



Office of Student Life

Policy, Procedures, and Guidelines Manual

2023-2024

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## **THE OFFICE OF STUDENT LIFE AT DELTA STATE UNIVERSITY**

In The office of Student Life, our commitment is to nurture each student academically, while providing leadership and community service opportunities that help shape and mold DSU's next generation of scholars and leaders.

The support and encouragement we provide students, propels them to reach beyond their wildest dreams of making a difference at DSU, in their communities and throughout the world through academic achievement and dedicated service. DSU faculty, staff, and students are committed to excellence and supporting, uplifting, and empowering Statesmen all over the world. Our strength lies within the love and diversity of our student body and is the foundation of our Statesman Pride. This document provides the policies and procedures for registered student organizations to have meetings and events on the campus of Delta State University including guidance on the privileges, obligations, due process, and the chartering process for new groups.

### **ANNUAL REGISTRATION**

Organizations must complete a new registration form each semester to maintain communication with The Office of Student Life. This form can be access under the student organizations tab on the student life website. Organizations that are officially registered with the Office of Student Life by September 1 for the fall and February 1 for the spring of each academic year will be included in the official list of student organizations to be published online by the Office of Student Life. If organization information changes during the academic year, notify the Office of Student Life, as needed. Student Organizations are required to maintain at least five (5) active members, a president/student liaison, and an on-campus faculty/staff advisor. Additionally, all student organizations must attend the student organization orientation held each fall semester.

### **THE CODE OF CONDUCT FOR STUDENT ORGANIZATIONS**

**RELATIONSHIP OF STUDENT ORGANIZATIONS TO THE UNIVERSITY:** Recognition of, or registration of an organization does not mean that the university supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action that violates federal, state, or local laws or university regulations is assumed by the individual group and its advisor(s), officers, and members. Student organizations are to abide by the University Student Code of Conduct. Any violation of the Code of Conduct from individual students and/or organizations will be submitted to the Director of Student Life Office.

### **PRIVILEGES, OBLIGATIONS, RECALL, DUE PROCESS, AND RESPONSIBILITY OF REGISTERED ORGANIZATIONS**

Upon recognition by the Office of Student Life, there are certain privileges and obligations afforded to registered organizations:

#### **PRIVILEGES:**

Student organizations can reserve university facilities and outside spaces and rent a university post office box in addition to exclusive office events such as involvement fairs each year. The process for obtaining a mailbox, along with hours of operation, mail distribution hours, and sending mail procedures can be found at [University Post Office - Communications and Marketing \(deltastate.edu\)](http://deltastate.edu)

#### OBLIGATIONS:

A. Each organization has a minimum of (5) active student members (or can work with the Office of Student Life to establish a plan to ensure continued success and longevity of the organization) and an on-campus advisor.

B. Each organization's president/student liaison are required to register their organization with the Office of Student Life each semester by completing the Organization Information Form located online through the Student Life website. If the information update form is not completed by the deadline, the student organization will become inactive and will lose the privileges mentioned until the information is provided.

C. Each student organization should provide the Office of Student Life with a list of new officers and/or advisor(s) after elections each year by emailing studentlife@deltastate.edu or completing the information form found on the Student Life website.

D. Each student organization commits itself to sponsor events that will benefit both the group and university, and to uphold the university regulations, including the Student Code of Conduct, Code of Ethics for Student Organizations, Student Life policy, city ordinances, and all state and federal laws.

E. Each organization must have a guiding document on file with the Office of Student Life. A sample document is provided in the appendices of this policy guide. This document must be kept up to date with the Office of Student Life and must be utilized in the governance of your organization.

#### RECALL:

The approval of a student group at Delta State University is made based on compliance with the above Privileges and Obligations of registered student organizations. Failure of the student organization to conform to the above-mentioned obligations, to conditions of approval, and any breach of Student Life and/or university policies may subject the organization to recall by the Office of Student Life and/or the Vice President of Student Affairs. Recall may result in the president and advisor(s) of the organization having to appear before an appropriate committee to answer any charges that have been brought against the organization.

#### DUE PROCESS:

If student organizations violate any Student Life policies, Privileges and Obligations of Registered Organizations, the Student Code of Conduct, or other University regulations, certain disciplinary procedures will be instituted against the organization initiated by the Office of Student Life or the appropriate administrator.

#### **APPEAL PROCESS**

A student organization may initiate an appeal with the Vice President for Student Affairs of a suspension or termination decision by the Office of Student Life. A letter of appeal may be submitted in writing to the Vice President for Student Affairs and must be initiated within thirty (30) days of the receipt of notification of the decision. The letter should include the reasoning for appeal and any additional documentation you feel would be useful.

#### **RESPONSIBILITY**

It is the responsibility of the president and advisor of the student organization to interpret and enforce these regulations. The organization's officers will assume full responsibility for the conduct of their members, guests, and entertainers. All events must be registered by completing the event form located on the student life website.

**CANCELLATION OF EVENTS**

A. The Vice President of Student Affairs and/or University Police, responsible for the overall safety of the university community, may exercise the authority to cancel an event when conditions arise that may not be in the best interest of the university. The cancellation notification will be distributed through the Office of Student Life. The sponsoring organization and offices involved in the event planning of the event shall be notified immediately upon the decision to cancel.

B. During an approved activity/event, the University Police Department or acting university official can discontinue a sanctioned activity/event.

C. Student Life reserves the right to cancel an event if not registered through the proper channels.

**TIME, PLACE AND MANNER**

Delta State University prohibits the disruption or disturbance of the campus community by the operation of sound devices. It shall be a violation of this policy for any person to play, use or operate any device for reproducing or amplifying sound on university property if the sound generated is audible at a distance of 100 feet from the device producing the sound. Events hosted in a public space must play music free from expletives and obscene content. Violations related to this sound policy may result in termination of the event and disciplinary action.

**TIME:**

The following schedule shall be used when planning social activities on campus:

	<b>Ending Time</b>
<b>Sunday</b>	12:00 AM
<b>Monday</b>	12:00 AM
<b>Tuesday</b>	12:00 AM
<b>Wednesday</b>	12:00 AM
<b>Thursday</b>	12:00 AM
<b>Friday</b>	1:00 a.m. (Sat.)
<b>Saturday</b>	1:00 a.m. (Sun.)

\*Any activity involving a sound system or band held outside on university property must end by 11:30 p.m. Permission for modification of the schedule will be heard on a case-by-case basis by the Director of Student Life and Vice President for Student Affairs. **The University Police reserve the right to shut down any event that is deemed to be inappropriate or disruptive to the campus or bordering community.**

Security can be requested by the University Police department by emailing [police@deltastate.edu](mailto:police@deltastate.edu). The organization is responsible for additional security fees as discussed with University PD.

#### PLACE & EQUIPMENT:

The use of university facilities for university related activities must be approved by the Coordinator of University Facilities and The Office of of Student Life. Initial scheduling and planning should begin early enough to acquire approval at least seven (7) days prior to an event. Any organization that desires to use a campus facility should contact the Coordinator of University Facilities and Calendar for the appropriate forms. The event should be cleared and entered on the university calendar before further arrangements are made (i.e. food services, live bands, technology requests, etc.). For more information on available campus spaces, please visit the Office of Student Life website for the reservation form. The use of academic classrooms for organization events/activities must be done through the reservations form with Academic Affairs [Classroom Reservations - Academic Affairs \(deltastate.edu\)](https://deltastate.edu/classroom-reservations).

Please note that not all spaces are available for event reservations. Greek Letter organizations falling under University Greek Life are able to reserve and utilize Greek Park. Union 302 A is reserved through the Office of Student Life by contacting [studentlife@deltastate.edu](mailto:studentlife@deltastate.edu) with the full details of your reservation.

Reservations are not final until you receive an approval email. The university asks that those completing the reservation forms check their email regularly following a reservation for the denial or approval notice.

Your on-campus advisor is responsible for the reservation of all technical equipment and assumes all risk and responsibility for the use of that equipment. Students are NOT allowed to reserves equipment from OIT. Technical Assistants are available to aid in the production of events by emailing [helpdesk@deltastate.edu](mailto:helpdesk@deltastate.edu) Please note that assistants for technical events are not guaranteed but approved on a case by case basis.

#### **FUND-RAISING ACTIVITIES**

Any organization planning to conduct or participate in any fund-raising project must complete and file a Fund-Raising Intent and Approval Form with the Office of Student Life three (3) days prior to the beginning 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 [Vending - Delta State University Policies](#). 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 Director of Student Life will handle any such notification for organizations. Student organizations are urged to adequately and appropriately advertise the approved fund-raising activity.

#### **MOVIE/FILM VIEWING POLICY**

1. Due to federal copyright laws for showing movies and films on campus, public showings of such audiovisual works will only be permitted to be shown on campus when the student organization

can provide that they have purchased the licensing rights to view the film on campus during an event or obtained approval to view the film from the publishing company directly.

2. You can obtain a license to view a movie on campus by renting the movie from an approved distributor or contacting the copyright holder (generally the studio) directly or through SWANK.

### **CAMPUS RUNS/5K POLICY**

1. Registered student organizations are permitted to have runs/5K's on campus provided they complete the event form at least one month prior to the event.
2. For safety purposes, all runs/5K's will start and stop on Quadrangle or the University Walking Trail. Student organizations will be advised to contact Collegiate Recreation and Wellness to assist with the planning of the event if necessary. Collegiate Recreation and Wellness will advise groups on start and stop locations, water stations, race maps, etc.

\*Note: the event is the sole responsibility of the sponsoring student organization. Campus Recreation will provide guidance and advisement on how to facilitate a successful event but will not be responsible for the execution of the event.

### **INTRAMURALS**

Campus organizations that are participating in intramurals must submit a current roster of members to Collegiate Recreation and Wellness before the first intramural event. Active members or alumni that are enrolled in classes at Delta State University are the only participants that are allowed to compete in intramurals on behalf of an organization.

### **NON-UNIVERSITY SPEAKERS**

The Board of Trustees of Institutions for Higher Learning (IHL) for the State of Mississippi requires any organization hosting and 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 seven (7) days before the official invitation is issued.

### **POSTING OF FLIERS, BANNERS, AND OTHER ADVERTISEMENTS**

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 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. Materials may be removed if they are found to be in violation of state or federal law or other applicable university policies.

— Advertisements containing alcohol, drugs, explosives, firearms, or other weapons will be removed immediately, and may cause the organization to be temporarily suspended from University grounds.

— The following types of messages may not be advertised under any circumstances, and the University reserves the right to remove any such messages and may impose disciplinary sanctions for them: legally obscene material; true threats, incitement; or any other material in violation of state or federal law or other applicable university policies.

— 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 campus grounds. Advertisements on vehicles are permitted by vehicle owners only (i.e. window paint).

— Organizations wishing to post fliers in the residence halls must follow the policies and procedures outlined by the Office of Housing & Residence Life (Bailey Hall 108). The Director of Housing & Residence Life 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 H. L. Nowell Union upon approval of the Director of Student Development. Banners may be removed if they are in violation of state or federal law or of other applicable university policies. Space for banners are provided on a first come basis and will be taken down twenty-four (24) hours after the advertised event has taken place. Other arrangements may be made with the Director of Student Development. No banner shall be placed over an existing banner.

— Organizations wishing to place banners outside residence halls should contact the Office of Housing & Residence Life.

— Banners may be affixed to University athletic facilities upon approval of the Coordinator of Game Day Operations. Banners may be removed if they are in violation of state or federal law or of other applicable university policies. Space for banners are provided on a first come basis and will be taken down twenty-four (24) hours after the advertised event has taken place. Other arrangements may be made with the Coordinator of Game Day Operations.

— “Chalking” is defined as the marking of a surface with chalk in order to communicate a message. Chalking is not allowed on University property. This includes but is not limited to: water soluble chalk, paint, or other markers and adhesive.

— Any materials found in violation of the above criteria will be taken down and/or removed.

### **STUDENT HANDBOOK**

For all stated aims and purposes of Delta State University, attending students of the institution should not only achieve intellectual enrichment, but also spiritual, moral, physical, and social enrichment as well. Students are expected to be honest and truthful, to abide by the student regulations, indicated in the Student Handbook, to respect and obey existing laws, to respect private and public property, to observe generally accepted standards of conducts, and to respect the rights of the individuals. Violations of these principles may subject students to disciplinary action determined by the established University judicial system.

### **HAZING**

A state institution of higher education, Delta State University recognizes the importance of fostering the personal, social, and academic development of students, through teaching, research, and service. Delta State University is committed to providing a safe and inclusive



learning environment for all students, by creating an environment that is free of fear, humiliation, and exclusion. DSU is committed to providing opportunities for growth and development in a safe and supportive manner.

In keeping with its commitment to a positive academic environment, Delta State University has unconditionally opposed any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort, embarrassment, harassment, or ridicule.

Read the full policy here [Hazing - Delta State University Policies](#).

### **ALCOHOL POLICY**

Delta State University is committed to providing a safe, supportive, and welcoming environment to students, employees, and visitors at all academic, cultural, athletic, and social events. Therefore, Delta State University prohibits the unlawful possession, sale, distribution, and consumption of Alcohol on university property or as part of any university activity. This policy applies to the conduct of any registered student organization in connection with an event sponsored by that organization, whether or not the event is held on or off campus.

This policy applies to students, registered student organizations, faculty and staff, and any other person on University property or driving a university vehicle. All students, employees, and visitors must comply with all applicable laws, regulations, IHL policies, and University policies regarding the possession, sale, distribution, and consumption of Alcohol.

Any Student or Employee failing to observe the Alcohol Policy will be subject to sanctions by the University in accordance with established disciplinary procedures. For students, sanctions may include suspension or expulsion. For employees, sanctions may include disciplinary action up to termination of employment.

Read the full policy here [Alcohol Policy - Delta State University Policies](#).

1. Organizations and individual student members will abide by all federal, state, and local laws and DSU policies.
2. No organizational funds may be used to purchase alcohol.
3. When alcohol is present:
  - a) Non-alcoholic beverages should also be served;
  - b) Food (preferably low salt, high protein) should be served;
  - c) No alcohol should be consumed during the last hour of the event; and
  - d) An effective system should be in place to transport guests who drink home (e.g., buses or nondrinking designated drivers).

4. Appropriate and reasonable behavior is expected of all students and their guests who attend an event associated with a registered organization of DSU. The health and safety of students and their guests will be taken into consideration when planning and implementing an activity.

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

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

#### **DRUGS**

The unlawful sale, possession, use, or distribution of illegal drugs is prohibited under state and federal law.

#### **FIREARMS, EXPLOSIVES, AND OTHER WEAPONS**

The safety of the University's campuses is of paramount importance to the Administration of Delta State University. To ensure the safety of our campuses in accordance with the State Institutions of Higher Learning (IHL) policies and in light of statutory enactments of the Mississippi Legislature, the University has developed this policy regarding the possession of weapons on its campuses. This policy is required for the effective communication of University policy regarding the possession of weapons by employees, students, guests, and visitors on all property of Delta State University.

Delta State University recognizes that the possession of weapons on its campus or at University or student functions off-campus, by persons other than duly authorized law enforcement officials, other authorized persons, and those participating in University approved programs, creates an unreasonable and unwarranted risk of injury or death to its employees, students, visitors, and guests, and further creates an unreasonable and unwarranted risk of damage to property of the University and of its employees, students, visitors, guests and properties of others.

Delta State University must comply with the State Institutions of Higher Learning policies, state and federal law, and any other locally applicable laws or regulations regarding the possession of weapons including firearms, on its campuses. This policy is being implemented to protect the health and safety of the students, employees, guests, and visitors to Delta State University.

Please read the full policy here [Weapons on Campus - Delta State University Policies](#).

In accordance with university regulations, the University prohibits:

1. The possession by a student of any firearm on the campus of DSU.
2. The possession of any type of explosive, other weapon, firecracker, or the like on university controlled property is prohibited.

Exceptions may be permitted for fireworks displays planned in advance for celebrations.

## **APPENDICES**

### Appendix A: Sample Constitution and Bylaws for Student Organizations

The constitution is a sample constitution to illustrate constitutional format. Feel free to diverge from it as it suits the needs of your organization. The required edits are in bold, green brackets. Other information may be edited to reflect your student organizations' structure. For example, your organization may have more than four elected positions, or "Officer Titles" below. The duties of each office, majority voting of officers, and programs should directly reflect the purpose and activities of your organization.

### Appendix B: University Fundraising Intent and Approval Form

## **APPENDIX A: SAMPLE CONSTITUTION**

Constitution and Bylaws of [insert student organization name]

Adopted [insert month and year of adoption]

### **ARTICLE I. NAME AND PURPOSE**

#### Section A. NAME

The official name for this organization is the\_\_\_\_\_.

This organization will use the name or its acronym, [insert organization acronym or shortenedname], in all publicity materials and correspondence.

#### Section B. PURPOSE

The purpose of this organization is to\_\_\_\_\_.

All activities of this organization must be directed toward this purpose.

### **ARTICLE II. MEMBERSHIP**

#### Section A. REQUIREMENTS

All currently enrolled students, both undergraduate and graduate, and Delta State University(DSU) staff, faculty, alumni, and alumnae are eligible to be voting members.

All members who are not currently enrolled DSU students or DSU staff, faculty, alumni, and alumnae are eligible to be non-voting members.

All members are required to demonstrate support for the purpose of this organization.

Membership decisions will not discriminate on the basis of race, color, national origin, religion,sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

All members are required to pay a \$ [insert membership fee amount] annual membership fee prior to taking part in any organization activity.

#### Section B. RIGHTS

All members are eligible to attend all meetings and events of this organization.

If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

### Section C. WITHDRAWAL OF MEMBERSHIP

Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

Members to be voted upon in this regard will be notified of the intention to do so in writing **[insert length of time (i.e. one week)]** prior to the meeting at which the vote will be taken.

## ARTICLE III. OFFICERS

### Section A. OFFICER TITLES

(List officer titles, not the individual's name, President Vice President etc.)

### Section B. DUTIES

The President will chair all meetings of **[insert organization name or acronym]** and will call special meetings as needed. The President will vote on **[insert organization name or acronym]** matters only in case of a tie.

The Vice President shall **[insert duties (i.e. chair any ad hoc committees or task forces of the organization)]**.

The Secretary/Treasurer will take, record, and file meeting minutes; produce all official correspondence for the organization, and maintain records and report on the financial transactions of **[insert organization name or acronym]**.

The Program/Public Relations Chair will **[insert duties (i.e. direct the planning of the organization's education and social programs)]**.

### Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

All officers and candidates for office must be currently enrolled DSU students.

All officers must be voting members of **[insert organization name or acronym]**.

### Section D. NOMINATIONS AND ELECTIONS

Nominations for all offices will be taken from the floor of the **[insert length of time (i.e. third-to-last)]** regular meeting of the **[spring/fall]** semester each year.

Any member may nominate any other member, including him or herself.

Elections will be held at the **[insert length of time (i.e. second-to-last)]** meeting of the **[spring/fall]** semester.

Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

#### Section E. REMOVAL FROM OFFICE

Officers may be removed from office for failure to perform duties or for violation of membership clause.

Officers to be voted upon in this regard will be notified of the intention to do so in writing at least **[insert length of time (i.e. one week)]** prior to the meeting at which the vote will be taken.

A **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

#### Section F. TERMS OF OFFICE AND VACANCIES

The term of office shall be from **[insert length of time (i.e. the last meeting of each spring semester until the end of the second-to-last meeting of the subsequent spring semester)]**.

Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program/Public Relations Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

### ARTICLE IV. MEETINGS

Section A. Regular meetings will be held **[insert regularly scheduled meeting times (i.e. the first and third Thursdays of every month)]**.

Section B. Special meetings may be called by any combination of **[insert majority of officers (i.e. “three” if organization hosts four officers or “two” if organization hosts three officers)]** of the officers. Notice of special meetings must be communicated to all members at least **[insert length of time (i.e. 72 hours)]** in advance of the meeting.

Section C. To conduct business at any meeting, **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** voting membership must be present to form quorum.

## ARTICLE V. COMMITTEES

### Section A. PROGRAM/PUBLIC RELATIONS COMMITTEE

The only standing committee of **[organization name or acronym]** is the Program Committee, whose purpose is to plan events and programs for the organization.

All decisions of the Program Committee involving committing organization funds in amounts greater than \$ **[insert same amount (i.e. 25.00 or 50.00)]** will require the approval of the majority of those members present at the regular or special meeting of **[organization name or acronym]**. Similar decisions, but for \$ **[insert same amount from above (i.e. 25.00 or 50.00)]** or less may be approved by the Program/Public Relations Chair with consent from **[insert majority of officers (i.e. insert “three” if organization hosts four officers or insert “two” if organization hosts three officers, etc.)]** officers.

### Section B. OTHER COMMITTEES

Other committees may be appointed by a majority vote of the members at a regular meeting of **[insert organization name or acronym]**.

In appointing such committees, **[insert organization name or acronym]** members must specify the purpose and chair or co-chair of that committee, and establish its duration.

## ARTICLE VI. AFFILIATIONS

### Section A. DSU

This organization is a recognized student organization at Delta State University, but is not part of the University itself.

In all correspondence and business transactions, it may refer to itself as an organization at DSU, but not as part of DSU itself.



**[Insert organization name or acronym]** accepts full financial and production responsibility for all activities it sponsors.

**[Insert organization name or acronym]** agrees to abide by all pertinent DSU policies and regulations. Where DSU policies and regulations and those of **[insert organization name or acronym]** differ, the policies and regulations of DSU will take precedence.

This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

#### Section B. NATIONAL AFFILIATION

**[Insert organization name or acronym]** is the DSU chapter of the **[national organization name]**.

Where **[insert national organization name]** guidelines, regulations, or policies differ from those of DSU, DSU's policies, regulations, and guidelines take precedence.

### ARTICLE VII. FACULTY/STAFF ADVISOR

#### Section A. ADVISOR REQUIREMENTS

This organization may appoint a primary advisor by majority vote of membership.

Other persons may serve as special advisors as needed.

#### Section B. DUTIES

The advisor must sign the recognition application each year with the Office of Student Life.

Officers should meet with the advisor **[insert number of meetings (i.e. "the second and fourth Thursdays of every month" or "three")]** times per semester.

An advisor may not vote in **[insert organization name or acronym]** matters, hold office or unduly influence decisions of the student organization.

### ARTICLE VIII. BY-LAWS AND AMENDMENTS

#### Section A. BY-LAWS

By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of **[insert organization name or acronym]**.

This constitution takes precedence over any and all by-laws.

University policies and state and federal laws take precedence over constitution and any and all by-laws.

#### Section B. AMENDMENTS

This constitution can be amended by a **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** vote of the entire membership at a regular meeting of **[insert organization name or acronym]**.

Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.

All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of Student Life within two weeks of adoption by the organization.

#### ARTICLE IX. FINANCIAL MATTERS

##### Section A. RESPONSIBILITIES

Registered campus organizations must follow the *Delta State University Handbook for Student Organizations* in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

The University shall have the right to audit the financial records of this organization.

#### ARTICLE X. UNIVERSITY APPROVAL

The below information must be completed by the persons listed for University approval of the student organization's Constitution and will allow the organization to gain campus recognition.

Signature of Applicant & Position \_\_\_\_\_

Reviewed by Assistant Director of Student Life \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Director of Student Life \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B:**

**University Fundraising Intent and Approval Form**

**Name of organization**

\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

If the event is located on campus, have you completed the proper Facility Reservations Form with the Office of Student Life? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Type of project (circle one):

Donation   Sale of Product(s)

Raffle   Silent Auction   Other \_\_\_\_\_ (specify)

Cost of item or ticket being sold \$ \_\_\_\_\_ Profit per item or ticket being sold \$ \_\_\_\_\_

Geographical area covered

\_\_\_\_\_

Other organizations involved

\_\_\_\_\_

Signature of Presiding Officer

\_\_\_\_\_

Signature of Faculty/Staff Advisor

\_\_\_\_\_

Approved by Director of Student Life \_\_\_\_\_ Date \_\_\_\_\_