



# **RSO Handbook**

**Adopted 2005**

**Revised October 2007, January 2009**

# Table of Contents:

---

## **SECTION A: GENERAL INFORMATION**

- |                                               |   |
|-----------------------------------------------|---|
| 1. Privileges of Being an Active Organization | 3 |
| 2. Organizational Responsibilities            | 3 |
| 3. Organization Registration Procedure        | 4 |
| 4. Activities Calendar                        | 5 |
| 5. Website                                    | 5 |

## **SECTION B: CAMPUS ADVISOR**

- |                                           |   |
|-------------------------------------------|---|
| 6. Selection/Qualifications of an advisor | 5 |
| 7. Roles/Responsibilities of Advisors     | 6 |
| 8. Suggested Do's and Don'ts of Advising  | 7 |

## **SECTION C: FORM AN ORGANIZAITON**

- |                                  |   |
|----------------------------------|---|
| 9. Forming an Organization       | 7 |
| 10. Forming a Greek Organization | 7 |
| 11. Georgia Hazing Law           | 7 |

## **SECTION D: POSTING AND FACILITIES POLICIES**

- |                                       |    |
|---------------------------------------|----|
| 12. Student Life Posting Policy       | 8  |
| 13. Facilities Use Policy             | 10 |
| 14. Reserving Other Campus Facilities | 11 |
| 15. Requesting Officers for Events    | 12 |

## **SECTION E: EVENT POLICIES**

- |                                                  |    |
|--------------------------------------------------|----|
| 16. Definitions of Social Events on CSU Property | 13 |
| 17. General Regulations                          | 14 |
| 18. How to Determine an Organization Event       | 15 |

## **SECTION F: ENFORCEMENT AND APPEAL**

- |                     |    |
|---------------------|----|
| 19. Enforcement     | 15 |
| 20. Appeals Process | 16 |

# Columbus State University

## Student Organization Handbook

### For Advisors and Student Leaders

Student organizations at Columbus State University exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the university community and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. Recognition of a group or organization grants to that group the right to use university facilities and to identify themselves with the university. Organizations applying for recognition by the university will be evaluated in a manner in which their constitutional objectives support the overall objectives of Columbus State University.

## **SECTION A: GENERAL INFORMATION**

### **1) Privileges of Being an Active Organization:**

- Use of university facilities and equipment
- May apply to Special Services Funds with the Student Government Association if organization is an active member
- Inclusion on the Student Organization website (<http://clubs-orgs.colstate.edu/>).
- Inclusion in the Student Handbook, Student Life publications and CSU Catalog (Information for the Student Handbook must be turned in by Thanksgiving to be included in the next year's Student Handbook)
- Participate in Homecoming, Greek Week, and other campus events

### **2) Organizational Responsibilities:**

- Purpose: Each organization should have a clearly defined purpose and set of objectives outlined in their constitution. Organizations are expected to conform to their defined purpose to include events and activities.
- Campus Displays: Displays, including but not limited to posters, notices or banners, which litter the campus or damage the property of the University or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operations of the University, are prohibited.
- Property: Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.
- Conduct:
  - Organizations are responsible for the conduct of each active member of their organization.

- Organizational activities whether on or off campus, which encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the University or the stated mission of the institution are prohibited.
- Eligibility for Membership and Officer Status:  
(Reference Student Handbook)
  - All members and officers of a student organization must be currently enrolled students of Columbus State University.
  - Organizations will not elect officers who are on academic or disciplinary probation. As stated elsewhere in these regulations, organizations at CSU exist to support and extend stated objectives of the University, one of which concerns scholastic attainment.
  - A student must possess and maintain a cumulative 2.0 grade point average to be eligible to serve as an officer of a student organization.
  - No student on academic probation shall be pledged, initiated or permitted to join any recognized student organization.
  - No student on academic probation shall be permitted to represent CSU in any intercollegiate or extracurricular activity or to hold office in any recognized student organization.
- Sponsorship of an organization is permitted from a non-CSU entity. However, this sponsorship is limited to contributing to the mission and objectives of a registered organization.
  - Non-CSU entities are not permitted to promote their own agenda or solicit students for the purpose of profit or promotion of their mission or objectives.
  - Non-CSU entities serving in an advisor or sponsor capacity are not permitted to attend any activity fair, Visitation Day, Welcome Back Picnic, or any event sponsored by the registered organization or other Columbus State University entities in the capacity of solicitation or promotion of their agenda or mission.
  - Non-CSU advisors are permitted to attend the above mentioned functions but are limited to the advising role.
  - Organizations are prohibited from giving access to individuals not enrolled at Columbus State University or individuals not belonging to their organization from participating in the above mentioned events, or giving said individuals access to facilities or university resources, events, etc.

### **3) Organization Registration Procedure:**

At the beginning of each Spring Semester all organizations must complete the online Registration Form (found on the Organization Website <http://clubs-orgs.colstate.edu/>). This form will serve to confirm the active status of the organization, provide officer information, provide advisor information, and confirm the adherence to the Student Organization Handbook. Questions about this policy should be directed to the Assistant Director of Student Life & Development located in room Davidson 271.

Failure to complete the Registration Form by the appropriate deadline may result in loss of status and all privileges associated with said status.

- Priority deadline dates will be published at the end of each Fall Semester.
  - The priority deadline procedure ensures that organizations who file their registration form and declaration from the handbook are recognized and receive all privileges.
  - Review the registration form website for additional information about priority deadlines.
- Forms will not be accepted until the first day of class of each Spring Semester.
- Forms can be submitted online or printed off of the website and brought to Davidson room 271.
- Incomplete forms will be returned to the organization's advisor and president. Organizations with incomplete forms will not be able to retain the privileges of being an active organization.

#### **4) Activities Calendar and Event Registration**

Monthly Published Activities Calendar: The Office of Student Life and Development will publish a monthly calendar of events to be distributed on both campuses to include Residence Housing.

Online Activities Calendar

This calendar is maintained by the Facilities Coordinator for the Student Life Office.

#### **5) Website**

Registered student organizations are permitted to develop a website that is linked to the Columbus State University Student Organization website.

- Organizations must contact the manager of Web Development via email to develop a website. Contact the Asst. Dir. Of Student Life and Development for additional information.
- Organization websites linked to Columbus State University must follow all guidelines set forth by the manager of Web Development.

### **SECTION B: CAMPUS ADVISOR**

#### **6) Selection/Qualifications of an advisor:**

Every student organization on campus must have an advisor.

- Advisors must be an employee of Columbus State University.
- Student Organizations select the faculty or staff member that they wish to serve as advisor.
- This advisor must be approved through the Assistant Director of Student Life and Development.

- The advisor must agree to serve in that capacity.
- The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory.
  - Serving as an advisor is a voluntary assignment. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations as identified below.
- A 14 day period will be given to an organization to find a permanent campus advisor.
  - At anytime an organization does not have an advisor, it is the organizations officer's responsibility to inform the Assistant Director of Student Life and Development. A temporary advisor will be assigned.
    - Greek organizations will utilize the Greek Advisor as a temporary advisor.
    - All other organizations will utilize the Director or Assistant Director of Student Life and Development as a temporary advisor.
    - Failure to secure an advisor in the given timeframe may result in loss of status.
- Non-CSU advisors are not recognized as the official university advisor. The Office of Student Life and Development supports an organization's decision to have a non-CSU advisor, but in regard to all policies, procedures, paperwork, and serving in official capacity; the CSU advisor is the primary contact with the Office of Student Life and Development.

## 7) Roles/Responsibilities of Advisors:

The following is a list of roles and responsibilities of a Columbus State University organization advisor:

- Sign all official university paperwork required by the Office of Student Life and Development
- Be sure organizations comply with CSU and Board of Regents policy and the organization's constitution (organizations should supply a copy to the advisor)
- Meet with the officers of the club often and regularly
- Attend as many organizational meetings/events/activities as possible
- Know what the club is doing and what decisions they have made
- Become involved with the organization
- Be available to answer questions
- Know the organization's financial status and assist in keeping track of it
- Keep the organization informed of opportunities on campus and when they need to take action
- Play a significant role in leadership development
- Be the organization's cheerleader; be enthusiastic about them, their activities, and CSU.

**Correspondence:** The Office of Student Life and Development will send the advisor a copy of most things that are sent to the organization via email (Gmail distribution list generated from Spring Registration Form). It is vital that the advisor knows what is happening with the organization.

## 8) Suggested Do's and Don'ts of Advising:

### Do

Allow the group to succeed  
 Allow the group to fail, within reason  
 Know your limits & the groups limits  
 Note your work on your annual report  
 Be visible  
 Be consistent with your actions  
 Teach leadership  
 Inform group of policies

### Don't

Control the group  
 Manipulate the group  
 Miss group meeting or functions  
 Take ownership of the group  
 Close communications  
 Be afraid to let your group try new ideas  
 Take everything so seriously  
 Act as the President  
 Believe you are insignificant

## SECTION C: FORM AN ORGANIZATION

### 9) Forming an Organization:

A New Student Organization Packet can be found in the Office of Student Life and Development (Davidson 271) or online at <http://clubs-organizations.colstate.edu> for students who wish to form an organization. Follow the steps and complete all required paperwork. Submit paperwork to the Assistant Director of Student Life and Development.

### 10) Forming a Greek Organization:

Student interested in forming a Greek organization must follow these steps:

- Complete the New Student Organization Packet found in the Office of Student Life and Development (Davidson 271) or online at <http://clubs-organizations.colstate.edu> and submit it to the Assistant Director of Student Life and Development.
- Once approved by the Assistant Director the petition for formation will be submitted to the Greek Advisor. Approval is required from the Greek Advisor and any applicable Greek governing body (IFC, NPC, NPHC).
- Once approved by the above mentioned parties the petition will be returned to the Assistant Director of Student Life and Development. The organization will then go before SGA for final approval.

### 11) Georgia Hazing Law:

§ 16-5-61. Hazing

(a) As used in this Code section, the term:

- (1) "Haze" means to subject a **student** to an activity which endangers or is likely to endanger the physical health of a **student**, regardless of a **student's** willingness to participate in such activity.
- (2) "School" means any school, college, or university in this state.
- (3) "School **organization**" means any club, society, fraternity, sorority, or a group living together, which has **students** as its principal members.
- (4) "**Student**" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any **student** in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school **organization**.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

## **SECTION D: POSTING AND FACILITIES POLICIES**

### **12) Student Life Posting Policy:**

#### **ITEM 1: Bed Sheets or Large Banners** (hereafter referred to as “posting/s”)

**Size:** No larger than a full-size bed sheet

##### **A. EVENT**

1. Event: Organizations can hang a posting six weeks prior to their event.—All postings must be taken down no later than three days after an event. Locations are first come first serve. After publicizing for one month, you must relinquish the location for at least a week to allow others to post.

2. Davidson Stairwell – Organizations can hang advertising in this location one week (7 days) prior to an event. General/non-event postings will be permitted if no other group is in need of the space for an event.

To reserve this space visit the Office of Student Life and Development (DAV 271).

##### **B. NON-EVENT**

1. Any non-event postings can be hung for a maximum of two weeks. The organization then must take a two-week break before hanging any non-event postings. Two weeks on, two weeks off.

##### **C. GENERAL POSTING RULES**

1. An organization is allowed only two outdoor postings hung at a time.
2. All postings must be dated at the back of the posting on the bottom right hand corner with the date first hung.
3. All postings must be taken down three days after an event.
4. Organizations must take a two-week break from posting after each event.
5. Nothing is to be hung on any building. Banners can be hung on the blocks outside of Woodall Hall and over the entrance of Howard Hall (but only if they are attached to the blocks).
6. Postings cannot block paths or sidewalks.
7. Contents of postings must follow the CSU Student Handbook.

##### **D. LOCATION**

1. Postings are not to be hung on the Clocktower or on the outside of any building (this includes the front of the cafeteria walkway and seating area). Also,

organizations are not permitted to hang postings from the roof of any building on campus. Do not block breezeways or walkways with postings.

#### **E. NONCOMPLIANCE**

1. Noncompliance with the above policy will result in publicity privileges being revoked for one month.

**If you need additional time to publicize for an event, please contact Kim Padgett or Stephanie Adams in the Student Life Office (706-568-2273).**

## **ITEM 2: FLYERS ON CAMPUS**

The Student Life Office has developed the following guidelines for the distribution of flyers in certain buildings on campus. There are general posting boards provided in most of the classroom buildings as well as the Davidson Student Center.

#### **Davidson Student Center**

Student organizations are permitted two flyers (8.5 x 11) or one poster (11 x 17) per posting area.

A posting area is a large student bulletin board or a posting strip.

#### **Howard Building**

Student organizations are not permitted to post flyers on the Student Government Association, Student Activities Council, or Greek bulletin boards unless an executive member of that organization. Any material not related to the appropriate organization will be removed. Student organizations are permitted two flyers (8.5 x 11) or one poster (11 x 17) per posting area.

#### **Other Academic Buildings**

Student organizations are permitted one flyer (8.5 x 11) or one poster (11 x 17) on student posting boards.

Please follow the posting policies developed by the individual building facilities use coordinators.

#### **Windows and Doors (walls)**

There shall be no posting permitted on the windows in front of the cafeteria (inside and outside) or any glass windows or doors in any building on campus.

There shall be no posting permitted on the windows in the Game Room in Davidson (inside or outside).

There shall be no posting permitted on glass doors in any building.

Student organizations are permitted two flyers (8.5 x 11) or one poster (11 x 17) on the glass areas (windows) around the doors in Howard and Davidson.

All other buildings, student organizations are to follow the posting policies developed by the facilities use coordinators.

There shall be no postings on any glass surface or painted surface.

### **Other Advertisement Policies**

- All chalking must be done away from the buildings (not under awnings).
- Only chalk and washable paint may be used. NO PERMANENT PAINT.

### **13) Facilities Use Policy**

Registered student organizations can reserve certain facilities with the Office of Student Life and Development.

#### **ITEM 1: The Facilities Use Policy applies to:**

- Davidson Student Center
  - Rooms 254, 256, 258, Columbus Room, Davidson Auditorium, Cougar Lounge, Café/Lobby, and the Patio
- Clocktower
- Howard Courtyard
- Jordan Courtyard
- Stanley Courtyard
- Greek Center
- Woodruff Gym, Gym Annex, and Intramural field
- Student organizations are required to adhere to all of the following when using the above-mentioned facilities.
- Reservations must follow the following policies. Return all space request form to the Facilities Coordinator located in Davidson 271. For the Greek Center please submit to Woodruff 001A

#### **ITEM 2: Facilities Reservation Procedure:**

The Facilities Coordinator in DAV 271 will begin taking space request forms for the Davidson Student Center, Clocktower, the courtyards of Howard, Jordan, and Stanley, Woodruff Gym, Gym Annex, Intramural Field, and the Fine Arts Hall **the first day of class of the previous regular semester.** (Example: Events/Meetings for Fall Semester will be accepted the first day of class of Summer Semester).

- 1) Complete the space request form located in Davidson 271. The organization's campus advisor must sign off on all requests.
- 2) Submit a space request form to the Facilities Coordinator in Davidson 271 for the appropriate building.
- 3) Forms are due 10 business days prior to an event hosted by a registered student organization. For non-events (i.e. general meetings with no required set up) the Facilities Coordinator may make an exception to this policy.
- 4) Plant Operations requires a 10 business day request for specific setup of facilities.
- 5) If there is a change in set-up, time, dates, please notify the Student Life Office at least seventy-two hours in advance. Please check availability of rooms before filling out a space request.
- 6) Organizations must get a receipt from the facilities coordinator to verify rooms. Submitting the request does not guarantee that the room is available.

**ITEM 3: General Policies:****Davidson Rooms 254, 256, 258 and Columbus Room, Davidson Auditorium, Game Room, Café/Lobby, and the Patio**

- No tape on painted surfaces.
- No candles.
- No painting in rooms.
- Before hanging anything from the ceiling, please see the Facilities Coordinator for hooks. We don't have hooks
- Please leave the room clean. If the trashcans are full, place remaining trash on top or around the full trash can. Do not use recycling bins as trashcans.
- Do not move the piano in the Columbus Room.
- If there are computers in a room, please do not move them or unhook them.
- Do not remove the grates covering the lights or remove light bulbs.
- Round tables are only allowed in the Columbus Room. All other rooms will have rectangle tables.
- If you are using the Davidson Auditorium, turn off all lights before leaving.
- Do not stand tables on end. This could cause an accident.
- If anything is borrowed, please return it.
- Do not stand or sit on top of tables.
- Cooking is not allowed in the Davidson Building.

\* A quote must be obtained from Aramark (cafeteria) if you plan on having food in the Davidson Student Center. The phone number is (706) 568-2008.

**Clocktower, Howard Courtyard, Jordan Courtyard and Stanley Courtyard**

Do not put any publicity on the Clocktower.

No banners/bed sheets hung off the roof of any buildings.

Already said above

**NONCOMPLIANCE**

Noncompliance with the above policy will result in facility privileges being revoked for one month.

\*Provisional organizations must get permission from the Assistant Director of Student Life & Development Office to post on campus or use campus facilities prior to their approval through SGA.

\*\*Student organizations must register with the Student Life & Development Office by the set deadline at the beginning of spring semester in order to use the above-mentioned facilities.

**14) Reserving Other Campus Facilities**

There are several other facilities that student organizations can reserve for the purpose of general meetings, fundraisers, and events. Each facility has its own policies and procedures for reservations, and may require different time frames for reserving the facility. It is the

organizations responsibility to complete all paperwork and to adhere to all policies and procedures of the following facilities:

**Center for International Education (CIE)**

- 1) Visit the website <http://cie.colstate.edu>
- 2) Click on the “International House” link.
- 3) Click on “Event Hall page” link
- 4) Follow the instructions in the “How do I make a booking” section.

**Cunningham Center for Leadership and Development**

- Call 706-568-5101

**Fine Arts Hall (FAH) University Hall**

- 1) Due to the reservation process, organizations must submit space request forms for the FAH University Hall 30 days prior to the event.
- 2) Fill out a space request form found in DAV 271 for the FAH University Hall.
- 3) Form should then be turned into Director or Assistant Director of Student Activities Life & Development (DAV 271) for event approval.
- 4) Once approved, the Director or Assistant Director of Student Activities Life & Development will send the request via campus mail to Susan Henderson with Continuing Education.
- 5) If an officer request is necessary, a request must be submitted via email 10 business days prior to the event to the Assistant Director of Student Life and Development.
- 6) Receipt of this request will be sent to the organization's advisor and the student who submitted the space request form.
- 7) The student organization will then work with the facilities coordinator for set-up.
- 8) It is the organization’s responsibility to secure set-up and sound equipment.
- 9) Organizations do not have access to the house sound system or any equipment in the sound booth. They must work with Instructional Technology and assume all responsibility for any costs associated with this service.

**Lumpkin Center**

- Contact Mike Greene, facilities coordinator, at 706-568-2204.

**Turner Center**

- Call 706-568-2023

## 15) Requesting Officers for Events

**Step 1:** Email a request to the Assistant Director of Student Activities Life & Development including the following information:

- Title of Event
- Date of Event
- Location of Event
- Expected Attendance
- Sponsor of Event
- Contact Person for Event and telephone number

**Step 2:** The Assistant Director of Student Activities Life & Development will send a request to University Police who will determine the appropriate number of officers.

**Step 3:** A confirmation email will be sent to the documented contact person for the event.

\*If any changes need to be made to the request (cancellation, change to event, etc.) must be done three business days prior to the event. It is the organization's responsibility to pay for each officer requested at the end of the event. Failure to do so will result in disciplinary action.

## **SECTION E: EVENT POLICIES**

### **16) Definitions of Social Event on CSU Property**

While attending any campus function or organizational event, all CSU students are responsible for the actions of their guests and should therefore be mindful of all behavioral expectations. Organizations are responsible for those in attendance of their events and will be held accountable for violations of campus policies.

#### **a) Meetings**

- Meetings for campus organizations are closed to CSU student members only unless the organization itself invites or accepts the presence of an outside party such as a guest speaker, campus administrator, etc.
- Meeting space should be reserved following the reservation guidelines for each facility.

#### **b) Party**

- A party is an off campus social event hosted by a student organization whereby alcohol may be available.
- Such events require that student organizations assume total liability as the university does not govern or sanction these activities.
- The university strongly advises that organizations hosting parties assume best practices in risk management processes such as identification of underage attendees, designated drivers, presence of police officers, etc.
- The university further suggests that any contracts signed by organizations hosting such events are reviewed carefully to insure complete understanding of liability and expectations.
- Organizations that host a party in a CSU facility are required to follow all facility guidelines, officer requirements, etc.
  - If hosted in a CSU facility, alcohol is prohibited and participation is limited to currently enrolled CSU students and one guest.

#### **c) Productions**

- Productions are events in which large attendance is a probability.
- These events often attract large crowds and therefore, security and planning are vital.

- The host organization is responsible for facilitates and equipment used for the events and therefore, should use sound judgment regarding crowd involvement and enforce any policies regarding university property.

### **c) Probate Shows**

- Probate Shows are long standing traditions for National Pan-Hellenic Council organizations. Such events often attract large crowds and therefore, security for probate shows is vital.
- While members from like organizations at other institutions often attend these events, the organizations are responsible for those in attendance of their events and will be held accountable for violations of campus policies.

### **d) Pageants and Talent Shows**

- Pageants and Talent Shows are both events in which large attendance is a probability.
- Organizations hosting such events are required to secure the activity with the appropriate number of officers. Furthermore, it is the organization's responsibility to maintain a reasonable level of participation.
- The organization hosting the event is responsible for the facilities and equipment used for the event and therefore, should use sound judgment regarding crowd involvement and enforce any policies regarding university property.

\*Organizations wishing to host an event in a CSU facility that is open to the general public must seek approval from the Assistant Director of Student Life & Development when the facility is reserved and prior to any advertisement.

## **18) General Regulations:**

- It is strongly advised that organizations hosting functions off campus provide a wristband or stamp to distinguish underage guests from those who are of legal age to consume alcohol.
  - It is further advised that such functions request an official police presence to assist with alcohol compliance, troublesome attendees and unforeseen matters.
- Any organization seeking to host an event on campus that is open to the general public must first obtain permission by the Director or Assistant Director of Student Life & Development, appropriate facilities coordinators, and other respective administration.
- Outside entities such as graduate chapters, local, regional, or national community service organizations are not permitted to market events using the name or under the false pretense of a student organization. Any outside group wishing to post material must seek permission from the Student Affairs Office Office of Student Life & Development before posting.
- If an organization advertises an event with alcohol present, the advertisement should reflect the state and local drinking laws- i.e. "18 to party, 21 to drink", etc. Compliance with all federal, state and local drinking laws falls under responsibility of the advertised host organization.
- On-campus social events are only open to CSU students and guests.

## 19) How to Determine an Organization Event:

The following is a means of looking at a function and deciding if it could be considered an organization event. If you answer yes to any of these questions then it qualifies as an organization event.

- Would an observer associate it with the organization?
- Did the event involve expenditure of organization funds?
- Was the purpose of the event to be a party?
- Did members of the host organization supply alcohol?
- Were there 50% or more members of the organization present with alcohol?
- Was the event publicized as being associated with an organization?
- Was the perception of the event a “party”?
- Was your organization name assuming responsibility for the event?
- Was the organization advisor, or any of the executive officers of the chapter, aware of the event before it took place, and did they not prohibit it from taking place or did not take steps to insure that the activity in question was in compliance with the applicable University policies, local ordinances, or Greek standards of conduct, etc.?
- Did the organization advisor, or any of the executive officers of the chapter knowing the identity of chapter members involved in the incident, refuse to divulge such identity to the appropriate authorities (of the University, the police, the Judicial Board, etc.?)
- Did other members of the organization actively or passively endorse the event?
- Did the event take place on organization property or occur on/in a location that has been contracted for by the organization or in private residence for the purpose of holding an organization-sponsored event?

## **SECTION F: ENFORCEMENT AND APPEAL**

### 20) Enforcement:

Student organizations, which are found to be in violation with the University policies, may be assessed with, but not limited to the following penalties:

- Oral or written reprimand
- No advertising or hosting of events on campus (social probation)
- Community service
- Referral of the case to the office of the Dean of Students
- Probation of recognized status
- Suspension of recognized status
- Withdrawal of recognized status
- Restriction of all or any privileges
- Restitution of damages
- Monetary fine

## 21) Appeals Process:

If your organization has been found to break any of the rules, the discipline and appeals process is as follows.

- The Assistant Director of Student Life and Development will do the initial investigation and enforcement. To appeal decisions, it will then be brought before the Director of Student Life and Development and then to the Vice President for Student Affairs and Dean of Students.
- In some instances the Dean of Students may be involved in the initial investigation and decision.
- The Assistant Director of Student Life & Development will do the initial investigation and hearing per the judicial procedure developed by the Dean of Students which is listed in the Student Handbook.
- To appeal decisions, it will then be brought before the Assistant Vice President for Student Affairs, and to the Vice President for Student Affairs.