

2017/18

# Student Organization Handbook



Department

of

Student Activities

Student organizations play an important role in campus life at Virginia State University. Throughout the year, they sponsor a variety of extra and co-curricular activities for the campus community as well as participate in service projects on and off campus.

The purpose of student organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components to the academic life of the University. To meet all the different developmental needs of students, VSU offers a multitude of student groups. Every student is encouraged to become a member of those organizations that appeal to their interest.

Research has found that involvement in student organizations:

- Improves students' interpersonal skills
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning
- Gives students a greater satisfaction with their college experience
- Provides useful experience in obtaining a job and providing job related skills
- Develops lifelong values of volunteerism and service to others

This manual exists to help student organizations understand their rights and responsibilities and to assist them in being effective organizations. It is not a comprehensive source of the institutional rules and regulations governing student organization at Virginia State University. This manual is available from the Department of Student Activities and on the website at [www.vsu.edu](http://www.vsu.edu). We strongly encourage you to consult with the Department of Student Activities staff for more information on guidelines related to being a student organization.

# Introduction

## Dear Trojans,

Congratulations on your decision to join a registered student organization at Virginia State University. Over the years of working with Student Organizations, I have discovered that students have a strong passion and dedication to the co-curricular activities they pursue in college. Whether you become a member of a service, recreation or academic organization, you will discover that the quality of your education will be substantially enhanced as a result of your involvement in registered student organizations.

I encourage you to engage us in planning and coordinating your organizational events and activities. Take advantage of the wealth of knowledge that is available to you.

Your participation in a student organization identifies you as a mature student with energy, dedication, responsibility and accountability. We are eager to assist you in achieving your goals and realizing your personal and professional aspirations so that you will become a successful student and contributing citizen of the global community. It is an expectation as a community member that you understand and follow all institutional rules and university policies, as outlined in the Student Code of Conduct and in this handbook. Rely on the Department of Student Activities staff members for clarification, guidance and advice to fulfill this expectation. We take great pride in our work to support students as well as the educational mission of Virginia State University.

I invite you to come by our office or to visit our website to acquaint yourself with our services and our staff. I look forward to seeing you on campus.

Menjiwe Martin, MSW  
Dean of Students  
Student Success and Engagement  
Virginia State University

## Department of Student Activities (DSA)

The Department of Student Activities is an area within the Division of Student Affairs that serves students by facilitating their growth, passion and enthusiasm through involvement in student organizations, recreation and leisure, community service, leadership development and much more. The Student Organization and Leadership Development Program (SOLD) maintain current and historical information on each registered student organization, its officers, advisors, and its purpose. SOLD is committed to preparing undergraduates and graduates for leadership roles in an increasingly complex and challenging society.

### Department of Student Activities Staff

**Menjiwe Martin, MSW**  
*Dean of Students*

**Casey Perry**  
*Associate Director of Programs*

**Vacant**  
*Coordinator of Co-Curricular Programs*

**Billy Taylor**  
*Assistant Director of Operations*

**Cateatra Mallard**  
*Assistant Coordinator of Co-Curricular Programs*

**Samuel Rivers**  
*Coordinator of Recreation and Leisure*

**Floyd Robinson**  
*Yearbook Advisor*

**AneSia Newton**  
*Office Manager*

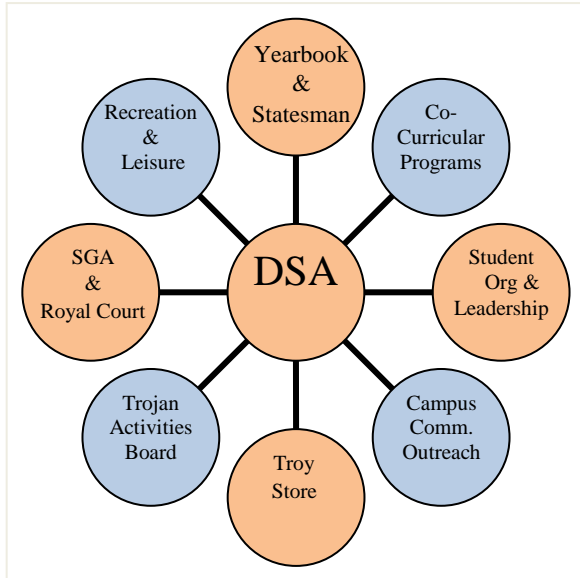
**Marion Heiskill**  
*Information Specialist*

**Andre Ruffin**  
*Inventory Specialist*

**Michael Rainey**  
*Program Support Technician  
SGA/Royal Court Advisor*

## DSA Resource Map

Department of Student Activities  
Division of Student Success and Engagement



### Being a Leader

Being a student leader is a challenging and rewarding experience that provides opportunities to make an impact and leave your mark at Virginia State University and the surrounding community. Through the years, student leaders have learned about civic responsibility, activism and making change through participation in student organizations. We are here to support and to assist you in your role as a student leader, as well as to help broaden student impact on campus. Being a leader is not always easy, so we congratulate you on your decision to get involved at Virginia State University.

## Categories of VSU Student Organizations

Each year a list of current registered organizations are identified according to the following categories.

Academic

Community Service

Cultural

Fraternity & Sorority Life

Honors

Performance Based

Pre-Alumni

Professional

Residence Hall

Scholastic/Honorary

Social

Special Interest

Spiritual/Religious

Sports/Recreation

# Rights and Responsibilities

## Rights

### Relationship Statement

Student organizations at Virginia State University actively participate in and contribute to a vibrant university community. The more than 80 registered student organizations at the university provide invaluable experiences and opportunities for students to grow as individuals, leaders and community members. The performances, social and cultural events, forums and many other events organized by the student organizations contribute to making Virginia State University a very dynamic and exciting campus.

SOLD and DSA staff members work to be proactive in guiding student organizations by providing education, training and consultation. Registered student organizations and SOLD exist as partners in the university community. The staff in SOLD strive to be facilitators to student organizations by defining appropriate boundaries, sharing information and assisting in the decision making process. We work to help student organizations appropriately manage their risk and achieve their goals.

While registered organizations are an integral part of campus life at the University, it should be clear that these organizations are not an official part of the University. Each organization is responsible for its own actions and is acting on behalf of the organization, not the University, nor do they serve as representatives of the University.

***“Each registered organization shall be required to include in its articles of incorporation, or association, in its bylaws, or its constitution and its contracts or agreements with others, a provision clearly stating that it is not an official agency or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.”***

*Adapted from: Texas A&M Student Organization Handbook (2008)*

### Benefits for Registered Student Organizations

Being a registered student organization at Virginia State University has many benefits. Student organizations have the privilege of receiving professional event planning assistance, access to student organization advisors who can talk with you about goal setting, strategic planning, problem solving, and opportunities for organizational and personal growth; access to facilities for student organization meetings and events, and opportunities to publicize your organization’s activities and events on campus. Other resources include a student organization mailbox, online space reservations, and leadership trainings and leadership resources.

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards for students who engage in student organization activities. First, student organizations add an important component to campus life by providing an outlet for the student voice and a vehicle for students to have a substantial impact on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management and team work. Finally, it is our experience that students who are involved on campus are more likely to be successful in college and to gain more from their time at Virginia State University.

## Responsibilities

**Establishing a New Organization** New student organizations are always forming. If you cannot find an established student organization that meets your needs, consider forming your own organization. Here are the requirements and procedures for starting your own organization.

- Complete a new organization registration packet online at [www.vsu.edu](http://www.vsu.edu). Include constitution and bylaws, list of prospective members and advisor signature.
- Drop off packet with the Associate Director of Programs. It will be reviewed and approved/denied. If approved the prospective organization will engage in a presentation to the Leadership Council for a final vote of approval. (Leadership Council is comprised of student organization presidents and form an active council within SGA)

- If approved by the Leadership Council you will be notified of your approval via email and then scheduled to participate in a new student organization orientation session.
- You are now a registered student organization.

Note:

1. Greek organizations utilize a different process for membership. Please refer to the rear of this booklet for more information.
2. A religious or political student organization may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities; and
3. No public institution of higher education that has granted recognition of and access to any student organization or group shall discriminate against any such student organization or group that exercises its rights pursuant to the above.

### Reminders for New Organizations

- **Limit the majority of group membership to VSU students, faculty and staff.**
- **Do not deny membership on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status.**
- **Agree to conduct organization affairs in accordance with institutional rules and regulations.**
- **Membership intake is against University policy. Failure to abide by this standard warrants organizational suspension and possible removal/expulsion.**

## University Requirements for Membership

Persons seeking membership in any organization must meet the following criteria:

- Must have earned at least thirty (30) semester hours at Virginia State University (with the exception of SGA, Code Blue, TAB, Royal Court, Sports Clubs, Freshman Elected Offices, Academic Organizations and Royal Court);
- Must be enrolled for the minimum hours required for a half-time student at VSU (6 hours);
- Must have and maintain a current and cumulative minimum grade point average of 2.5 or better in order to maintain active membership.

Virginia State University academic eligibility policy supersedes organizational policy (including national and/or regional affiliate policies) except when an organization's policy demands higher academic standards than Virginia State University's student organizational academic eligibility expectations.

## Re-Registration Procedures for Student Organizations

Registration is due May 1 of each year. It is important that your student organization is registered for the up-coming year so that submitted requisitions are not cancelled and your organization may participate in the various promotional activities (i.e. Homecoming Student Organization Bazaar, King and Queen Ball, Student Organizations Awards, etc.)

Organizations must submit copies of their constitutions and/or bylaws to the Associate Director of Programs annually with their registration. (Unless there are no changes from previous year)

Groups that do not register by the deadline will have all requisitions cancelled and will not be able to reserve space on campus, meet or utilize the many resources provided to organizations and be declared inactive. Any organization that remains inactive for two consecutive years will be removed from the list of student organizations and must apply as a new organization if reinstatement is desired.

Once established and registered with the Department of Student Activities, student organizations must submit an annual evaluation to ensure that they are functioning within the policies and procedures

established by the University and within the purpose and scope for which the organization was approved. The Department of Student Activities will review each evaluation and will determine if an organization will be allowed to continue operation, be placed on probation for a period of time, or terminated as a registered organization. At least 80% of organizational programs must be related directly to its mission and purpose. This is measured by evaluation and EMS data review.

The deadline for annual reports is **May 1** of each academic school year. The form and accompanying documentation must be completed and returned to the Department of Student Activities with all signatures by the deadline as part of the requirements for the organization to function for the next academic school year.

Failure to submit all required items by the deadline will result in the organization being declared inactive for the ensuing academic school year.

### **Membership Intake (Non Fraternity/Sorority)**

Membership intake is **NOT** allowed on the campus of Virginia State University by (non-Fraternities and Sororities) student organizations. Violation of this rule renders organizations and individual members subject to disciplinary action.

Membership intake is any and all activities that are required by the International/National fraternity or sorority, of prospective members, to gain membership into an organization. For example, if it is required that prospective members attend a rush, informational meeting, interest meeting and/or awareness seminar, complete an application, provide transcripts, participate in an interview(s), pay fees, attend sessions, etc. in order to gain membership, the University regards those activities as a part of the membership intake process and therefore is not approved by the University for student organizations.

It is permissible for a student organization to have an application, interview and/or audition as part of determining new members. The University promotes inclusivity and strongly suggests that student organizations have open membership within its constitution to further mirror the university's stance on inclusion. It is important that when an individual is denied the right to participate in an organization, that individuals receive written rationale and that the

organization is not engaging in discrimination based on age, sex, gender, race or sexual orientation.

The following is prohibited amongst the non-Greek student organizations:

1. Lines, line names, line numbers, huddles, circles or any Greek-like intake processes.
2. Intake processes, "educational processes"
3. Mandatory community service prior to membership.

Membership for Greek Organizations is different from the above. For information about Greek Intake please refer to the rear of this handbook.

### **Informational Meetings**

When an organization conducts an informational meeting explaining the mission and purpose of the organization to prospective members, a Department of Student Activities staff member must be in attendance to discuss inclusion, open membership, and the University hazing policy. Organization members and prospective members will be required to sign the anti-hazing statement. Anyone who does not sign the anti-hazing statement shall not be eligible for membership of that organization.

**Requests for Grade Point Averages** Requests for grade point averages for prospective candidates must be submitted to the Coordinator of Student Organizations. Organization members should not for any reason contact the Office of the Registrar. All inquiries should pass through the Department of Student Activities.

The University wishes to maintain a high standard of academics inside and outside the classroom. The purpose of having a minimum grade point average for organizational membership is intended to assure the quality of a student's academic career is not compromised by extra-curricular activities.

### **Using the Name "Virginia State University"**

"Officially sponsored", "sponsorship" or "sponsored student organization" means an organization whose purpose and activities are in accord with the mission of a university department and for whose actions and activities provides endorsement, support, supervision and assumption of responsibility by the sponsoring department. Sponsorship may not be extended to organizations involved in political or religious activities or projects for private gain. Examples of

“officially sponsored organization is Trojan Activities Board, Student Government Association and the Royal Court.

### **Representing Virginia State University in an Official Capacity**

Officially sponsored student organizations which represent the university in intercollegiate competition, public performances, fund raising projects, printed literature or any other endeavor must have the activities approved by the executive officer (i.e. Vice President of Student Affairs or Vice President of Academic Affairs) of the department which sponsors the organizations.

### **Single Sex Organizations**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementation regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
- Members must be limited to students, staff or faculty at Virginia State University.
- The organization must be a “social fraternity” as defined by the Department of Education.

The Department of Education defines a “social fraternity” as a group that can answer “no” to all of the following questions:

- Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “yes” to any of the questions, it is not a “social fraternity” and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy may be directed to staff within the Department of Student Activities.

## **Publicity**

### **Publication Disclaimer**

Literature distributed by registered student organizations on campus must contain a disclaimer that indicates that registered student organization literature is not official University literature and does not represent the views of the University or its employees. The disclaimer should read:

*(Name of Publication) is published by (name of student organization), a registered student organization. (Name of publication) is not an official publication of Virginia State University and does not represent the views of the university or its employees.*

### **Distribution of Literature**

Registered student organizations have the ability to distribute literature on campus. Literature can be used to advertise your organization, publicize information, promote an idea or for a variety of other purposes. Registered student organizations may sell, distribute or display literature on campus in accordance with the following guidelines:

- The literature is not distributed by shouting or aggressively approaching individuals.
- The literature is not a promotion for an offcampus for profit business, organization, agency or national association; and
- A requisition must be entered into EMS.
- The material must be approved and signed by the Department of Student Activities.
- The material must identify the name of the student organization.
- The material must not be obscene, or directed to incite or produce lawless action or likely to invite or produce such action.



- The student organization shall clean the area around which the material was distributed, including parking lots.

### Advertising Unit/Display Cases

Built in advertising units are located in Foster Hall (Student Union) to provide options for advertising campus events. These units are located on the first floor and are available for use by Student Activities and registered student organizations, preapproved for usage. All advertisement should be brought to the front desk.

Organizations must publicize events under the following conditions:

1. Posters must contain the name of the organization sponsoring the event.
2. Posters must advertise open events. Posters advertising campus events may be given priority on a first-come-first-served basis.
3. Posters advertising services (non-event advertisement) will be accommodated only after dated event advertisements have been accommodated. The Associate Director of Programs and/or their designated staff may relocate or rotate posters in the best interest of the exposure and opportunity for dated event materials.
4. The Student Union staff is not responsible for returning posters to the sponsoring organizations, nor for damage incurred while on display.
5. In the interest of traffic flow, maintenance and safety, these advertising units have been provided as an alternative to hallway tripods or easels. Tripods or easels advertising events will generally not be allowed but may be authorized at the discretion of the Associate Director of Programs. Easels providing directional signage on the day of an event (indicating location of event room, etc.) may be allowed at the discretion of the ADP or their designee.
6. Posters and flyers placed in areas not designated for posting will be removed. If the building is damaged or if extensive labor is involved in removing the poster, the organization named on the poster may be charged for expenses. Posters cannot be placed on painted surfaces, on doors, glass, exterior or interior walls, ceilings, furnishings, painted columns, etc. (TAPE IS NOT ALLOWED ON SURFACES).

7. Poster/flyers may not exceed 11" x 17".
8. Boards will be monitored/cleaned or updated daily.
9. Any posting or advertisement of events/programs which promote alcohol abuse, illegal drug use and/or any other illegal activities is not permitted. Any such posting or advertising will be removed.
10. Organizations may receive 10 free color copies of each of their pre-approved flyers in Foster Hall Room 304 between 9:00 am – 5:00 pm, M-F.

### Posting Signs

The term "sign" may include billboard, decal, notice, poster, banner, fliers, and any kind of hand-held sign. The following guidelines apply for publicly posting signs on University property:

- All signs must be approved and signed by the Department of Student Activities before they are distributed for posting. (Submit original)
- Signs must include the name of the student organization and the date of the event. Translations must accompany signs written in languages other than English.
- Signs may be posted no longer than fourteen (14) days prior to the event and must be removed by the organization posting them no later than twenty-four (24) hours after the event.
- A sign may not be attached to a shrub or plant; a tree; a brick, concrete, or masonry structure; or statuary, monument, or similar structure.

*A sign may not be posted on or adjacent to a fire hydrant; on or between a curb and a sidewalk; or in a university building, except on a bulletin board. Bulletin boards are under the jurisdiction of the school, department, or administrative office that maintains it. To use a bulletin board, permission must be obtained from the appropriate school, department, or administrative office.*

Appropriate places for flyers:

Academic Buildings	
Hunter McDaniel	
Daniel Gymnasium	
Engineering Building	Harris
Hall	

Vawter Hall	Owens
Hall	
Davis Hall	

### **Residence Halls**

Puryear	Langston
Williams	Howard
Eggleston	Quads
Byrd	Seward
Whiting	Branch
Moore	Gateway

### **Other Campus Locations**

Foster Hall	Johnston
Memorial Library	
Jones Dining Hall	Gateway
Dining Events	
Bookstore	Post Office

## Posting on Monitors/Digital Displays

The monitors within various buildings and the digital display boards are reserved for the use of university departments only.

## T-Shirt/Apparel/Paraphernalia Policy

Organizations selling or distributing t-shirts or other apparel or paraphernalia that use trademarks without University permission are subject to review and potential disciplinary action.

## Use of Campus Mailboxes

Organization mailboxes are housed on the first floor of the Student Union. New organizations may request a mailbox upon approval and re-registered organizations must note their need for a mailbox that year. Organizational mailboxes are the property of the university and a privilege to student organizations.

## Advertising and News Outlets

### Student Radio – WVST

WVST radio is operated by students and faculty. All inquiries are handled by the station manager at 804524-6724

### Student Newspaper – The Statesman

Student organizations may inquire about coverage or advertising by emailing [bgreen@vsu.edu](mailto:bgreen@vsu.edu).

## Copyrights and Trademarks

Virginia State University's name, word mark, logos and seal are the property of the University.

**Registered student organizations may not use university trademarks.** This includes but is not limited to using Virginia State University identity on flyers, posters, t-shirts, web sites or banners.

Product offered for sale that does not display the "Officially Licensed Collegiate Product" label will be subject to seizure as unlicensed products. Strategic Marketing Affiliates, Virginia State University, and law enforcement are dedicated to utilizing all legal avenues to protect the Marks.

Should any person or entity disregard the foregoing and engage in the distribution or sale of unauthorized products, we will hold them responsible for such actions to the fullest extent provided by law.



Contact Tom Reed for more information at [tereed@vsu.edu](mailto:tereed@vsu.edu)

# Events and Activities

## Room Reservations

Requests for University facilities by the President's Office take priority over any departments and outside groups. Room requests from any other departments or outside groups will not be approved until 1 month prior to the event date.

- Requests for space on campus are processed online through EMS (Event Management System).
- To request space online, organization advisors may log onto the Event Management System and secure space for a Student Organization.

Space will not be considered "officially confirmed" until the patron completes and submits a request through the Event Management system (EMS) and receives a confirmation letter, via email, from the EMS Coordinator. The following list is the official procedure for reserving space:

- Space requests must be submitted at least 3 business-days in advance for the use of Foster Hall and a minimum of 30 days for all other venues.
- Any space requests submitted less than 3 business-days before the event cannot be guaranteed.
- All space requests are reserved on a "first come, first serve basis."
- Allow up to 2-7 days for a request to be processed, unless there are pending issues.
- Changes to your reservation (room setup, A/V or technical requirements) must be communicated to the EMS Coordinator within one week of your event.
- Please note the total number of attendees must not exceed the designated capacity of the spaces(s).

A no-show is equivalent to a cancellation of less than 48 hours (2 business days).

- First No Show in Foster Hall -Fine of \$30

- Second No Show in Foster Hall - Reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester).

Any misrepresentation of an event will result in the cancellation of the event(s) and/or the loss of privileges in that building.

### Room Conditions

Groups must clean up after themselves. This includes straightening furniture, disposing of trash into trash receptacles, close windows and doors, straightening blinds etc. as necessary. Any organization that fails to leave the facility in an acceptable condition will receive a written notice on the first offense, fined \$50 on the second offense, and then loss of all approved room requisitions on the third offense. The Director of Student Activities will notify violators of such charges. Any damages to facilities or equipment should be reported immediately. It is suggested that you check with the on-site building manager before departing the premises to be sure that you are leaving the area in suitable condition.

**Advertisement for the activity shall not begin until the organization receives written approval.**

### Co-Sponsorship

The Department of Student Activities encourages registered student organizations to work collaboratively with other university entities for events and programs. Registered student organizations may co-sponsor events with other registered student organizations or with university departments, agencies or academic colleges.

Virginia State University seeks to preserve the limited space on campus for the use of students, faculty, and staff. Registered student organizations may not co-sponsor on campus programs or events with off-campus persons, businesses or organizations. Examples of prohibited co-sponsorship activities include, but are not limited to:

- An event that substantially depends on an off-campus person, business or organization for planning, staffing or management of an event.
- An event that reserves a room or space for the use of an off-campus person, business or organization, and/or
- An event that operates for the benefit of an off-campus person, business or organization

(except for solicitation of charitable contributions).

We strongly encourage student organizations to consult with DSA staff members during the planning process in order to avoid engaging in a prohibited cosponsorship.

### Hosting Activities Off-Campus

The activities of student organizations or their individual members, taking place off University owned or controlled property, are entirely the responsibility of the student organization. The University assumes no responsibility for off campus activities. However, any student organization or student who engages in conduct that is prohibited by University policies or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

### Alcoholic Beverages

The use of alcoholic beverages is prohibited on property and in buildings and facilities owned or controlled by Virginia State University or at offcampus activities while representing the University community. Meetings or events organized and presented by registered student organizations are **not events sponsored** by Virginia State University.

### Guest Speakers

Registered student organizations may present guest speakers who may make speeches, give performances or lead discussions in fixed indoor or outdoor locations on campus approved by DSA. A guest speaker is a speaker or performer who is not a student, faculty member or staff member. In order to have a guest speaker at an event, advance permission from DSA is required.

Guest speakers may distribute literature to persons who attend the event, but not to others who have not chosen to attend the event. The guest speaker may not accost potential listeners who have not chosen to attend the event. The guest speaker may not help staff a student organization table or exhibit. Finally, a guest speaker may not solicit for her or his offcampus business, organization or service.

When presenting a guest speaker, the registered student organization must make clear that the organization, not the university, invited the speaker, and that the views expressed by the speaker are her or

his own and do not necessarily represent the views of the university.

### Film and Movies

Registered student organizations may sponsor slide shows, videos or films on campus provided they do not charge admission nor solicit donations for the showings and comply with all copyright regulations. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. **Non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.** Contact SWANK for obtaining the rights to show a film at [www.swank.com](http://www.swank.com) or 1-800-876-5577

### Security/Campus Police

To ensure the safety of students, faculty and staff, student organizations may be required to hire campus security for on-campus events. Organizations may not hire private security for on-campus events.

All events are automatically submitted to the VSU Police and Public Safety Department for review. They will determine if security is needed at the event and how many officers will be assigned to the event. Large events require a 90 day requisition submitted via EMS. Large events are determined by the following criteria however not limited to:

- 100 plus attendees
- DJ provided
- Located in Anderson Turner, Gym, Back Lawn of Foster Hall, Harris Hall, University Avenue

Police charges may accrue if the police department is not notified within forty-eight (48) hours prior to cancellation. To arrange a meeting with security for the purpose of event planning and fiscal management email [dgoodall@vsu.edu](mailto:dgoodall@vsu.edu).

### Contracts

No student or student organization is authorized to contract on behalf of Virginia State University, nor shall the University be liable for any contract arising out of the performance of contracts entered into between student organizations and any other party. Any student organization that contracts with an outside agency for services is responsible for any payment and may be liable for any action that may occur.

The organization president and the faculty/staff advisor shall sign all contracts entered into by any student organization. **Advisors are expected to take the leading role in negotiating and signing contracts.** A copy of all contracts shall be filed with the Department of Student Activities six (6) weeks prior to the activity for on campus activities and two (2) weeks for off campus events.

All contracts shall contain the following clause:

*“In no way shall Virginia State University be liable for any action or financial obligations established by this agreement”.*

### Equipment Use (Rental)

The Department of Student Activities provides limited equipment for use by student organizations. An organization is held liable for all equipment reserved for an event/meeting and the use of any audio/visual equipment, furniture, or any other equipment belonging to the Student Union. If there are any damages during an organization’s event or meeting, the organization will be assessed a fee equal to the repair or replacement of the damaged equipment.

Rental equipment may be reserved and rented by eligible participants following these guidelines:

1. All equipment is available to current VSU students, faculty and staff upon presentation of a current VSU student or faculty/staff ID card.
2. Rental requests may placed on a requisition via EMS (Event Management System) or by contacting the Inventory Specialist at [aruffin@vsu.edu](mailto:aruffin@vsu.edu).
3. Reservations may be made in person up to 2 weeks in advance. Equipment not reserved is available on a first-come, first-served basis and must be paid for in full at the time of rental pick up. Payment is made at the Front desk of Foster Hall between 8:00 am and 5:00 pm, in the form of cash only.
4. Cancellations must be made at least 48 hours prior to check out time or rental fees paid will not be refunded.
5. Cancellations that occur within 48 hours from the rental date and time will receive no refund. All cancellations of reserved equipment that would qualify for a refund must be made in person at Foster Hall during normal operating hours.

6. Equipment returned late will be charged a daily rental rate.
7. No credit or refunds will be issued for items reserved but not used or for early returns.
8. Individuals abusing equipment or not following procedures may be ineligible to rent equipment in the future.
9. To return equipment, please return to the front desk of Foster Hall during normal operating hours (8am – 5 pm) or at the end of your event (whichever comes first).

- Work closely with campus police to ensure a safe event.
- Watch for problems; if a problem occurs, notify your advisor and police.
- The organizational advisor must be in attendance throughout the entire event.
- Assist with clean up when the event is over
- Notify EMS Coordinator in writing if an event is to be canceled. Notification must be a minimum of 48 hours in advance.

Below reflect the daily student rate:

Equipment	Price
<b>Podium</b>	\$2
<b>Flip Chart</b>	\$0
<b>Projector Screen</b>	\$2
<b>Projector</b>	\$2
<b>Television</b>	\$3
<b>Liberty</b>	\$5
<b>Microphone</b>	\$0
<b>Megaphone</b>	\$0
<b>Money Bag</b>	\$0
<b>Tent</b>	\$5
<b>Cooler</b>	\$3
<b>Tables</b>	\$0
<b>Chairs</b>	\$0
<b>Cotton Candy Machine</b>	\$5
<b>Popcorn Machine</b>	\$5
<b>Slushy Machine</b>	\$5
<b>Button Maker</b>	\$2

### Responsibilities Before, During and After Campus Events

- Meet with DSA staff or Event Management to discuss event (type of event, security, tickets, etc.)
- Submit an online request via your advisor.
- Follow procedural guidelines specific to individual facilities (i.e. no glitter or balloons in Anderson Turner).
- Have organization members easily identifiable at the event.
- Have at least one authorized representative from the organization (i.e. president) in attendance at the event.
- Post signs at the door setting ground rules for the event (i.e. college ID required)
- Keep an accurate count of event attendance to ensure compliance with maximum room capacity.

### Americans with Disabilities Act (ADA)

In the event a program or activity is located in an inaccessible facility, the University will take such action(s) as necessary to provide reasonable accommodations to ensure accessibility. The following information shall appear on all notices and advertisements of performances, lectures, meetings, and programs hosted by student organizations that are open to the University or the public:

*Students with disabilities needing special assistance to attend an event may contact the Office of Disabilities at 524-5061.*

### Rallies, Public Assemblies and Demonstrations

Freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the university.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place and manner so that the activities do not intrude upon or interfere with the academic programs and administrative process of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological or academic viewpoint expressed by any person.

#### Rules for Demonstrations Rallies, and Assemblies

1. Only current Virginia State University students, faculty, and staff recognized by Virginia State University may participate in demonstrations/rallies/assemblies on University property.
2. Picketing must not be carried on so as to interfere with entrance traffic or the normal flow of pedestrian and vehicular traffic, good order and discipline, and normal business activities.

3. Demonstration/Rally/Assembly form should be submitted to the Department of Student Activities (2) business days before the day of activity.

Any person, organization or group whose use of an outdoor/indoor area for demonstration or protest is expected or reasonably likely to have more than fifty (50) people in attendance is asked to notify the Department of Student Activities by emailing a completed demonstration/rally to [cperry@vsu.edu](mailto:cperry@vsu.edu) at least two (2) business days before the day of the activity. The demonstration/rally form will include information as to the reason for expressive activity, specific location and boundaries to be used for the event, the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group. The form is requested to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient university resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the university with as much advance notice as circumstances reasonably permit.

### **Amplified Sound**

Virginia State University exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, the neighboring non-VSU community, and other campus activities. The following guidelines comprise the University's noise ordinance:

1. Musical instruments, stereos, radios, televisions, and other electronic devices should be played at a level acceptable to individuals within the same room and that does not disturb community and non-VSU neighbors. Students may not place speakers in windows or direct sound out of windows in a way that disturbs the peace of the community.
2. Other kinds of noise must be kept at levels that do not infringe on the rights of others.
3. Noise and other entertainment at all parties and other non-academic gatherings should

be restricted to University non-business hours (between 5:00 p.m. and 11:00 p.m.). Any exceptions to this must be cleared through the Director of Student Activities.

4. Music is restricted to the rear of Foster Hall during approved times with the speakers facing away from buildings. Music is not allowed in Foster Hall lobby without prior approval from the Director of Student Activities.
5. Residents of VSU's housing must maintain music and other noise at levels that do not disturb adjacent areas. Music should be inaudible from buildings after midnight on weeknights and after 1:00 a.m. on weekends.
6. Students may not engage in organized political expression (rallies, drumming, speak-outs, etc.) in which the noise level disrupts the educational processes of the University.
7. The ADP must approve exceptions to the above.
8. Violations of this ordinance will subject students/groups to University disciplinary action.

### **Disc Jockey Services**

Student organizations have the right to select their own djs or choose a University approved dj, however ALL DJ's (university approved or not) must sign (in advance) a VSU agreement to perform on campus. The agreement should be upheld by the dj, in accordance with the university standards. Contracts committing college funds must be co-signed by a university official. One must do this in advance of advertising events so that the Department may help you avoid contract problems. Lists of approved University djs are available in the Department of Student Activities.

## **Risk Management**

### **Philosophy**

The staff in the Department of Student Activities believes that our role is to balance student freedom and responsibility so that students can learn from their experiences in a safe environment. We encourage student organizations to work with the staff and organization advisors to plan safe and successful activities. We work with student organizations to assist them in managing the risks that can occur in the course of student activities:

including but not limited to risk of injury; financial risk and risk of violation of institutional rules and regulations.

### Student Organization Travel

Student organizations travel for many purposes; retreats, conferences, competitions and for fun. Traveling can help an organization accomplish its goals and can serve an extremely valuable purpose. However, it is important to remember that travel is a high-risk activity. With proper risk management, your organization can reduce its travel-related risks.

### General Safety Tips for Car Travel

- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required restraint devices at all times when operating the vehicle.
- Never possess, consume or transport alcoholic beverages or illegal substances. □ All drivers must have a valid driver's license and proof of insurance.
- Drivers should not drive more than 10 hours in any 24-hour period.
- Drivers should take a break at least every 3 hours.
- Check the condition and safety of all vehicles (even if using a rental vehicle) before starting your trip.
- When traveling with another University, the VSU organization must have the partner school participants complete a waiver form before traveling together.

### The Law, Rules and Information on Hazing

*Hazing in every form or conspiracy to haze is prohibited. Virginia State University takes a zero tolerance approach to hazing.* Commission of hazing can be considered either a misdemeanor or a felony. Participation in a hazing practice may result in both individual and organizational disciplinary action. The *Code of Virginia* § 18.2-56 states "It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor." If injuries would be such as to constitute a felony, punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Section 18.2-56 further states, "any person receiving bodily injury by **hazing** or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants."

### The following non-exhaustive list of activities meets this criterion, and accordingly, they are considered forms of hazing:

- (A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.
- (B) Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home.
- (C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids.
- (D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/or humiliation.
- (E) Requiring individuals to walk, march, or run in single file against their will. Not to walk on general areas (i.e. grass, rocks, etc.) or restricted from otherwise appropriate locations (i.e. campus buildings etc.)
- (F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform.
- (G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger.
- (H) Intense interrogation of candidates; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags.
- (I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature.
- (J) Inability to talk to members of the opposite gender.
- (K) Peer pressure to engage in activities against the individual's will.
- (L) Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear an organization pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously.
- (M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments,



houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members. (N) Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior.

(O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring “take home” assignments that interfere with academic work.

### Hazing “Myth and Facts”

**Myth 1:** *Hazing is primarily a problem for fraternities and sororities.*

**Fact:** Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching band, community service based clubs, and other types of clubs and/or organizations.

**Myth 2:** *Hazing is no more than foolish pranks that sometimes go away.*

**Fact:** Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

**Myth 3:** *As long as there’s no malicious intent, a little hazing should be OK.*

**Fact:** Even if there’s no malicious “intent”, safety may still be a factor in traditional hazing activities that are considered to be “all in good fun”. For example, serious accidents have occurred during scavenger hunts and kidnapping trips.

**Myth 4:** *Hazing is an effective way to teach respect, develop discipline and help the individuals bond.*

**Fact:** Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who hazed them. Like other forms of victimization, hazing breeds mistrust, apathy and alienation.

**Myth 5:** *If someone agrees to participate in an activity, it can’t be considered hazing.*

**Fact:** Consent of the victim can’t be used as a defense in a civil suit. This is because, even if someone agrees

to participate in a potentially hazardous action, it may not be true consent when considering the peer pressure and desire to belong to the group.

**Myth 6:** *It’s difficult to determine whether or not a certain activity is hazing – it’s such a gray area sometimes.*

**Fact:** It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the candidates and do exactly what they’re being asked to do?
- Does this activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have reservation describing the activity to family members, to a professor or university official?
- Would you object to the activity being photographed for the school website or filmed by the local TV news crew?

*If the answer to any of these questions is “yes”, the activity probably qualifies as hazing.*

*Adapted from: StopHazing Educating to Eliminate Hazing: Copyright StopHazing.org 1998-2005*

### Alternatives to Hazing

Sometimes, organizations that haze or have intake processes are confused about how to change these practices because they are deemed as “tradition”. Many national fraternity and sororities have stated that the tradition must end and it is a new era for a new way of bonding for the sake of brotherhood and sisterhood. When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing they themselves endured and expect that others should be abused in order to gain “true” membership in the organization.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating for your organization. While there will be some supports of the status quo, there will be many who can be

convinced of the negative effects and potential risks of hazing.

**Foster Unity:** Have the members of your organization work together on a community service project. Visit a ropes course to work on team building, group cohesiveness, and communication and leadership skills.

**Develop Problem Solving Abilities:** Have new members discuss organization weaknesses such as poor recruitment, apathy and poor scholarship and plan solutions that the organization might then adopt.

**Develop Leadership Skills:** Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles (i.e. Homecoming, Code Blue, and TAB). Develop a peer mentor program within your organization for leadership roles.

**Improve Relations with Other Organizations:** Encourage new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

### Application

This section applies to individual students and organizations and states the function of administrative staff members of the University in disciplinary proceedings.

Individuals who are not currently enrolled at the University remain subject to the disciplinary process

for conduct that occurred while they were students. Students and organizations are subject to discipline for prohibited conduct under their chapter while participating in off-campus activities, whether or not the activities are sponsored by the University.

**Personal Hazing Offense** A person commits the offense of hazing and is subject to discipline under this section if the person

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident(s) involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President of Student Affairs or other appropriate official of the institution.

**Organization Hazing Offense** An organization commits a hazing offense if the organization condones or encourages hazing or if an officer, authorized representative, or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. No organizational activity, including but not limited to initiations or rituals, may include any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

### Consent Not a Defense

Hazing with or without the consent of a student is prohibited, whether on or off campus, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

### Obligation to Report

A person who believes that he or she has been subjected to hazing in violation of this section or a person who has knowledge of hazing activities should report the incident(s) to the Vice President of Student Affairs or another University official, administrator, or supervisor.

All supervisors, administrators, and University officials are responsible for promptly reporting incidents of hazing that come to their attention to the Vice President of Student Affairs.

No person is required to report hazing to the alleged offender.

**Immunity from Institutional Discipline** In an effort to encourage reporting of hazing incidents, the Vice President of Student Affairs through written agreement may grant immunity from discipline to a person who

- voluntarily reports a specific hazing event if the person reports the incident(s) before being contacted by the Vice President of Student Affairs concerning the incident(s) or otherwise being included in the institution's investigation of the incident(s); and
- cooperates in good faith by providing a complete and factual account of the incident(s) throughout the disciplinary process.

A person will not be granted immunity if the person

- reports the person's own act of hazing;
- reports an incident of hazing in bad faith or with malice as determined by the Vice President of Student Affairs; or
- reports the incident after being contacted by the Vice President of Student Affairs (VPSA) concerning the incident or otherwise being included in the institution's investigation of the incident.

The VPSA may revoke the immunity granted and initiate disciplinary proceedings if the person

- is found to have engaged in the hazing activity under investigation;
- fails to cooperate fully and in good faith, as determined by the VPSA, by providing a complete and factual account of the incident(s) throughout the disciplinary process regarding the incident(s); or
- otherwise acts in bad faith or with malice as determined by the VPSA. The VPSA will notify a person regarding a grant or revocation of immunity under this section by letter or by e-mail.

### **Individual Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the VPSA may initiate disciplinary proceedings against a student violating the University's policy against hazing.

### **Organizational Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the VPSA may initiate disciplinary proceedings against an organization accused of violating the University's hazing policy.

**Interim Disciplinary Action** Pending a hearing or other disposition of the allegations, the VPSA or the president of the University may take such immediate interim disciplinary action against a student or an organization as is appropriate to the circumstances. Failure to comply may result in additional disciplinary action.

**Potential Criminal Liability** Under state law, individuals or organizations engaging in hazing may be subject to fines and charged with a criminal offense.

### **Alcoholic Beverages**

The use of alcoholic beverages is prohibited on property and in buildings and facilities owned or controlled by Virginia State University or at offcampus activities while representing the University community. However, the chief administrative offices of the University may waive this prohibition with respect to any event sponsored by the University. Meetings or events organized and presented by registered student organizations are **not events sponsored** by Virginia State University.

When hosting events off-campus, please remember that your student organization is accountable to applicable city, local and state laws, including those pertaining to alcohol. In addition, social hosts (any person or group of persons hosting a party or event) can be held financially responsible in the event that a guest of the event suffers harm, damages property or causes injury to another person. See University Code of Conduct below:

Virginia State University expects all students to exhibit behavior compatible with membership in a community of scholars. Students shall conduct themselves in a civil and mature manner, respecting the rights and property of others.

1.01 Possession or consumption of alcoholic beverages in public (on campus) or in the residence halls is prohibited. This includes moving or parked vehicles.

1.02 The sale/distribution of alcoholic beverages on campus is prohibited.

1.03 Students are not allowed to store or display alcoholic beverage containers.

1.04 Students are not allowed to use of alcoholic beverages for qualifying for membership in any organization.

1.05 Public intoxication, drunkenness, or activities related to the consumption or possession of alcoholic beverages that infringe on the rights of others are prohibited.

1.06 Students/organizations that give, sell, or buy alcoholic beverages for underage students (under 21 years of age) shall be considered contributing to the delinquency of a minor.

## Date Auctions

Equality, openness and sensitivity are strongly held values at Virginia State University. Student Activities encourages student organizations to consider these values when planning events and activities.

Organizations sometimes hold “Date Auction” events as a way to raise money. We would like to challenge student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative events that could accomplish the same objectives.

Date auctions involve bidding on a human being for the ability to spend time with a certain person. This process devalues a human being to the level of merchandise and implies a comparison of the relative “value” of each person being auctioned. This process resembles actual slave auctions, which are a real and historic part many of those who attend and attended this university.

For all of these reasons and because of the many imaginative and feasible alternatives to these activities, the date auctions should be avoided by student organizations at Virginia State University.

## Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization’s needs.

### General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.

- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and a crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update it as needed.

### If Medical Attention is Needed

- Contact 911 for off campus events, contact 524-5360 for emergency and nonemergency calls on-campus.
- There is a network of outdoor emergency telephones on campus. These telephones are mounted in a blue box. Pushing the call button activates a direct phone line with the University Police Department that will automatically pinpoint the caller’s location.

### Contact the Appropriate Authorities

- Notify the University Police Department at 524-5360.
- Notify your advisor if he or she was not part of the activity.
- Notify all organization members in a meeting.

### Statements about the Incident

- Following the incident be sure to consult with the proper authorities.
- Be careful in making statements to the media as the University Relations Director is responsible for this task. You may consult with the University Relations Director if necessary.

### Post-Incident

- Cooperate fully with those evaluating the incident.
- Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
- Learn from the event.

# Finances

## Fundraising/Solicitation

Fundraisers may not be conducted for private gain of individuals or for-profit businesses. Fundraisers and solicitation of funds may be conducted inside and outside university buildings by registered student organizations. Only membership dues, and approved ticket sales are restricted to collection inside

university buildings (unless authorized by the Director of Student Activities).

Student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus. Organizations may not advertise for companies or use corporate logos.

All fundraising and solicitation activities by any University support organization, including student organizations, are governed by Procedure 701, *Solicitation and Acceptance of Gifts*, of the University's Policies and Procedures.

Any student organization wishing to conduct fundraising activities in the name of or for the benefit of the University and/or use University resources must submit a Solicitation/Fundraising Request form (Form A) at least sixty (60) days prior to the date of the event. If the objective is to raise \$25,000 or more, the request should be submitted at least three (3) to six (6) months prior to the implementation of the fundraising initiative for approval by the Board of Visitors. All gifts and/or donations shall be reported to the Department of Student Activities during the annual evaluation.

For purposes of this procedure, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

The following guidelines are applicable to all fundraising activities by recognized student organizations on Virginia State University owned, operated, or controlled property:

1. The sponsor of a fundraising activity must complete a request form via EMS and obtain approval of the fundraising activity from the Department of Student Activities.
2. The fundraising activity is required to offer a benefit to the University community that is consistent with the University's educational mission.
3. The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization and the Student Code of Conduct.

4. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event.
5. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
6. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.
7. Neither individuals (regardless of affiliations with Virginia State University) nor private, commercial organizations may sell or promote the sale of products or services on University owned, operated, or controlled property except:
  - a. Individuals or organizations with whom/which Virginia State University has entered into a written contract.
  - b. Individuals or organizations authorized in writing by Virginia State University to engage in the sales of goods or services for the benefit of a recognized student organization.
8. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event.
9. Virginia State University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
10. Virginia State University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

### **Fundraising for Non-University affiliated Charitable Organizations**

Fundraising for non-profit, charitable organizations (e.g., *The Red Cross*, *Salvation Army*, etc.) having no direct affiliation with VSU is permissible provided that the above guidelines are followed, and:

- The organization submits a statement of support on the organization's letterhead to the Department of Student Activities, and the Campus Community Outreach Program acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
- The organization provides proof to the University that it is as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter.
- The recognized student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
- Educational information about the agency and the services it provides is made available at the event. The charitable organization must provide a copy of the documents being distributed and inform the Director of Student Activities what information will be collected by the students. The organization must comply with all FERPA regulations.

### **Fundraising Examples:**

*Virginia State University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items. Items for sale that have been produced by the organization* (e.g., baskets, cupcakes, bouquets of

flowers) Cash donations

Donations of items of value (e.g., clothing, school supplies)

Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)

Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies Pre-packaged items (e.g., candy, gum)

### **Prohibitions**

Virginia State University reserves the right to restrict all fundraising activities to reasonable times, places,

and manners. The following activities are specifically prohibited:

- Solicitation by credit card or telephone card companies.
- Fundraising outside of a major event (i.e. Virginia Hall, Gym, Stadium).
- Fundraising for any candidate for political office.
- Sale or distribution of items that violate University trademark rights or existing contracts.

### **Locations**

The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by the Department of Student Activities and:

- Residence Halls: approval by the Office of Residence Life and the Residence Director of each residence hall in which fundraising is to occur.
- Dining Areas: approval by the specific dining hall manager.
- Academic Buildings: approval by the appropriate dean, director, or building coordinator of the facility.
- Recreation Facilities: approval by the Athletic Director. This applies to athletic fields and gymnasiums.

### **Enforcement**

Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Department of Student Activities or other appropriate University official.

The University Office of Student Conduct has jurisdiction over complaints against any student or recognized student organization(s) alleged to have violated this policy.

### **Sanctions**

Sanctions for violation of this policy by students and/or recognized student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for recognized student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

**Reservation of Rights**

Virginia State University reserves the right to amend this policy at any time.

**Accepting Donations**

Student organizations may accept cash donations. University department donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a University department into the

student organization fundraising account. Additionally, funds maintained in the student organization fundraising account cannot be used to pay students for services.

### **Purchasing**

Organizations may use the below University approved website to purchase items for your organizational needs. If you are granted use of University funding, you must, shop from the below website. <http://www.yourpromoneeds.com/>

## **Advisors**

Each student organization is required to have at least one advisor of which one must be a full time member of the faculty, staff or administration of Virginia State University. Exceptions will be made on an individual case-by-case basis and request for such exception shall be forwarded in writing to the ADP for approval. VSU students, graduate and undergraduate, and students who are within 5 years of graduating from the university. Are prohibited from serving as advisors. Selection of all advisors is subject to the approval of the Department of Student Activities.

### **Selecting an Advisor**

When selecting an advisor, consider the following factors in your decision:

- Find a VSU faculty or staff person who will have the time to devote to your organization and will take the role seriously.
- Make certain that he or she has a clear understanding of the organization's purpose.
- Find someone who has knowledge or skills related to the mission/purpose of the organization.
- Choose someone who shares some of the same interests as the organization
- Allow the person a reasonable length of time to consider his or her decision.

Discuss with the potential advisor what is required of him or her, his or her duties and the time

commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

**The Role of the Advisor** The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things she or he will do and the things she or he will not do. The expectations will vary according to the needs of the organization and the advisor.

### **An Advisor Should:**

- Recognize and support participation in student organizations for its contribution to the educational and personal development of students.
- Work with student organizations but not dictate the group's programs or activities.
- Be direct in offering suggestions, considerations or ideas, and discussing possible consequences.
- Be well informed about the plans and activities of the organization.
- Attend meetings and consult frequently with the organization's officers.
- Know the goals and the direction of the organization.
- Help the organization evaluate its progress.
- Be aware of the mission, purpose, constitution and bylaws of the organization and help with interpretation, if applicable.
- Provide a source of continuity within the organization and be familiar with the organization's history.
- Be familiar with university policies and procedures and help the organization comply with them.  
Be aware of the general financial condition of the organization and encourage good record-keeping.  
Help train and develop the leadership skills of new officers.

- 
-



- Monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.
- The advisor assists the group in setting realistic goals and objectives for each academic year.
- The advisor encourages the involvement of all the members in planning and implementing the activities of the organization.
- The advisor shall be present at ALL meetings and activities hosted by the organization.
- The advisor(s) shall ensure that the organization does not sign any document with any party on behalf of the University. The faculty/staff advisor shall sign all contracts.
- The advisor will encourage all members of the organizations to abide by the University's rules and regulations along with Federal and State laws.
- The advisor must act as a liaison between the Department of Student Activities and the University.
- Advisor must attend an annual advisors orientation session with SOLD and a one time EMS training session with the EMS Coordinator.

**Failure to comply with these requirements will result in removal of the advisor and/or disciplinary action against the organization.**

### Suggestions for Effective Advising

The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have basic skill levels, you may need to be more actively involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising:

- Express sincere enthusiasm and interest in the group and its activities
- Be open to feedback from the group. Talk with them regarding your role as advisor.

- Be willing to admit mistakes.
- Provide feedback to the group and the leaders regarding their performance.
- Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Following organization meetings, discuss any problems encountered during the meeting with the officers.
- Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist and facilitate.
- Report conflicts/violations to the Department of Student Activities or appropriate University personnel.

### The Organization's Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor about the activities of the organization.

An organization should:

- Notify the advisor of all meetings and events.
- Consult the advisor in the planning of all activities.
- Consult him or her before any changes in the structure or policies of the organization and before major projects are undertaken.
- Understand that although the advisor has no vote that she or he should have speaking privileges.
- Remember that the responsibility of the success or failure of the organization project rests ultimately with the group, not the advisor.
- Communicate with the advisor about any problems or concerns.
- Acknowledge that the advisor's time and energy are donated and express appreciation.
- Be clear and open about your expectations for the advisor's role and,

- 
-

- Evaluate the advisor and give appropriate feedback at the end of each semester.

### Removal of an Advisor

The Department of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action. Grounds for removal of an advisor include but are not limited to:

- Inappropriate behavior and/or language.
- Behavior that violates University policy and/or procedure.  
Direct knowledge of hazing incidents, intake processes and/or failure to report such incidents.  
Direct knowledge of, advocacy for and/or participation in illegal activities and/or behavior.
- Placing students at unreasonable and/or unnecessary risk.

Student organizations may have the right to remove an advisor from his or her role with the group. Should it become necessary for an organization to remove an advisor, the group must submit a request to remove the advisor to the Department of Student Activities. Formal requests must include reasons and justifications for the removal. Only after approval from the Department of Student Activities, is the advisor informed that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

### Discipline and Sanctions

Student organizations are bound to follow all rules, regulations, policies, and procedures set by the University. Organizations found in violation will be subject to sanctions and/or other disciplinary action, which may include permanent expulsion from the University.

The Department of Student Activities shall process all complaints against an organization. Upon receipt of a formal complaint or charge, it will be determined whether it is a minor or major infraction. The organization shall be notified by the Department of

Student Activities that it has been accused of an infraction and whether it is minor or major in nature.

If the infraction is minor in nature, the matter will be addressed by the ADP. They have the authority to determine the necessary sanction based on the infraction.

If the infraction is major in nature, the Associate Director of Programs or his/her designee will conduct an investigation. **(Please note that the University has the authority to immediately apply disciplinary action on any student organization accused of a major infraction.)** The organization shall be notified that it may elect one of two courses of action:

1. The organization may admit the alleged violation and request, in writing, that the appropriate administrative committee take whatever action deemed appropriate. If this option is taken, the organization shall be notified that it may appeal the action to the Associate Vice President of Student Enrollment.
2. The organization may deny the alleged violation, in which case an administrative committee will hold a hearing. At least forty-eight (48) hours prior to the hearing, the organization shall receive written notification of the time and place of the hearing, a statement of the charges, notification of the names of witnesses who could testify against the organization.

The procedures for formal hearings shall be followed as printed in the Student Handbook. The organization shall be entitled to appear in person and to prepare its defense to the Office of Student Conduct panel, including the appearance of witnesses. The organization does have right to counsel and should provide written notice to the Director of Student Activities at least forty eight (48) hours prior to the hearing of the organization's decision to exercise this right. Costs for hiring a member of the legal

- 
-

profession shall be borne by the organization.

Office of Student Conduct will conduct the hearing and the panel will recommend from its findings and/or decisions to the Associate Vice President of Student Enrollment. The organization shall be entitled to an expeditious hearing of its case. If an organization fails to attend its scheduled hearing, it can be tried in absentia. The organization also has the option of having an open or closed hearing. Its option must be specified in writing.

The organization shall be notified of its right to appeal the decisions and/or sanctions within a period of two (2) business days by correspondence from the VPSA or his/her designee. Should the accused organization process an appeal, the decisions will remain in effect unless overruled by a higher authority.

### **Minor Infractions**

Minor infractions include, but are not limited to

- holding meetings longer than the assigned meeting times; reserving large block of time on the University calendar without using or canceling them; not returning property in original condition after use.
- Starting membership increase without approval of student activities

- 
-

## Major Infractions

Major infractions include, but are not limited to

- hazing in any form;
- having a membership intake process;
- unauthorized handling of an organization's funds;
- unauthorized use of the University or an organization's name;
- falsifying official University documents;
- holding activities without an advisor present;
- Unauthorized assembly, demonstration or picketing.

## Sanctions:

Sanctions may include but not limited to suspension of organization, community service, organizational probation, moratorium on new candidates, or expulsion from the campus.

# Creating an Effective Organization

Creating an effective organization is challenging, but rewarding work. This chapter outlines many of the common issues that student organizations face throughout the year and offer's valuable insight on strategies for handling these situations.

## Constitution and Bylaws

Student organizations should adopt a constitution and bylaws that will help their organization function in an orderly manner. Constitutions and bylaws articulate the purpose and procedures of the student organizations. These governing documents are the backbone of the organization. The documents should be referred to when questions arise, reviewed annually and utilized in the training of new officers. The needs of a group will change over time and is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these important documents so they are informed about the organization and its procedures.

A constitution will serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of the organization and

how it functions. See a sample constitution in the appendix.

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually require a simple majority for to be passed.

## Preparing a Budget

Student organizations should become familiar with the preparation of financial plans and budgets, as well the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the organization's plans into monetary terms
- To provide a means of allocating limited resources among the organization's activities and
- To aid in tracking the organizations actual revenues and expenditures against its goals.

## Planning a Budget

Use the following questions to help your organization plan and prioritize your budget.

1. Why was your organization established? Review the purpose of your organization as stated in your organization's constitution and bylaws.
2. What does your organization want to accomplish in the next year and how can your organization accomplish it? Develop goals and objectives that will help your organization fulfill its purpose.
3. What programs or events will help your organization meet its goals? Create a written program for the next year that will help your organization achieve its goals and objectives. The program proposal should include details such as how many people you think might attend, where it could be held and how much you estimate it will cost.
4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.
5. How will your organization pay for these programs? Now that your organization has organized your programs by priority, you will have a better idea of how much funding

you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations and other student organizations that might co-sponsor your event.

## Retaining Members

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.

## The Grape Principle:

### *G is for Growth*

Does your organization provide growth opportunities for all interested members? Are there opportunities to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

### *R is for Recognition*

Do you recognize members when great things occur in your organization? Don’t wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

### *A is for Achievement*

A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment.

### *P is for Participation*

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions regardless of how long they have been with the organization.

### *E is for Enjoyment*

Volunteering and working hard in an organization has to be fun. If being part of a group isn’t fun, why be a member? A student’s time is valuable and there

are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization.

Adapted from: Ohio State University’s Student Organization Handbook (2003)

## Running an Effective Meeting

Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members. Remember that an advisor must always be present during the meeting. Failure to follow this rule will lead to the organization ending their meeting/practice/event immediately.

### Before the meeting:

- Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda and distribute it before the meeting so that members can be prepared.
- Choose an appropriate meeting time and length.
- Choose a location that is easily accessible for all members.
- Advertise the meeting to your organization and potential new members. If possible, hold meetings at the same time and location every week.

### During the meeting

- Greet members to make them feel welcomed and be sure to introduce any new members.
- Start on time. Follow the agenda. End on time.
- Encourage discussion to get different ideas and viewpoints. Members like to see that their ideas have an impact on the decisionmaking process.
- Keep the discussion on topic and moving toward a decision.
- Keep minutes of the meeting for future reference.
- Announce the date and time for the next meeting.

### After the meeting:

- Write up and distribute the minutes within 2 days to reinforce the importance of the meeting.
- Discuss any issues that may have surfaced during the meeting with officers so that issues can be addressed.
- Follow up on delegated tasks. Make sure that members understand how to carry out their responsibilities.
- Add any unfinished business to the next meeting agenda.
- Most importantly, give recognition and appreciation to the members for their contribution.

## Program and Event Planning

Program and event planning helps your organization achieve its goals, teach leadership skills and foster camaraderie within your organization. However, it takes a great deal of pre-event planning to ensure success. The following list describes some basic programming tips that will help keep you on track.

### Concept

- Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to socialize etc.
- Brainstorm the type of event and possible themes that will match your organizational goals. Examples: speaker, dance, fundraiser, trip, festival, recreational tournament etc.
- Determine which of the program ideas will work within your budget.
- Discuss options with your organization and advisor. Make a group decision.

### Planning

#### Date and time

- Find a convenient date for members in the group and for the entertainment/guest speaker.
- Choose a date that does not conflict with other existing campus programs
- Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, plan a time between day classes when many students are on campus.

#### Entertainment/Speaker

- Determine the type of entertainment/guest speaker you would like to invite.
- Research local, regional, and national possibilities and negotiate a fee.

### Location

- Project the attendance to make sure that you reserve an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, an outdoor area etc.

### Budget

- All costs associated with the event will be assumed by the registered student organization.
- Project all expenses and income such as fees, advertising, security, food, facility rental etc.
- Stay within the designated budget.
- Brainstorm additional funding sources if you need more money.

### Publicity

- Design publicity strategies for targeted audience.
- Design promotions to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, location and contact information.
- Distribute publicity at least two weeks in advance.

### Food

- Determine food needs, as well as if program will be a dinner or a reception. A dinner requires a full meal and a reception only calls for light refreshments such as hors d'oeuvres.
- Decide whether organization members will prepare the food or hire a caterer.

### Safety and Security

- Determine safety needs. Consult with the Department of Student Activities and the Campus Police Department to ensure that you have considered all safety and security concerns for your event.

### Implementation

- Develop a list of tasks that you need to occur before, during and after the event; then determine who will be responsible for each one. For example: ushers, cleanup crew, publicity etc.
- On the day of the program: Arrive early to check on room arrangements and set up. Prepare a brief introduction statement. For example” Welcome tonight’s performance presented by .... If you are interested in attending or participating in more events like this one, please speak to a representative of your organization”.
- Do an evaluation of the program at the next meeting.
- Determine if you accomplished your program goal.
- Record both positive and negative results for future planning.
- Prepare financial statement of actual expenditures and
- Send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, the Success! Series, “ABC’s of Programming”

### Community Service

Community service, volunteerism and service learning enhance your college experience in many ways. The following are a few ways that the members of your organization can benefit from participating in community service:

- A strong sense of self-worth and pride.
- New experiences, new friends, new possibilities.
- Improved decision-making abilities.
- Possible internship/employment opportunity.
- Satisfaction from helping to build a stronger and safer community.

Student organizations are required to complete a minimum of 100 community service hours annually. Contact the Campus Community Outreach Coordinator at [wtaylor@vsu.edu](mailto:wtaylor@vsu.edu) or 804-524-5851 or visit [www.vsu.edu](http://www.vsu.edu) if you need assistance in organizing a community service project.

### Leadership Transition

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons transitioning is important:

- Provides the new leader with significant organizational knowledge.
- Minimizes the confusion of leadership change throughout the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the organizations and
- Provides a sense of continuity among the membership.

### Start Early

- Identify potential leaders in your organization early in the year.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop a mentoring program. ▪ Develop leadership notebooks.
- Create a shadowing program.

### Make the Transition Smooth

Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.

- Review the constitution and bylaws to reflect changes made during your administration.
- Plan a transition retreat.
- Leave behind organized files that will be helpful to the new officers
- Encourage informal meetings between incoming and outgoing officers.

### Share the Organization’s Structure and Documents

- Constitution and by-laws
- Organizational goals and objectives
- Mailing lists
- Historical records, equipment
- Financial books and records
- Resources and contact lists
- Previous minutes and reports
- Evaluations of previous projects and programs
- Status reports on ongoing projects.



# VIRGINIA STATE UNIVERSITY

PETERSBURG, VA 23806

Department of Student Activities  
(804) 524-5645

FAX (804) 524-5901

## **MEMORANDUM**

**TO:** *DJs*

**DATE:** *January 8, 2014*

**SUBJECT:** *DJ Rules and Regulations*

The Department of Student Activities is responsible for providing a clean and safe environment for students, faculty and staff to learn and explore. It is necessary that the individuals who play music at this institution follow uniform guidelines so the very best service is provided to the campus community. All DJs contracted to play for events held on the campus of Virginia State University, must adhere to the following guidelines. Failure to adhere to the below guidelines will result in warning to immediate and/or permanent dismissal.

**Indecency/Obscenity Guidelines:** DEFINITION “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards and alludes to sexual or excretory activities or organs.”

**Indecency/Obscenity:** DJ’s are not allowed to play obscene music. The Director of Student Activities is the final authority on obscenity. Penalty: Warning to immediate and permanent dismissal.

**Solicitation:** The DJ cannot ask/urge or suggest that an audience member perform some task which may result in a for-profit organization making money (i.e. night club, etc.). This rule does not apply to non-profit organizations or student organizations.

**Defamation of Character-Slander:** Slander is “communication which exposes a person to hatred, ridicule, or contempt, lowers him/her in the esteem of his fellows, causes him to be shunned, or injures him in his business or calling”. This is not tolerated and warrants permanent dismissal from playing at the University.

**Invasion of Privacy:** Giving out unlisted phone numbers, full names, or other personal, private information about a person without their permission is an invasion of their privacy.

**False Information:** The DJ is responsible for announcing true information.

**DJ Equipment Supervision:** DJ’s are not allowed to leave the DJ table in a manner which does not provide for the continued operation and care of the table. If there is another qualified DJ or assistant present, you can ask them to watch the area. If there are no qualified DJ’s or assistants present, you must remain with the equipment. VSU is not held liable for damaged or stolen property.



**Equipment (I):** If you wish to leave your equipment overnight due to having to play the following day, this must be cleared by the Event Coordinator, the Director of Student Activities or the Building Manager in advance and VSU is not held liable for damaged or stolen property.

**Drug policy (I):** Alcohol and other illegal drugs are prohibited on the VSU campus.

**Drug policy (II):** Arriving to provide DJ services for a campus event while under the influence of alcohol or other drugs is prohibited. Penalty: Immediate and permanent dismissal as well as notification to the campus Police Department

**Guests:** DJ's will be held responsible for the actions of their guests; this includes their behavior in inside and outside of a facility.

**Substitutes:** If you need a substitute, you must contact the Event Coordinator at least three days before your performance. You may get your own substitute but they must provide a Certificate of Insurance at least three days prior to your show. They must also adhere to all of the stipulations of the guidelines.

**Food and Drink:** You are responsible for any trash, spills, etc.

**DJ fees:** DJ's are required to be registered in eVA and must be a SWAM (Small Women and Minority owned business). You are responsible for submitting invoices to Invoice Processing and copying the Administrative Assistant of Student Activities, prior to your performance.

**Preparation:** Contracted DJs should know the types of music that they have been contracted to play when they arrive to the event. This should have been discussed with the Event Coordinator in advance (i.e. Caribbean music, Soca etc.).

**Promos/intros:** The DJ can only promote University sponsored events unless otherwise approved by the Director of Student Activities.

**It is your responsibility to make sure a copy of your Certificate of Insurance is provided to the Director of Student Activities and the Purchasing Department annually.**

By signing below, I agree that I have read and understand the above guidelines:

\_\_\_\_\_  
Vendor (Disk Jockey) Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
of Student Organization) Signature

Date:

\_\_\_\_\_  
(President

\_\_\_\_\_  
of Student Organization) Signature

Date:

\_\_\_\_\_  
(Advisor

\_\_\_\_\_  
Name of Organization (if applicable)

# STUDENT ORGANIZATION REGISTRATION FORM 2013-2014

Submit Form to: Foster Hall: Room 308-A or 1<sup>st</sup> Floor Information Desk

*Registration of student organizations is an ANNUAL process and must be completed each school year.*

**CHECKLIST:** Please ensure that you have completed ALL of the following:

- Name of Organization** (indicate renewal or new)
- Mailing Preference**
- Classification** (up to TWO classifications that best describe your organization)
- Organization Email** (and website if applicable). This information will be available to the public as a way to communicate with your organization.
- President's Name, Contact Information and Signature.** Your signature indicates that you have read all information carefully and that your organization is in compliance with all policies.
- Additional Officers**
- Advisor(s) Name and Contact Information** (must be VSU faculty /staff member)
- Statement of Purpose/Mission**
- Roster of Members.** (include Student V# and classification)
- Advisor Commitment Letter** (must be signed by your full-time faculty or staff advisor)
- Constitution.** A sample constitution is attached which can be used as a guideline for your organization.
- Keep a copy for your files!** Before submitting to Department of Student Activities, please photocopy the completed form for your records.

## **Membership and Officer Requirements:**

- The organization must be created and controlled by currently enrolled students of VSU.
- A minimum of two currently enrolled VSU students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at VSU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member.
- All officers must be in good academic and judicial standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.
- At least one officer must either participate in a mandatory organization information session or meet with an appropriate staff person prior to registration.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regards to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e. age, ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status.).

**If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the Department of Student Activities.**

**Name of Organization:** If you would like to include "VSU" in the title, make sure it is only used to indicate location affiliation (in the form of "at VSU").

EXAMPLE: Trojan Movie Club at VSU

Full Name of Organization (as identified in the organization's constitution):	Type of Registration <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>New</b>
---	---

**Mailing Preference:** Indicate where organization mail should be sent. **Please indicate only ONE mailing address.**

<input type="checkbox"/> VSU Dept. Mailbox: Check with your advisor to see if mail can come to their departmental mail box before using this designation.		
Dept. Name _____ P.O Box _____		
<input type="checkbox"/> DSA Mail Box: Current Box # _____ We would like a mail Box ____		(For Official Use Only) Mail Box Assigned:

**Classifications:** Check **up to TWO** categories that best describe your organization.

<b>DSA reserves the right to modify classifications.</b>			
<input type="checkbox"/> Arts – Visual <input type="checkbox"/> Arts – Performing <input type="checkbox"/> Business <input type="checkbox"/> College Council <input type="checkbox"/> Community Service <input type="checkbox"/> Design <input type="checkbox"/> Education <input type="checkbox"/> Engineering <input type="checkbox"/>	<input type="checkbox"/> Fraternity & Sorority Life -Fraternity <input type="checkbox"/> Fraternity & Sorority Life - Sorority <input type="checkbox"/> Gay/Lesbian/Bisexual/ Transgender <input type="checkbox"/> Governance <input type="checkbox"/> Graduate <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Hispanic <input type="checkbox"/> Honors <input type="checkbox"/>	<input type="checkbox"/> Journalism & Communication <input type="checkbox"/> Law <input type="checkbox"/> Liberal Arts & Sciences <input type="checkbox"/> Multicultural <input type="checkbox"/> Music <input type="checkbox"/> Para-Professional <input type="checkbox"/> Public Programs <input type="checkbox"/> Religious <input type="checkbox"/>	<input type="checkbox"/> Residence Hall <input type="checkbox"/> Scholastic/Honorary <input type="checkbox"/> Socio-Political <input type="checkbox"/> Special Interest <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Sustainability <input type="checkbox"/> Technology <input type="checkbox"/> Women <input type="checkbox"/>

**Contact Information:** President's name, organization's email address and purpose/mission statement will be made available on the DSA website and on hard copy lists produced by the office. Much of the communication provided by DSA will be conducted via email; thus it is imperative that student organization leaders check email on a regular and continuing basis.

Organization Email (President's email will be used if not specified.)	Organization Website Address
Local, Regional and National Office Contact Name/Address	Local, Regional and National Office Contact Phone/Email

**Your signature on the registration form means that you have read this information carefully and that your organization is in compliance with all policies, rules and regulations adopted by the Department of Student Activities and the university, including the Student Code of Conduct.**

President's Name (Primary Contact Person)	V #	
---	-----	--

President's Signature	Phone Number (      )	Email
Vice President's Name	V #	
Vice President's Signature	Phone Number (      )	Email

**Additional Officers:** Officers must be currently enrolled students in good academic and judicial standing. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.

Name	Title	V #
Name	Title	V #
Name	Title	V #
Name	Title	V #
Name	Title	V #
Name	Title	V #
Name	Title	V #

**Advisor:** Must be faculty or staff persons currently employed (full-time) by VSU. The advisor should be available to consult with the student organization. Advisors are required to attend meetings, activities, functions and events as well as provide on-going academic and social leadership support.

**The Advisor Commitment Letter must be signed by your VSU faculty/staff Advisor and attached to this application.**

Provide contact information for the advisor and secondary advisor if applicable.

Advisor's Name	Department	Mail Box
Title (On campus)	Phone Number (      )	Email
Secondary Advisor (optional)	Department	Mail Box
Title (On campus)	Phone Number (      )	Email

**Statement of Purpose/Mission:** Provide your organization's goals, purpose and activities.

- Use Statement currently on file** (for existing organizations only.) Please review your information for accuracy prior to checking this box.

**Purpose/Mission Statement** (submit on a separate sheet, typed and attached to this application.)

*Information collected through this process is recorded on a database which supports the DSA website at <http://www.vsu.edu/pages/317.asp>. Officer names and titles, the advisor's name, a description/mission statement, contact email and web link (if organization maintains a site) will be displayed on the DSA website. In addition, historical records are kept by DSA and University archives.*

<b>FOR OFFICIAL USE ONLY</b>	<b>DSA APPROVAL</b>	<b>DATE</b>

**ROSTER OF MEMBERS 2017-2018**  
**DEPARTMENT OF STUDENT ACTIVITIES (DSA)**

**Name of Organization:**

---

**A registered student organization must have a minimum of two members registered for at least one credit hour at Virginia State University.** A printout of an organization roster may be attached to your registration packet, if it includes students' V #'s.

<b>V Number</b>	<b>First Name</b>	<b>Last Name</b>	<b>Classification</b>

# Sample Constitution

This document is intended to serve as a model for you to follow when writing the constitution for your organization. Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules, and regulations adopted by the Department of Student Activities and the university, including the Student Code of Conduct. Keep in mind that an organization's constitution outlines the basic rules governing the organization, allows for continuity, and addresses situations that may arise within the organization.

## PREAMBLE

**We the members of** (name of organization), **and subscribing to the regulations and policies of Virginia State University, establish this Constitution to govern the matters within our organization.**

### Article I – Name

**Section 1**      **The name of this organization shall be** (provide complete, official name, specific and variations on the name which the organization might use in the business it conducts).

**Section 2**      Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

### Article II – Purpose

**Section 1**      **The purpose of this organization shall be to** (be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: promote, recognize, and serve)

### Article III – Membership

**Section 1**      **Members** (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).

*Note: Membership in a registered organization is limited to students enrolled for at least one (1) semester hour of University credit at VSU.*

**Section 2**      Associate/guest member's status if any. This would include alumni, staff, and faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

### Article IV – Officers

**Section 1**      **The officers of this organization shall consist of:** (state the number of officers, their titles, and their general duties and responsibilities. Officers must be VSU students).

**Section 2**      Qualifications for each office, if any (GPA requirement, necessary experience, etc.)

**Section 3**      **Term of office shall be:** (state the period of time that the office will be held).

**Section 4**      **Provisions for removal of an officer shall be,** (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal)

### Article V – Elections

**Section 1**      **Election of officers shall be held** (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).

**Section 2**      **Provisions for filing vacancies.** (Specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).

**Section 3**      **The procedure for voting shall be** (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).

### Article VI – Meetings

**Section 1**      **Regular meetings of this organization shall be held** (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).

**Section 2**      **A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting.** (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

**Article VII – Advisors**

**Section 1**      **There shall be (1, 2, or more) faculty/staff advisors who shall be members ex-officio with no voting privileges.**

*Note: VSU requires each registered student organization to have full-time faculty or staff persons as an advisor for a registered student organization. An Advisor Agreement Letter is included as part of the registrations process for student organizations and outlines the advisors role.*

**Section 2**      Method of selecting advisor

**Section 3**      Duties or responsibilities of advisor. Include the groups' expectations for involvement and refer to the Advisor Agreement Letter.

**Article VIII – Amendments**

**Section 1**      **The constitution may be amended by a vote of (be specific – majority, 2/3, etc., include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).**

**This is a SAMPLE constitution. Do Not Sign**

\_\_\_\_\_ **Signature of 1<sup>st</sup> Officer**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Officer Title**

\_\_\_\_\_ **Print Name**

**Do Not Sign.**

\_\_\_\_\_ **Signature of 2<sup>nd</sup> Officer**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Officer Title**

\_\_\_\_\_ **Print Name**



## Advisor Commitment Letter

Dear Student Organization Advisor,

The Department of Student Activities (DSA) appreciates your commitment to serve as an advisor to a registered student organization at Virginia State University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

### As an advisor you agree:

- That you are currently a full-time employee (faculty or staff) of Virginia State University and that you will notify DSA immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- To be familiar with the student organization’s constitution and all other governing documents, so that you may advise effectively.
- To attend executive office, general meetings, and organization events.
- To receive and review monthly financial reports from the organization’s treasurer.
- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the VSU Student Code of Conduct and other institutional guidelines that establishes expectations for student behavior and activities.
- To guide the group and its officers in establishing policies, answering policy questions, and explaining the consequences-of choosing to deviate from existing institutional, local, state and federal policies, procedures, rules and regulations.

The Department of Student Activities will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the Department of Student Activities will continue to provide information about student risk management. Workshops will include information on event planning, travel, fundraising, and organizational development. In addition, the Department of Student Activities will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year.

**By signing this commitment letter you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below.** If you have any questions regarding the information presented in this document, please contact the Department of Student Activities at (804) 524-5517.

---

Name of Organization

---

Organization President’s Signature

---

Print Name

---

Advisor’s Signature

---

Print Name



Date

Date

# STUDENT ORGANIZATION CODE OF CONDUCT

Department of Student Activities – Student Organizations

2014

## Standards for Student Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

## Student Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and the university; to be civil to one another and to others within the campus community; and to contribute positively to student and university life.

Virginia State University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

## Application of This Code

Judicial Affairs will exercise jurisdiction over recognized student organizations and member conduct, including fraternities, and

1 Hayden Dr  
Virginia State University, VA 23806  
804-524-5692

sororities. Action by Judicial Affairs does not preclude action by one of the Greek Councils, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus.

Judicial Affairs has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Department of Student Activities receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the Department of Student Activities will send the President of the student organization and advisor a letter to schedule an informal conference as well as to notify the President of the alleged charges. The Director of Student Activities will meet with the President of the organization and the Advisor to discuss the allegations. If the organization is found responsible for the alleged misconduct, the Director will file a

formal incident letter with Judicial Affairs. Judicial Affairs sends a letter to the student(s) informing him/her of the charge(s) and requesting their appearance at a prehearing conference. The student is advised of his/her rights at the pre-hearing conference. The student then will appear to the hearing, which is taped. It is the President's right to accept or reject the sanction. If the President believes his/her due process rights have been violated or the informal sanction was too excessive, he/she may submit a written request to the Vice President of Student Affairs within three days of the notice of sanctions, to have the case reviewed by the Vice President of Student Affairs. The Vice President of Student Affairs shall review the charges and all evidence relating to them, and shall have the discretion to further interview the organization's leadership and student members. The Vice President's decision shall be final. The President of the organization will be notified of the University's final decision within 10 working days.

## **Governance**

All student organizations are required to be registered with the University through the process administered by Student Activities. Registered student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities, are held responsible. Policies and procedures developed by the Greek Councils are managed as outlined in the respective constitutions and do not preclude action by the Judicial Affairs Office.

## **Unacceptable Student Organization/Member Behaviors**

The following defined behaviors are unacceptable and subject to disciplinary sanctions:

### **(1) Aiding and Abetting**

(A) Assisting a group that has lost University recognition, or facilitating the existence of a group that does not have University recognition;

(B) Aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law; (C) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

### **(2) Alcohol Use and Possession**

The Virginia State University Alcohol and Drug Policy prohibits the possession, use, manufacture, distribution, selling or consumption of alcohol anywhere on campus. The Policy pertains to the activities of all students on University property, and the activities of students at University sponsored events or at off-campus activities while representing the University community. Students, faculty and staff are expected to comply with all state, federal and local alcohol and drug related laws. Underage drinking is strictly prohibited by Virginia State University.

(3) **Damage to Property** Willful or careless destruction, defacement of, or tampering with University property, or the property of others.

(4) **Unlawful Discrimination** Discrimination because of race, religion, color, ancestry, ethnicity, gender, marital status, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status is prohibited. The prohibition on membership policies that

discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

(5) **Disorderly Conduct** (A) Behavior that disturbs the campus peaceful environment, or which offends public morals, or undermining public safety, is prohibited;

(B) Harassment, threats, bullying, physical abuse, intimidation or the threat of physical abuse, including bias related incidents, and;  
(C) Excessive noise which is disruptive to the campus or surrounding community are prohibited.

(6) **Drugs**

(A) Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia or the misuse of legal pharmaceutical drugs.

(B) Sponsoring/hosting an activity at which substances noted above are used.

(7) **Endangerment**

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

(8) **Failure to Comply**

(A) Failure to comply with the directions of University officials acting in the performance of their official duties; (B) Resisting or obstructing University officials acting in the performance of their official duties;  
(C) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organization Handbook.

(9) **False Alarms and Fire Safety** Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

(10) **Falsification of Information**

(A) Willful falsification of information on University records, to University officials, or to local government officials;

(B) Willfully providing false information for the purpose of obtaining services; (C) Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services;

(D) Possession, manufacture or distribution of false or altered instruments of identification;

(E) Initiating or causing to be initiated any false report, warning or threat.

(11) **Firearms, Fireworks, Weapons and Explosives**

(A) Possession of firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off campus is prohibited;

(B) Possession or use of fireworks on campus or at group sponsored events offcampus.

(12) **Guests**

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

(13) **Harassment and Abusive Behavior**

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited, as defined in the Student Handbook.

(14) **Hazing**

*Hazing in every form or conspiracy to haze is prohibited. Virginia State University takes a zero tolerance approach to hazing. Commission of hazing can be considered either a misdemeanor or a felony.*

Participation in a hazing practice may result in both individual and organizational disciplinary action. The *Code of Virginia* § 18.2-56 states “It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.” If injuries would be such as to constitute a felony, punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Section 18.2-56 further states, “any person receiving bodily injury by **hazing** or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.”

**The following non-exhaustive list of activities meets this criterion, and accordingly, they are considered forms of hazing:**

- (A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.
- (B) Abduction or involuntary transportation of individuals or leaving individuals at offcampus locations and requiring them to find their way home.
- (C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids. (D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation.
- (E) Requiring individuals to walk, march, or run in single file against their will.
- (F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform.
- (G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger.
- (H) Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags.
- (I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature.
- (J) Inability to talk to members of the opposite gender.
- (K) Peer pressure to engage in activities against the individual’s will.
- (L) Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously.
- (M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members.
- (N) Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior.
- (O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring “take home” assignments that interfere with academic

work. At no time may a group violate the City noise ordinance.

**(15) Misuse of Computer Facilities or**

**Resources**

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

- (A) Accessing, sending, or displaying offensive messages pictures, or damaging computer equipment, networks or systems;
- (B) Violating copyright laws;
- (C) Using false and unauthorized identifications or passwords or trespassing into another student's work;
- (D) Using University equipment, supplies, systems, or networks for illegal activities as defined by Virginia or Federal law.

**(16) Obstruction of University Activities**

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

- (17) New Member Intake** Student organizations that are not in compliance with new-member education requirements as outlined in their local and national constitutions and/or by-laws or University policy.

**(18) Theft**

Stealing or attempting to steal any money, property, or item of value belonging to the University or member of the University community or campus visitor.

**(19) Trespass**

Unlawful entry into a University facility, regardless of its location. The term shall also include the unlawful entry into the property of others, not owned by the organization.

**(20) Use of the University Name**

Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.

**(21) Violation of Student**

**Organization Conduct Procedures and Sanctions including:**

- (A) Falsification, distortion, or misrepresentation, of information related to a discipline matter;
- (B) Disruption or interference with the orderly progress of a student organization discipline proceeding;
- (C) Initiation of a student organization discipline proceeding in bad faith;
- (D) Attempting to discourage another from participating in the student organization discipline matter;
- (E) Attempting to influence the impartiality of any participant in a student organization discipline matter;
- (F) Verbal or physical harassment or intimidation of any participant in a student organization discipline matter;
- (G) Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

(22) **Violations of Civil or Criminal Law**  
Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University

sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.



# STUDENT ORGANIZATION CODE OF CONDUCT

2014

Department of Student Activities – Student Organizations

1 Hayden Dr  
Virginia State University, VA 23806  
804-524-5692

***As a student organization president/leader/advisor I have read and understand the conditions of the Student Organization Code of Conduct.***

Name of Organization: \_\_\_\_\_

President (*print*): \_\_\_\_\_

President (*sign*): \_\_\_\_\_ Date: \_\_\_\_\_

Advisor (*print*): \_\_\_\_\_

Advisor (*sign*): \_\_\_\_\_ Date: \_\_\_\_\_

---

# VIRGINIA STATE UNIVERSITY

BOX 9073  
PETERSBURG, VIRGINIA 23806



Department of Residence Life

Phone (804) 524-5862  
(804) 524-5011

## Fraternity & Sorority Rooms' Agreement

In order to stay in compliance with the VSU Student Conduct Code, the Department of Student Activities, and the Department of Residence Life the following items must be adhered to as it relates to all Fraternity & Sorority Rooms.

### Accessibility to Fraternity & Sorority Rooms

**The purpose of this procedure is to make sure that unauthorized visitors are not allowed access to your Sorority room and to assure the safety of the items in the Sorority Room.**

- Only currently active chapter members are permitted in the fraternity and sorority rooms (undergraduate chapter members must be escorted by an Advisor) and proper identification is required from all.
- All persons wishing to visit the Fraternity & Sorority Rooms must sign in with the staff of that Residence Hall before entering their room.
- The members of the organization should have a key and will be given two (2) courtesy lock-outs in the event that they do not have their key. After which, they will be charged with a missing key fee of \$50.00.
- A list of currently active chapter members and the advisors listing must be submitted to the Residence Educator of the corresponding Residence Hall immediately for proper verification. It is the responsibility of the organization to provide updated listings to the Residence Educator.

### Do's & Don'ts of the Fraternity & Sorority Rooms

The following items are prohibited from the Fraternity & Sorority Rooms:

- ✓ Fireworks/Explosive Items (Pyrotechnics for Step Shows)
- ✓ Cooking Appliances
- ✓ Microwave Ovens
- ✓ Hot Plates
- ✓ Hotpot
- ✓ Toaster
- ✓ Toaster Oven
- ✓ Large Stereo Equipment
- ✓ Exercise Weights
- ✓ Extension Cords (Surge Protectors should be used only)



- ✓ Socket extensions
- ✓ Scented Plug-Ins
- ✓ Alcohol & Illegal Drugs
- ✓ Weapons
- ✓ Pets

- Please make sure that food and perishable items are monitored and removed from the rooms in a timely manner.
- Rooms should be kept clean and in an orderly manner at all times.
- Organizations are responsible for taking their personal trash from their room to the dumpster as necessary.
- The Residence Educator and their assistants reserve the right to inspect rooms a minimum of once per week for cleanliness.
- Thorough inspections are conducted before your arrival and during every hall closing.
- It is your responsibility to notify the Residence Educator of any damages that may be present in your room **upon your arrival**. Please complete the Entrance/Exit form. Failure to do so can result in the organization being held liable for damages and cleaning required beyond normal wear and tear.

**Key Policy**

One door key will be issued to each organization upon check-in. If the key is lost, the organization may obtain a new key from their Resident Educator. News keys cost \$50.00, which must be paid prior to the duplication of a new key. Organizations are not allowed to make duplicate keys. If an organization feels that their key has been stolen or there is evidence that someone else has access to their room, a lock change request may be accommodated becoming billable to the organization(s) that made the request. Lock changes can only be arranged through the Resident Educator. The Department of Residence Life will only issue master keys to authorized personnel.

**Note: Effective November 2007, each Fraternity or Sorority will be required to review and sign this form in order to access their room adhering to the above mention policies.**

<b>President of Organization</b>	<b>Date</b>
<b>of Organization</b>	<b>Date</b>
<b>Residence Educator</b>	<b>Date</b>
<b>Director of Residence Life</b>	<b>Date</b>

**Advisor**

*“VSU: Education, Research and Community Service in Central and Southside Virginia...”  
An Equal Opportunity Employer/Equal Access Institution*

**DEPARTMENT OF STUDENT ACTIVITIES  
RECREATION AND LEISURE  
EQUIPMENT SIGN-OUT FORM**

**DATE** \_\_\_\_\_

**\*Fill out request form to use recreation equipment:**

**NAME/ORG:** \_\_\_\_\_ **V#:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TEL: (\_\_\_\_)** \_\_\_\_\_

**EQUIPMENT REQUESTED:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE RETURN:** \_\_\_\_\_

Virginia State University  
Department of Student Activities

**Demonstration/Rally/Assembly Form**

<b>Name of Applicant(s)</b>	
<b>Reason of Expression</b>	
<b>Location of Demonstration</b> <i>(Please specify exact location)</i>	
<b>Time Frame</b>	
<b>Estimate Amount of Participants</b>	
<b>Name of On-Site Contact</b> <i>(Need to be in attendance)</i>	
<b>Contact number of On-Site Contact</b>	
<b>Special Requests/Equipment Needed</b>	

Rules for Demonstrations Rallies, and Assemblies

1. Only current Virginia State University students, faculty, and staff recognized by Virginia State University may participate in demonstrations/rallies/assemblies on University property.
2. Picketing must not be carried on so as to interfere with entrance traffic or the normal flow of pedestrian and vehicular traffic, good order and discipline, and normal business activities.
3. Demonstration/Rally/Assembly form must be submitted to the Department of Student Activities (2) business days before the day of activity.

Any person, organization or group whose use of an outdoor/indoor area for demonstration or protest is expected or reasonably likely to have more than fifty (50) people in attendance is asked to notify the Department of Student Activities by emailing a completed demonstration/rally to [cperry@vsu.edu](mailto:cperry@vsu.edu) at least two (2) business days before the day of the activity. The demonstration/rally form will include information as to the reason for expressive activity, specific location and boundaries to be used for the event, the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

The form is requested to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient university resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the university with as much advance notice as circumstances reasonably permit.

**-Student Organization Handbook 2017/18 (Pg. 14-15)**