

**Delta State University**

**Handbook for Student Organizations**



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## **Welcome**

*A Message from the Office of Student Life:*

“Welcome, Student Organizations! Our staff is here to assist all student organizations. If you need assistance updating your organization membership, planning an event, or guidance in helping your student organization to grow, we are here to help. Student organizations at Delta State University are the heart of our campus and we want to make sure you have every resource available for you to be successful.

Please visit our office. We are open Monday through Friday from 8:00 a.m. to 5:00 p.m. in the H. L. Nowell Union, Room 200. You may also call our office at 662.846.4666.”

- Jeanna Dacey Wilkes  
Director of Student Life

## **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.

### *About DSU Student Organizations*

Student Organizations at Delta State University (DSU) play an important role in engaging students with leadership and involvement opportunities. The Office of Student Life encourages each student to consider getting involved in at least one student organization. Research has shown that getting involved on campus has a direct effect on retention and academic success. There are currently over 90 active student organizations on campus that give students the chance to meet new friends, participate in a variety of fun and educational activities, and often provide service opportunities for students to give back to DSU and the MS Delta community. To see the list of all current student organizations, please visit [www.deltastate.edu/student-life](http://www.deltastate.edu/student-life).

### **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 (appointment made by the Academic Council) 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 Director of Student Life. Along with the letter requesting official recognition, the petition should include the following:

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

The constitution should cover, in detail, officer duties, membership qualifications; intake procedures, etc. (see Appendix A). Once the Director of Student Life 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 organizations should be discussed with the appropriate Greek advisor prior to application.

#### *Rights and Privileges*

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 advertise activities on the official university calendar, may take advantage of university services, and may congregate without special permission from the university officials.

\*A refundable deposit may be assessed when appropriate.

Organizations that are officially registered with the Director of Student Life by October 1 for the fall and March 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.

### *Responsibilities*

As a DSU registered organization, your group has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's registered status. Those responsibilities include:

1. Each organization will comply with federal, state, and local laws and codes.
2. Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization.
3. Organizational information must be kept current with the Office of Student Life. In order to do so, be familiar with the procedures under the heading "Annual Registration of Student Organization" in this manual.
4. All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their hosted programs.
5. All organizations should function using sound financial management and are responsible for any debts that may occur, including those to DSU.
6. Your organization must maintain an advisor at all times. If at any time your organization finds itself without an advisor and is having trouble finding one, please contact the Office of Student Life immediately and we may be able to assist you in the your search.

### *Sanctions and Discipline*

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 disciplinary or judicial officer. Greek organizations that violate policies of the university are subject to discipline imposed by appropriate disciplinary or judicial officer. This does not preclude additional action by other self-imposed entities. (I.e. the Greek Judicial Boards within the governing bodies)

The Committee on Student Organizations and other appropriate discipline officers or 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.

## **Registration of Student Organizations**

### *Annual Registration*

A list of all recognized organizations and clubs may be obtained in the Office of Student Life (H. L. Nowell Union 200). Registration procedures are coordinated through this office by the Director of Student Life.

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 at the beginning of the Fall term with the Office of Student Life. If organization information changes during the academic year, notify the Office of Student Life, as needed.

### *Termination of Registration*

The Office of Student Life may temporarily recommend suspension or termination of the registered status of any organization. These decisions can or will be based on the following circumstances:

1. A written request from the organization to be dissolved, delivered in person to the Office of Student Life.
2. A lapse in communication with the Division of Student Affairs. As stated above, an organization must maintain an active, up-to-date file with the Office of Student Life.
3. Failure to keep current with or meet financial obligations to the University.
4. Failure to comply with the organization's constitution or by-laws.
5. Failure to comply with the rules, regulations, policies, and procedures of DSU as determined by appropriate University officials.
6. Re-registering a terminated organization under another name.
7. Discovery that a registered organization is active as an auxiliary group for another current organization.
8. Submitting false information to DSU.

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.

### **Scheduling and Planning**

Only registered student organizations may conduct activities on or off campus. The use of university facilities for university related activities must be approved by the Coordinator of University Facilities and the Director 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 (H. L. Nowell Union 200).

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 at [www.deltastate.edu/student-life](http://www.deltastate.edu/student-life).

### **Deposits**

A refundable deposit for use of university facilities may be required. Any student organization deposit will be refunded after the Coordinator of University Facilities is satisfied that the facility has been appropriately maintained. Groups who damage, trash, or fail to notify the Coordinator of cancellations 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 Coordinator on a case-by-case basis.

For more information on reservation deposits, please visit the Office of Student Life website at [www.deltastate.edu/student-life](http://www.deltastate.edu/student-life).

### **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.



### **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 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.
- 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: any obscenity; any profanity; any form of hate speech; any message threatening individuals or groups of people or to incite physical or psychological harm.
- 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 Life. 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 (24) hours after the advertised event has taken place. Other arrangements may be made with the Director of Student Life. 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.
- Organizations wishing to place banners outside of the cafeteria should contact the Director of Student Life for approval.
- Banners may be affixed to University athletic facilities upon approval of the Coordinator of Game Day Operations. 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 (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.

## **Organization Activities**

### *Off-Campus Activities*

All university groups are encouraged to hold their activities on campus. Please contact the Office of Student Life for more information to sponsor our event 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 regulations, whether in or out of town, and, if necessary, is 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 Office of Student Life (H. L. Nowell Union 200) at least seven (7) days prior to the activity. This may be done by completing the Facility Reservation and Calendar Form. All facility reservations may be made in this office upon submission of the form.

### *Time Restrictions for Social Activities*

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

	<b>Beginning Time</b>	<b>Ending Time*</b>
<b>Sunday</b>	4:00 p.m.	12:00 a.m.
<b>Monday</b>	4:00 p.m.	12:00 a.m.
<b>Tuesday</b>	4:00 p.m.	12:00 a.m.
<b>Wednesday</b>	4:00 p.m.	12:00 a.m.
<b>Thursday</b>	4:00 p.m.	12:00 a.m.
<b>Friday</b>	4:00 p.m.	1:00 a.m. (Sat.)
<b>Saturday</b>	Not specified	1:00 a.m. (Sun.)

\*Any activity involving a sound system or band held outside on university property must end by 10:30 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.

### *Security*

A request for on campus security may be made through the Campus Police department (H. L. Nowell Union 202). Security costs and fees may be incurred by the user.

### *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 Director 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 (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 Director of Student Life will handle any such notification for organizations. Student organizations are urged to adequately and appropriately advertise the approved fun-raising activity.

### *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.

## **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*

“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 Institutions of Higher Learning 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.

Unlawful sale, possession, or consumption of alcoholic beverages, including beer and wine, by students on campus is prohibited. While the university has no control over off-campus social functions, the following guidelines concerning the use of alcohol at student organizations off-campus functions are suggested:

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.

#### *Firearms, Explosives, and Other Weapons*

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.

## **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 Office of Student Life, 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:

- University Information Booth
- United States Postal Service Center
- Okra Express Copy Center
- Jimmy R. William Bookstore (Barnes & Noble)
- Chick-fil-A Express, Burger Studio, Burrito Bowl , Java City, and The P.O.D. (Provisions On Demand)
- Lounging areas throughout
- DSU Faculty Lounge, Union 202B
- Meeting/Conference Areas
  - The State Room (large ballroom)
  - Room 302A (large meeting/conference area)
  - Room 306A (small dining room/meeting room)
  - Room 306B (conference room)
  - West and East Lobbies (2<sup>nd</sup> Floor large meeting spaces)

Additionally, the Union houses the following offices:

- Career Services, Union 300
- Communications & Marketing, Union 208
- Student Government Association, Union 203
- Student Life, Union 200
  - Orientation
  - Student Organizations and Greek Life
  - University Facilities & Calendar
- Student Publications, Union 206
  - The Broom (Yearbook)
  - The Delta Statement (Newspaper)
- Student Success Center, Union 308
  - Academic Advising Services
  - Academic Support Services
  - International Student Services
  - First Year Seminar
  - Okra Scholars
- Union Program Council, Union 201
- University Police, Union 202A
- Vice President for Student Affairs, Union 307

## **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 C: University Vending Policy*

Policy taken from the Delta State University Student Handbook

### *Appendix D: Criminality of Hazing*

**Constitution and Bylaws of [insert student organization name]**  
Adopted **[insert month and year of adoption]**

**ARTICLE I. NAME AND PURPOSE**

Section A. NAME

1. The official name for this organization is the \_\_\_\_\_.
2. This organization will use the name or its acronym, **[insert organization acronym or shortened name]**, in all publicity materials and correspondence.

Section B. PURPOSE

1. The purpose of this organization is to \_\_\_\_\_.
2. All activities of this organization must be directed toward this purpose.

**ARTICLE II. MEMBERSHIP**

Section A. REQUIREMENTS

1. All currently enrolled students, both undergraduate and graduate, and Delta State University (DSU) staff, faculty, alumni, and alumnae are eligible to be voting members.
2. All members who are not currently enrolled DSU students or DSU staff, faculty, alumni, and alumnae are eligible to be non-voting members.
3. All members are required to demonstrate support for the purpose of this organization.
4. 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.
5. 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

1. All members are eligible to attend all meetings and events of this organization.
2. 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

1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.
2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.
3. 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

- President
- Vice President



Secretary/Treasurer  
Program/Public Relations Chair

#### Section B. DUTIES

1. 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.
2. The Vice President shall **[insert duties (i.e. chair any ad hoc committees or task forces of the organization)]**.
3. The Secretary/Treasurer will take, record, and file meetings minutes; produce all official correspondence for the organization, and maintain records and report on the financial transactions of **[insert organization name or acronym]**.
4. The Program/Public Relations Chair will **[insert duties (i.e. direct the planning of the organizations education and social programs)]**.

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

1. All officers and candidates for office must be currently enrolled DSU students.
2. All officers must be voting members of **[insert organization name or acronym]**.

#### Section D. NOMINATIONS AND ELECTIONS

1. 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.
2. Any member may nominate any other member, including him or herself.
3. Elections will be held at the **[insert length of time (i.e. second-to-last)]** meeting of the **[spring/fall]** semester.
4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.
5. 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

1. Officers may be removed from office for failure to perform duties or for violation of membership clause.
2. 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.
3. 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.
4. 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

1. 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)]**.
2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

3. 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

1. The only standing committee of **[organization name or acronym]** is the Program Committee, whose purpose is to plan events and programs for the organization.
2. 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

1. Other committees may be appointed by a majority vote of the members at a regular meeting of **[insert organization name or acronym]**.
2. 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

1. This organization is a recognized student organization at Delta State University, but is not part of the University itself.
2. In all correspondence and business transactions, it may refer to itself as an organization at DSU, but not as part of DSU itself.
3. **[Insert organization name or acronym]** accepts full financial and production responsibility for all activities it sponsors.

4. **[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.
5. 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

1. **[Insert organization name or acronym]** is the DSU chapter of the **[national organization name]**.
2. 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

1. This organization may appoint a primary advisor by majority vote of membership.
2. Other persons may serve as special advisors as needed.

#### Section B. DUTIES

1. The advisor must sign the recognition application each year with the Office of Student Life.
2. 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.
3. 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

- I. 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]**.
- II. This constitution takes precedence over any and all by-laws.
- III. University policies and state and federal laws take precedence over constitution and any and all by-laws.

#### Section B. AMENDMENTS

1. 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]**.
2. 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.
3. 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

1. 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.
2. 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.

Date approved by organization \_\_\_\_\_

Signature of Presiding Officer \_\_\_\_\_

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

Reviewed by DSU Student Organizations Committee \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by DSU Vice President for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

**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

Raffle

Sale of Product(s)

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 \_\_\_\_\_

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

*Approved by Coordinator of Facility Reservations* \_\_\_\_\_ *Date* \_\_\_\_\_

**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, University 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:
  - a. *In the residence halls and apartments* – NO EXCEPTIONS;
  - b. *In the H. L. Nowell Union* – On only with approval of the Director of Student Life. Such approval may be given for a specified period and not as permanent permission;
  - c. *To faculty members* – Only with the approval from the VPAA or the appropriate school or college dean;
  - d. *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 –
  - a. Consumer Goods Vending is under the supervision of the university's Student Business Services Office;
  - b. 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;
  - c. 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 Director of Student Life or the VPSA;

- d. University recognized clubs and organizations wishing to sell items at university athletic events must seek approval, first, through the Director of Student Life, then through the Athletic Director;
  - e. A request for approval of a fundraising activity must be filed with the Director of Student Life in the Office of Student Life, H. L. Nowell 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:
- a. *Concerning residence halls/university housing* – the Director of Housing & Residence Life;
  - b. *Concerning faculty members* – the Vice President for Academic affairs;
  - c. *Concerning staff members and other employees* – the employee’s direct supervisor; and
  - d. *Concerning the H. L. Nowell Union* – the Director of Student Life.

## **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.

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Miss. Code Ann. § 97-3-105

§ 97-3-105. Hazing; punishment

(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 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 (\$2,000.00) 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 (\$1,000.00).

(5) The provisions of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecutions for other violations of criminal law.