____	_____

Fund Raising Approval Form

Name of Organization _____

Date _____ Time _____ Location _____

If on campus, have you filled out the proper facility reservation form with the Student Development Union office? _____ YES _____ NO

President _____ Faculty Advisor _____

The proceeds from this fund raising project will be used to: _____

Type of Project _____

Cost of item or ticket being sold _____ Profit per item sold _____

Geographical area covered _____

Other organizations involved _____

Signature of Person in Charge

Signature of Faculty Advisor

Delta State University

Vending Policy Statement

Re: Sales Agents and Consumer Goods

The following regulations are essentially ones of long standing. The section relating to sales agents is restated primarily as a result of numerous student complaints concerning salesmen contacting them in the residence halls, married student apartments, the student union, etc.

I. Sales Agents

Sales agents for insurances, investments, cookery, jewelry, books, magazines, services, etc. will NOT contact students, faculty, staff, or employees in the residence halls, student union, offices, and work station on the university campus or grounds, except under the following conditions:

1. *In the residence halls and apartments* – NO EXCEPTIONS
2. *In the student union* – Only with the approval of the Director of the Union. Such approval may be given for a specified period and not as permanent permission
3. *To faculty members* - Only with the approval from the Vice President for Academic Affairs or the appropriate school or college dean.
4. *To staff members and other employees* – Only with the approval from the employees' supervisor.

Deliveries may be made to the campus, provided no solicitor comes to the campus to take such orders. There is not an intention to limit or restrict the sale or solicitation of business to Delta State University personnel, provided such sale or solicitation is not done on the university campus or grounds.

NOTE: Any off-campus salesman violating these regulations will be asked to leave the premises. Upon a second violation, he/she will be subject to a trespassing penalty.

II. Consumer Goods

1. Consumer Goods Vending is under the supervision of the University Business Office.
2. The sale of most items for consumption, (i.e. cold drinks, candy, cookies, sandwiches, etc.) will be handled in the student union and in campus vending machines.
3. There will be no peddling or vending of consumer goods by students in campus buildings or on campus grounds unless prior approval is obtained from the Coordinator of Student Development or the Vice-President of Student Affairs.

4. University recognized clubs and organizations wishing to sell items at university athletic events must seek approval, first, through the Coordinator of Student Development, then through the Athletic Director.
5. A request for approval of a fundraising activity must be filed with the Coordinator of Student Development in the Student Development Union Office (Union 200) at least three days prior to the beginning of the project.

III. Violations

Violations of these regulations by a person connected with Delta State University will be subject to disciplinary action. Any off-campus salesman violating these regulations will be asked to leave the premises. Upon a second violation, he/she will be subject to a trespassing penalty. Violations of these regulations should be reported to:

- ❑ Concerning residence halls / university housing – The Director of Housing and Residence Life
- ❑ Concerning faculty members – The Vice President for Academic Affairs
- ❑ Concerning staff members and other employees– The employee’s direct supervisor.
- ❑ Concerning the student union – The Director of the Union.

Criminality of Hazing

As defined by Mississippi, hazing is a crime. Persons involved in hazing may be subject to criminal charges as defined by state law.

1. Senate Bill No. 2165

An act to prohibit hazing in the course of another person's initiation into any organization; to prescribe criminal penalties therefore; and for related purposes. Be it enacted by the Legislature of the State of Mississippi:

Section 1.

1. A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such personal injury.
2. Any person violating the provisions of subsection (1) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2000.00) or imprisonment in the county jail for not more than six (6) months, or both.
3. A person is guilty of hazing in the second degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
4. Any person violating the provisions of subsection (3) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than One Thousand Dollars (\$1000.00).
5. The provisions of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecution for other violations of criminal law.

Sample Clubs and Originations Constitution Format

CONSITUTION OF

ARTICLE I. NAME

ARTICLE II. PURPOSE

ARTICLE III. MEMBERSHIP

ARTICLE IV. OFFICERS

ARTICLE V. DUTIES OF OFFICERS

ARTICLE VI. MEETINGS

ARTICLE VII. FACULTY / STAFF SPONSOR

ARTICLE VIII. DUES

ARTICLE IX. AMENDMENTS
