

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0015				
Name of Policy:	Student Organization Policy and Procedures				
Date of Last Revision:	March 2024	Initial Date of Approval:	July 2017	Initial Effective Date:	July 2017
Policy Owner	Director of Student Activities				
Policy/Chapter Sections	Advisor Scheduling Activities Deadlines Refreshments and Meals Annual Organization Report Registered Student Organization Orientation Standard of Conduct and Discipline Use of the University Name Finances Housing Fundraising by Recognized Student Organizations Posters, Announcements, and Notices Sidewalk Chalking Student Organization Collaboration				
Date of Next Review:	March 2027				

1.0 PURPOSE

Student organizations are groups formed by or for students. The University values the diverse interests of students and encourages students who wish to create a student organization to follow this Policy and the procedures included herein.

2.0 SCOPE

This Policy applies to all students and all potential and existing student organizations.

3.0 POLICY

In order to use University facilities (meeting rooms, dining service, Student Senate funding, and the right to participate in university functions), the student organization must be officially recognized by the University. Official recognition lasts until the end of the current academic year. Student organizations reregister for the following academic year by resubmitting the application at the onset of the Fall semester. To form a recognized student organization, interested individuals must follow this procedure:

- Consult with the Office of Student Activities in Billingsly Student Center, room 210, to ensure against unnecessary duplication with similar organizations and to see if an organization of this type has existed in the past.
- Secure a faculty or staff adviser.
- Submit the application to the Student Activities Office and attend the registered student organization orientation. If the application is submitted following the orientation, the student

organization must have a representative meeting with the Director of Student Activities in order to gain approval.

- Upon approval, the student organization is officially recognized through the remainder of that academic year.
- Only recognized student organizations may engage in the activities described herein in accordance with applicable procedures.

Advisor

Every registered student organization must have a faculty or staff advisor. The duty of the advisor is to assist the organization, through advice and counsel, to attain its stated goals and purposes. The students, not the University, designate most advisors for organizations, except for student government groups. The University does not pay any compensation attributable to advisory activities, and faculty members serving such roles do so voluntarily in their personal capacities.

Scheduling Activities

To schedule any activity, the following procedure must be followed:

1. Only recognized student organizations may sponsor activities.
2. The proper officer of that organization (president, social chairman, etc.) must contact the Student Activities Office to:
 - a. Properly register the activity and its time, place, and type.
 - b. Check for conflicts.
 - c. Fill out the appropriate facilities reservation forms.
3. Deviations from the policies must be granted by the Director of Student Activities.

Deadlines

University facilities are available on a first-come, first-served basis. The sooner an event is scheduled, the better. Billingsly Student Center may be reserved up to a semester in advance, and a full two weeks' notice is required for any major social function. Organizational meetings and smaller social functions require at least five business days' notice.

Refreshments and Meals

Food and beverages for any student organization meeting or event on campus must be ordered from the University Dining Service, located on the second floor of Billingsly Student Center. Absolutely no catered food or beverages may be brought on campus (indoors or outdoors) without prior approval of the Dining Services General Manager, regardless of whether the food was donated.

Annual Organization Report

All approved student organizations are required to submit annually a form showing the name, advisor(s) and representative of the student organization. These forms will be due in the Student Activities Office two weeks after classes begin. Any changes in the information contained in the form should be submitted within two weeks after such a change occurs. Failure to file these forms and to keep them current will automatically place the student organization on "inactive" status. Only "active" student organizations are entitled to the privileges set, forth herein, including, but not limited to free reservation of facilities, eligibility for Student Senate money, participation in Homecoming, and listing as an official campus organization at the University.

Registered Student Organization Orientation

For recognized student organizations to maintain their approved status, at least one representative of each currently recognized student organization must attend the registered student organization orientation at the beginning of the Fall semester. This event, sponsored by the Department of Student Activities, is mandatory. If a student organization representative fails to attend this orientation or if a student organization register following the orientation, a student organization representative must schedule a time to personally meet with the Director of Student Activities. Once a registered student organization completes the required paperwork and has a representative attend the orientation or meet with the Director of Student Activities, registration is complete for the academic year.

Standard of Conduct and Discipline

Students are adults who are expected to take responsibility for their own personal conduct, including the University rules necessary to maintain safety and order on campus and high academic standards. Student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:

1. Compliance with all University regulations.
2. Taking reasonable steps as an organization to prevent violations of law or University rules, policies or regulations by members of the group.
3. A willingness to deal individually with those members of the student organization whose behavior reflects unfavorably upon that student organization or upon the University.
4. Acknowledging that the University strictly prohibits all forms of hazing. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this Policy.
5. Complying with all state and federal laws and local ordinances regulating the sale, possession, and consumption of alcoholic beverages off campus (alcohol is prohibited on campus, unless following the *Football Game Day Tailgating & Alcohol Policy* or within direct approval from the Presidents Office). It is a violation of Missouri law for any person under 21 years to purchase, attempt to purchase or have in their possession any alcoholic beverages without the appropriate licenses.
6. Properly advertising on campus. All posters, signs, announcements, and banners prepared by student organizations must be approved at the Student Activities Office (BSC 210) BEFORE they are displayed on campus. Statements and/or pictures that infer alcohol consumption, or that could be interpreted as racist, sexist or negatively directed at other groups, are strictly forbidden.
7. Most recognized student organizations including fraternities, sororities, religious groups and some service organizations are neither agents of the University nor subject to the control and direction of the administration. However, the Director of Student Activities, after consulting with representatives of the organization, shall have the authority to impose sanctions. Where the disposition proposed by the Director of Student Activities is not accepted, the student organization may appeal in writing to the Dean of Students. The student organization shall have the rights of notice and formal procedures. Any decision regarding a student organization appeal made by the Dean of Students is final.
8. Failure to follow the policies and procedures applicable to student organization membership, including the policies and procedures set forth herein, may subject a student organization to permanent or temporary suspension of their charter, withdrawal of university recognition and/or support, social probation, denial of use of university facilities or other appropriate action.

Use of the University Name

No student or student organization may use any printed or written words or device on any letterhead, envelope or other printed matter or publication that has official connections or relations with the University, unless the use of such words or device is previously authorized by the University Relations and Marketing Department.

Finances

The monies of all recognized student organizations that receive University monetary support must be deposited with the University Financial Services Office. Student organizations not receiving University monetary support may manage their own business affairs and may have their own checking accounts and purchasing procedures but must not use the name of the University in the account. The University does not assume any financial or legal responsibility for student organizations.

Housing

No student organization shall build, buy, rent or lease a house or other dwelling place without prior approval of the University. Student organizations may make such requests through the Student Activities Office.

Fundraising by Recognized Student Organizations

Recognized student organizations may obtain fundraising approval through the Director of Student Activities under the following conditions:

1. That such activities do not conflict with the educational purposes of the University.
2. That such activities do not conflict with any activity already approved.
3. That the funds derived from such activities must be used for purposes that align with the values of the organization or the University.

Posters, Announcements, and Notices

Regulations governing posters, announcements, notices, flyers, cards, pamphlets, brochures, sidewalk chalking, and other advertising materials are as follows:

1. Items to be posted must be brought to the Student Activities Office, BSC room 210, for prior approval.
2. Any item to be approved must contain the name of the individual, department, or recognized student organization on whose behalf the announcement is posted. This must be on the front of multi-page documents.
3. Posters may be no larger than 22" x 28".
4. Materials must be placed on general-use bulletin boards only and not on walls, windows, or doors. No form of announcement may be placed on, attached to or written on any structure or natural feature of the campus such as the sides of buildings, the surface of walkways or roads, posts, waste receptacles, trees, or stakes. Improperly placed materials will be removed and disposed of. A listing of these bulletin boards may be obtained from the Student Activities Office.
5. Student organizations may distribute non-commercial handbills, announcements, statements, or materials at any reasonable outdoor area on campus consistent with the orderly conduct of university affairs, the maintenance of university property, the avoidance of litter and the free flow of traffic and persons.

6. Materials may not be placed on automobiles parked on campus.
7. Distribution by means of accosting or shouting at individuals is prohibited.
8. Permission for off-campus organizations to distribute literature on campus must be granted through the Student Activities Office.

Sidewalk Chalking

All guidelines must be followed when chalking campus sidewalks.

1. Chalking on sidewalks is permitted for use by a currently enrolled student, registered student organizations, or University departments only to announce or publicize campus events, including but not limited to, student organization activities, Student Senate election candidate campaigning, Homecoming candidate campaigning, departmental announcements, Career Fair information, and Graduation Expo information.
2. All chalking needs to be approved by a professional staff member in the Student Activities Office. Proposed sidewalk chalking shall be submitted on paper at least two (2) business days prior to the day of posting. The submission must include wording to be used and a sketch or description of any images used. The design must include the sponsor's name or identifiable logo.
3. Chalking is permitted on horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and is not permitted under over-hangs or on buildings, benches, steps, trees, trash receptacles, or similar surfaces. All chalk used must be water soluble. Sponsors will be assessed clean-up charges for chalking that appears in unauthorized areas if the chalking is not voluntarily and expeditiously removed.
4. Chalking should take place no more than three (3) business days prior to the event and shall not remain more than three (3) business days after the event. Sponsors shall not depend solely on rain to remove chalking. If advertising remains longer than the allowed time, the sponsor may be assessed clean-up charges by Physical Plant or Billingsly Student Center.
5. All chalking with non-English language, words, phrases, writing, or symbols must file the English translation with the Student Activities Office and provide the English translation in the same chalking vicinity.
6. All profanity and sexually suggestive drawings are prohibited. Any religious or racial, sexual libel, and language deemed defamatory, threatening, or strongly offensive is strictly prohibited.
7. Complaints about chalking shall be made to the Director of Student Activities. The Director will review the complaint and confer with the Dean of Students if an offense has occurred. Offenses will be reviewed by the Dean of Students and appropriate actions will be taken. Threatening offenses shall be reported to Public Safety immediately and appropriate action will follow.

Defacing or altering another approved chalking is not allowed. Any deviation from the above policies must be approved by the Dean of Students, BSC room 347. Fraudulent filing practices or blatant abuse of the procedures could result in the revocation of a student organization's recognition.

Student Organization Collaboration

To ensure a seamless and productive partnership between student organizations and the Student Activities Office, the following procedures should be followed. Adherence to these guidelines is crucial for efficient promotion and collaboration on events.

Promotion Requirements

Student organizations seeking promotional support must:

1. Registration Verification: Confirm that their organization is actively registered with the University.
2. Software Update: Ensure their organization's details are current in the student engagement platform, LionLink, powered by Sutable.
3. Promotional Materials Submission: Utilize the designated online form to submit preferred photographs and messaging content for dissemination.

Event Collaboration Process

For organizations intending to collaborate on events, the subsequent steps must be followed:

1. Registration Confirmation: Verify that the organization maintains active registration status with the University.
2. LionLink Update: Keep the organization's information up to date in the student engagement software, LionLink, powered by Sutable.
3. Collaboration Meeting: Arrange a consultation with the Student Activities Office (located in BSC 210) to discuss the event collaboration proposal. Organizations must present a concise plan, including specific requests and a detailed outline of the collaborative effort.
4. Event Registration: Following approval, the event must be registered and detailed on LionLink by the student organization.

Failure to adhere to the outlined protocols, fulfill agreed-upon plans, or maintain adequate communication (verbal, written, or electronic) will result in the discontinuation of promotional support from the Student Activities Office for the concerned initiative.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

March 2024 – updated to new format, addition of Student Organization Collaboration section.

5.0 RELATED DOCUMENTS

None