Recognized
Student
Organization
Manual

Department of Student Activities and Student Union
Room 214, Student Union
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Northwestern Recognized Student Organizations

The Department of Student Activities, Organizations, & Leadership Development coordinates the recognition of student organizations on the Northwestern State University campus. Staff members are responsible for planning, promoting, implementing, and evaluating programs to enhance the social, moral, and intellectual development of students. Through experiences in student organizations, leadership activities, and other co-curricular activities, the students’ academic experience at Northwestern State University is enriched.

As a recognized student organization at Northwestern State University, you have a responsibility to support the Department of Student Activities in meeting the university mission to enhance campus life. Our department also carries the responsibility to assist all student organizations in meeting the specific organization’s goals and objectives.

Under this premise, the Department of Student Activities has developed the “Recognized Student Organization Manual.” This resource should serve as a guide to university policies and procedures governing your organization. Moreover, we hope that this document answers questions about a recognized student organization’s rights and responsibilities.

Please use the manual to help your organization succeed. We wish you the best of luck for a productive year as a Recognized Student Organization at Northwestern State University.

Yonna Pasch
Director of Student Activities, Organizations, & Leadership Development
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Committee on Organizations
The purpose of the Committee on Organizations is to recommend charters for all Recognized Student Organizations (RSO’s) at the University; to serve as a liaison between university organizations and university administration; to establish standards; and to impose sanctions.

Prospective Student Organization Packet
Students interested in starting a new RSO must request a packet from the Department of Student Activities, Organizations, & Leadership Development in Room 214 of the Student Union. All policies regarding the Prospective Student Organization Packet are governed by the Committee on Organizations at Northwestern State University.

Student Handbook & Student Code of Conduct Compliance
Members of Recognized Student Organizations must abide by all policies and procedures in the Northwestern State University Student Handbook and Student Code of Conduct.

Recent changes in the Student Handbook and Code of Conduct may not be reflected in the current RSO Manual; however, adherence to policies and procedures remains the responsibility of all students.

Officers of student organizations are strongly encouraged to review and share with their members policies in the Student Handbook and Code of Conduct as well as those included in the Recognized Student Organization Manual.

Definition of Diversity
Northwestern State University defines diversity as differences in age, gender, religion, language, sexual orientation, socioeconomic status, ethnicity, race, exceptionalities, and geographic background. In our mission to acknowledge our differences, we also hope to realize our commonalities.
Student Organization Success Model

Student Organization Success Model for Empowerment & Achievement Overview

Student Affairs believes Recognized Student Organizations (RSO’s) support a student centered environment by offering opportunities for students to develop personally and professionally. Through the Department of Student Activities, RSO’s are encouraged to develop and achieve organizational goals. The Student Organization Success Model for Empowerment & Achievement provides the framework for organizations to create learning opportunities for students through several concepts. The concepts of organizational self-governance with advisement, risk management, accountability, member recruitment, student retention, and scholastic achievement provide a foundation for RSO’s to succeed in all endeavors.

Actualization of The Model

The Department of Student Activities actualizes this model through several procedures established to meet policy expectations. The components below explain the use of the Student Organization Success Model.

I. Certification
II. Risk Management
III. Recommended Organization Management
IV. Event Management
V. Regulations Governing Recognized Student Organization
VI. Privileges of Recognized Student Organizations
VII. Advisor Development
VIII. Leadership Preparation
IX. Service Learning
X. Recognized Student Organization Awards
XI. Sanctions for RSO Misconduct
XII. Appeals Procedures
I. Certification

The certification process allows each student organization to maintain a “Recognized” status with the Department of Student Activities, Organizations, & Leadership Development. Organizations must certify each academic year by completing the certification process outlined below. This process acknowledges the RSO’s practice of appropriate membership and officer selection guidelines. RSO’s further acknowledge the purpose and activities of the organization are in compliance with the position statements, policies, rules and regulations of Northwestern State University, the RSO’s national affiliate (if applicable) as well as local, state, and federal laws and statutes.

It is hereby acknowledged that the policies and practices of the organization pertaining to membership do not discriminate based on gender*, race, religion, national origin, material status, disability, or age. *Exclusion based on gender is applicable only to Greek-lettered organizations based on the Title IX Education Amendment of 1972, which allows social fraternities and sororities at an institution of higher education the ability to limit membership to members of a single sex. All members of the organization must be registered students at Northwestern State University.

The certification period will be from September 15th thru September 14th of the following year. Organizations failing to certify by September 15th will have their recognized status and all associated privileges withdrawn until such time as certification is completed.

A. Certification Process.

1. Complete the online registration at http://studentactivities.nsula.edu/rso-certification by September 15th. You must include the following: RSO name, address, & email; Officer’s & Advisor’s names, addresses, phone numbers, and emails. Changes in advisor or membership for the spring semester must be updated online.

2. Attend the first Gavel Club meeting of the semester.
3. Submit an electronic copy of the RSO membership roster via email to the Department of Student Activities. The RSO Membership Roster Form is available online at http://studentactivities.nsula.edu/rso-certification.

4. Submit an electronic copy of the organizations constitution and bylaws via email to the Department of Student Activities at studentactivities@nsula.edu. Changes to the organization's constitution & bylaws must be submitted to the Committee on Organizations for approval. Once submitted, the Assistant Director of Student Activities will notify RSO's when the next Committee on Organizations meeting will be held.

5. Submit a copy of the Hazing & Alcohol Policy Compliance Form signed by the President and Officers of the RSO. The president of the organization must also complete an online alcohol awareness assessment at www.MyStudentBody.com and email the results to the Department of Student Activities, Organizations, & Leadership Development at studentactivities@nsula.edu. Directions for logging into the website are provided at http://studentactivities.nsula.edu/rso-certification.

6. Submit an End of the Year Report detailing the accomplishments of the RSO no later than April 15th. Failure to submit an End of the Year Report will result in the withdrawal of recognition status and all associated privileges until such time as a report is submitted.

7. RSO's wishing to reserve rooms, facilities, or equipment on NSU's campus must do so using the Virtual EMS (Event Management Software) at http://ems.nsula.edu. Each RSO must designate one person to serve as their EMS User who must attend a mandatory EMS training session. After attending the training session, the RSO EMS User must complete the RSO EMS User Request Form and submit it to the Department of Student Activities in Room 214 of the Student Union.

An organization which fails to certify consecutively for two years must submit a new prospective student organization packet.
B. Process for Becoming a New Recognized Student Organization

A group of students wishing to register an organization should consult with the Assistant Director of Student Activities. An interest group wishing to start or reactivate a chapter of an IFC, NPHC, or CPC fraternity or sorority must contact the Office of Fraternity & Sorority Life. The following steps should be completed:

1. Request Prospective Student Organization Packet in the Department of Student Activities & Organizations Office in room 214 of the Student Union. The packet will be emailed.
2. Complete the entire Prospective Student Organization Packet digitally. Use the provided checklist to ensure that all parts of the packet are completed. The checklist contains the following:
   a. Prospective Student Organization Application
   b. Proposed Constitution & Bylaws
   c. Petition to Seek Official University Recognition
   d. Advisor Agreement
   e. Statement of Compliance with University Policies and Procedures
   When completed, email the packet to the Assistant Director of Student Activities.
3. Schedule a meeting with the Assistant Director of Student Activities to review the completed packet. This meeting is required and must be held before the packet can be forwarded to the Committee on Organizations.
4. Necessary revisions should be made and packet should be turned in before the provided deadline. The deadline is contingent upon the Committee of Organizations meeting schedule, which is once a month in the fall and spring.
5. Attend the Committee on Organizations meeting. Outcome of Committee on Organization meeting may be as follows:
   a. Organization is approved
   b. Organization is approved with revisions
   c. Organization is disapproved
6. Committee decisions are then submitted to The Dean of Students who will make final approval decisions.
7. Correspondence will be sent to the prospective organization with the outcome of the Dean’s decision.
The Assistant Director of Student Activities and Organizations will serve as liaison between prospective student organization and the Committee on Organizations. The Committee will meet each month during the fall and spring semesters. The Committee on Organizations will evaluate the request for recognition and make a recommendation to the Dean of Students. The committee may require the petitioning group to resubmit any information with nonconforming or incomplete material. Prospective organizations may be denied registration if their purposes are within the scope of other currently recognized student organizations. Once approved by the Dean of Students, prospective organizations will be allowed to register as a recognized student organization at Northwestern State University. Notification will be sent by the Department of Student Activities. This is a one-time process. To maintain active status and continued recognition, organizations must follow the process for certification detailed in the previous section. A group not maintaining active status will not be approved to conduct programs and activities.

II. Risk Management

Northwestern State University of Louisiana is committed to developing students through academic and co-curricular activities. Involvement in a student organization, performance group, or athletic team at Northwestern State University is a great opportunity to learn leadership skills, provide service to others, make lifelong friends, and positively influence the campus and Natchitoches communities.

Student organizations are expected to conduct activities and events in a manner which supports the educational mission of the University, and comply with all federal, state, and local laws and University policies and procedures. The University is committed to providing students and student organizations with policies and procedures that support low risk, healthy, and safe events on and off campus.

All events on campus or during organization-sponsored activities, or any event an observer would associate with the University and/or organization, including off-campus events, must be in compliance with the polices herein for student organizations. Northwestern State University does not endorse student organization sponsored events held on or off campus, where alcohol is present.
Northwestern State University assumes no legal responsibility or liability for the activities, on or off campus, of student organizations.

The purpose of these policies and procedures is to ensure that safety remains a top priority in planning and implementing events for student organizations. The Division of Student Affairs mandates each Recognized Student Organization (RSO) at Northwestern State University practice risk management procedures. Through the practice of proper risk management procedures, an RSO commits to excellence in specific areas of organizational management leading to positive relations throughout the university community. Proper Risk Management Procedures at Northwestern State University are defined in four policies – Discrimination, Alcohol & Drugs, Hazing, and Financial Management.

Annually, each RSO must renew its commitment to each policy through the certification of recognized student organizations conducted through the Division of Student Affairs, Department of Student Activities, Organizations, & Leadership Development.

A. Discrimination Policy

Northwestern State University is committed to ensuring that students experience an environment that is productive and free of discrimination. It is hereby acknowledged that the policies and practices of an organization pertaining to membership must not discriminate based on gender*, race, religion, national origin, marital status, disability, or age. *Exclusion based on gender is applicable only to Greek-lettered organizations based on the Title IX Education Amendment of 1972, which allows social fraternities and sororities at an institution of higher education the ability to limit membership to members of one sex.

B. Alcohol & Drug Policy

Northwestern State University conforms to all local, state and federal laws regarding the use of alcohol and other drugs on campus. Northwestern is a member of the Network to Promote Drug-Free Colleges and Universities and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students and employees who fail to abide by university policies regarding alcohol and other drugs will be subject to
disciplinary action according to established university policies and procedures that conform to local, state and federal laws.

University Policy

Students and employees of Northwestern State University are hereby informed that the unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students and employees of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University. In addition to university disciplinary action, students and employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.

The term “controlled dangerous substance,” means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS40:964.

Students and employees are advised that the possession and consumption of alcoholic beverages on university property or during any trip sponsored by the University or one of its affiliated organizations, except as provided in University policy, is prohibited. University policy requires prior approval for any event at which alcohol is served. Local and state ordinances governing the sale, possession and/or consumption of alcoholic beverages shall be observed. A copy of the University policy is available in the Department of Student Activities, Organizations, & Leadership Development, Room 214 of the Student Union.

Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Higher Education Act
Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions’ rules or policies governing use or possession of alcohol or drugs.

**Federal Controlled Substance Act**

The *Federal Controlled Substance Act* provides penalties of up to fifteen years imprisonment and fines for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

**Louisiana Uniform Controlled Dangerous Substance (LUCDS) Law**

**LUCDS** provides that any person who violates the criminal statute by manufacturing opiates such as cocaine and heroin is subject to life imprisonment without benefit of probation and/ or parole and a fine of $500,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of $15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of no less than 5 years and no more than 30 years and a fine up to $50,000. A person possessing opiates illegally is subject to a prison term of up to five years and a $5,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a $5,000 fine, Criminal Code LARS 14:91.

**The State of Louisiana Criminal Code LARS 14:91** provides for punishments ranging from up to six months imprisonment and fines of up to $3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions related to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

**University Sanctions**
Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include a variety of reprimands, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment; Referrals may be included as a condition of any sanction. Article IV, Section 9 of the Code of Student Conduct describes substance infractions.

Health Risks with Alcohol & Drugs


Alcohol & Drug Counseling

Northwestern State University  
Office of Counseling & Career Services  
305 Student Union  
Natchitoches, Louisiana 71497  
(318) 357-5621

Hours: 8:00 a.m.-4:30 p.m. Mon. through Fri.  
Emergencies/crises, after hours and weekends Contact: University Police (318) 357-5431

Free confidential assessment, referral and counseling support services for students and faculty/staff experiencing problems with alcohol and other drugs. In those cases where outpatient treatment is required, referrals will be made to other programs outside of the university.

Northwestern State University Student  
Student Support Services  
214 Kyser Hall  
Natchitoches, Louisiana 71497  
(318) 357-5901

Hours: 8:00 a.m.- 4:30 p.m. Monday-Friday

On Campus Events
Students and employees are advised that the possession and consumption of alcoholic beverages on university property or during any trip sponsored by the University or one of its affiliated organizations, except as provided in University policy, is prohibited.

Events with Alcohol

Northwestern State University has adopted the Fraternal Information & Programming Groups (FIPG) Risk Management Policy for all organizations scheduling campus events or activities where alcohol will be present. All RSO’s will be subject to the FIPG’s Risk Management Policy in addition to any risk management policies outlined by the organizations regional and/or national headquarters. All activities sponsored by student organizations must adhere to following guidelines.

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all organizational entities and all levels of organization membership.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during an organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization premises or during a
organization event or at any event that an observer would associate with the organization is strictly prohibited.

6. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations, groups or organizations.

8. All recruitment or rush activities associated with any organization will be non-alcoholic. No recruitment or rush activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the organization. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister” events or activities, "family” events or activities and initiation.

**Adapted from the Fraternal Information & Programming Groups (FIPG) Risk Management Policy.**

**Home Football Games & Tailgating**

Northwestern State University strongly encourages organizations to participate in all university sporting events. The following policy has been developed for
tailgating events. All provisions in the Events with Alcohol policy must also be followed.

1. Tailgating for all sporting events is encouraged. However, football tailgating has been designated as the only sporting event where alcohol may be present.
2. For home games that occur during the regular school day, tailgating activities will be allowed after 4:30 p.m. For home games on non-school days, tailgating will be allowed starting at 8:00 a.m.
3. Tailgating will be permitted in designated areas.
4. Consumption of alcohol is limited to individuals 21 years and over. Oversized or common source containers of any sort are prohibited (e.g., Keg, party balls, beer balls, and punch bowls).
5. Alcohol drinking games of any type or any other activity deemed inappropriate by the University are not allowed.
6. Alcohol is prohibited in any sporting arena. Any student or student group found to be in violation will be evicted from the sporting arena.
7. Students or organizations found to be in violation of this policy will be subject to action by law enforcement and possible disciplinary action by the University.

C. Anti - Hazing Policy

Purpose

The purpose of this policy is to ensure that students at Northwestern State University are not subjected to any type of hazing when joining any student organization, fraternity or sorority, athletic team, performance group.

Definition of Hazing

Hazing is defined as: any action taken or situation created intentionally or unintentionally - with or without consent - that endangers a student or creates risk of injury, produces mental or physical harm, embarrassment, harassment or ridicule - whether on or off campus – for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization,
performance group, or athletic team recognized by Northwestern State University.

Hazing Information

In accordance with the purpose and philosophy of The University of Louisiana System, Northwestern State University and the laws of the state of Louisiana, which include the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of recognized student organizations to conduct safe, constructive student education, and in order to eliminate the harmful practice of hazing in today’s society, Northwestern State University adheres to the University of Louisiana System’s policy on hazing, Section XXIV, and the Fraternity Executive Association’s statement on hazing (also referred to herein as the Association or FEA Statement on Hazing).

Louisiana Law on Hazing

R.S. 1801 Hazing Prohibited: Hazing in any form, or the use of any method of initiation into fraternal or any organizations in any educational institution supported wholly or in part by public funds, which is likely to case bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Fraternity Executive Association (FEA) Statement on Hazing

The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on, regardless of location; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

NSU has adapted this policy for all student organizations.
It’s Hazing

The following activities are unproductive and create hazardous situations – and have at one time or another been construed as acts of hazing. The list is not inclusive of all possible hazing violations. If in doubt about a current organization practice or tradition...asks!

- Assigning “pranks” such as stealing, defacing property, and harassing another organization
- Yelling, screaming or use of obscenities at new members
- Scavenger hunts
- Intimidation, threats and verbal hostility
- Sexually degrading activities, including stripping, simulation of sexual acts or sexually explicit cheers, chants and songs
- Pressuring an individual to get a brand, tattoo, or to shave his/her head
- Personal servitude of any kind
- Requirements that financially take advantage of a new member
- Any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values
- The use of obscenities and vulgarities in dress, language or action
- The keeping of pledge books and/or forcing an individual to acquire members’ or alumni’s signatures
- Requiring an individual to memorize non-essential information
- Requiring calisthenics such as sit-ups, push-ups, runs or other forms of physically abusive exercise
- Morally degrading or humiliating games or any other activities that makes an individual the object of ridicule, amusement or intimidation
- Transporting individuals against their will, abandoning individuals at distant locations, or any other type of activity that might endanger or compromise the health, safety or comfort of an individual
- Forcing or requiring consumption of alcoholic beverages or any type of drugs
- Compelling individuals to engage in drinking games
- Forcing or requiring the consumption of distasteful food or other substances (raw eggs, insects, etc.)
- Paddle swats
- Restraining individuals or intentionally exposing them to extreme
temperature, exposure to the elements or uncomfortable surroundings
- Conducting activities that interfere with an individual’s academic efforts
by causing exhaustion, loss of sleep, or loss of reasonable study time
- Activities that interfere with or prevent an individual from attending class
- Partial or total nudity at any time
- “Line-ups” of any type
- Compelling individuals to wear or carry unusual or burdensome items
- Writing on members or on their clothes
- Dressing alike, specific costumes or clothing
- Activities which call for blindfolding, confinement, jumping from heights
and other potentially dangerous activities
- Required road trips and kidnapping of associates or members
- Excluding an individual from social contact for any period of time

Where Hazing Begins

Still confused about hazing activities? Ask yourself these questions about each
activity conducted by your organization:

- Would I feel comfortable participating in this activity if my parents were
  watching?
- Would I share this information with the Dean of Students?
- Could I defend this activity to the University President? A judge?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does this activity promote the ideals and values of the organization?
- Is it causing emotional distress or stress of any kind to me or others?

Hazing Alternatives

Student organizations and activities should focus on the positive aspects of being
involved on campus. When students join an organization they expect to find their
“niche” on campus, make friends and learn new skills. Consider the following
alternatives for engaging members and creating positive traditions for your organization:

- Develop leadership skills – involve all members in organizational committees and service events
- Get involved with NSU – encourage members to serve on Student Life Committees
- Participate in team building exercises such as ropes courses, organization retreats and sporting events
- Serve the community – identify and host an annual signature community service or philanthropic event
- Take advantage of campus resources and established programs – participate in group activities at the Wellness, Recreational and Activity Center (WRAC), Intramurals, and the Recreational Complex
- Engage students with faculty members – invite faculty/staff members to conduct educational seminars and programs
- Introduce your members to other campus organizations
- Explore the Natchitoches community and connect with civic and non-profit charitable organizations

Anti-Hazing Resources

[www.hazingprevention.org](http://www.hazingprevention.org) The website provides information on hazing prevention and awareness programs. A comprehensive listing of additional hazing resources can be found in the Resource Library and Links sections.

**National Hazing Prevention Week:** Observed during the last week of September to help educate students, parents, and others about the dangers of hazing and effective prevention methods.

**National Anti-Hazing Hotline**

The Anti-Hazing Hotline number is 1.888.NOT.HAZE (1.888.668.4293) and is in operation around the clock, every day of the year. The caller will be connected with a voice-mail service at the office of Manley Burke, a law firm in Cincinnati that publishes Fraternal Law, a newsletter that chronicles legal issues involving fraternities, sororities, and higher education. The law firm will forward reports of
alleged hazing to the appropriate fraternity or sorority, whether or not it is a sponsor of the hotline, and will notify the authorities, if required by law.

**Northwestern State University Student Affairs Staff**

Need assistance with organizational programming and education? There are a number of resources available to student organizations: The Department of Student Activities, Counseling and Career Center, Student Services and Student Conduct, and the Office of Fraternity and Sorority Life. Let us help you plan successful programs and activities!

**Dissemination of the Anti-Hazing Policy**

- Students are expected to conduct themselves in a manner which supports the educational mission and function of the University at all times.
- Organization presidents must attend the Fall RSO Risk Management Workshop. Organization presidents must submit the Anti-Hazing Policy Compliance Form by Sept. 15th (*Fraternity and sororities must submit this form within the first two weeks of each academic year). If an RSO elects or appoints new officers after the certification period, a new form must be submitted within 10 days.
- The president of each organization is responsible for providing a copy of the Northwestern State University Anti-Hazing Policy to all members.
- The organization is responsible for educating all members and new members on all Risk Management Policies of the University, governing council (if applicable) and Inter/National Organization (if applicable).

**D. Policy on Recognized Student Organization Financial Management**

Realizing that student development is augmented through opportunities to become involved and to serve, the Division of Student Affairs emphasizes the importance of sound financial management as a cornerstone of proper risk management practices for Recognized Student Organizations. Accordingly, the
Division ensures the acceptance of fiduciary (fiscal) responsibility by a Recognized Student Organization through the establishment of minimum standards of financial management.

As proof to the Division of Student Affairs that prospective organizations and RSOs seeking recertification are maintaining a proper structure assuring fiduciary responsibility, the duly appointed or elected officers of a Recognized Student Organization agree to:

1. Require the organization to obtain a checking account when $100 or more have been collected by the organization which includes but is not limited to dues, donations, etc. See instructions below for obtaining an a checking account;
2. Require at least two signatures for all transactions (with three individuals with signing authorization), with no withdrawal authority or acceptance of checks made payable to cash;
3. Adhere to the Northwestern State University policy regarding the Louisiana Attorney General Opinion No. 94-167 which states:

It is the policy of the University that University employees not have the Care, Custody, and/or Control of any funds of Student Organizations, Clubs, Groups, and Other Organizations affiliated with the University, and that the duly appointed and/or elected officer (e.g. treasurer) of said organizations who are not employees of the University be solely responsible for the receipt, deposit, and/or expenditure of organization funds;

Obtaining a RSO Checking Account

Student organizations wishing to open a bank account must apply for an Employee Identification Number (EIN) by completing the SS-4 form “Application for Employer Identification Number” published by the Department of the Treasury. (Student organizations should apply for and receive an EIN online at www.irs.gov/businesses/small/article/0,,id=102767,00.html.) Once you receive this EIN from the electronic process above, your organization can use this EIN number to open a checking account. Organizations should not open a checking account using an individual’s social security number. The financial burden of that account then rests with that individual and they are solely responsible for the account if problems arise. When filling out the SS-4 form, simply leave blank lines 7a and 7b, which are not required for submission of the application. Student
organizations are not permitted for any reason whatsoever to use Northwestern State University’s EIN, tax ID or tax-exempt numbers for these same reasons.

III. Recommended Organization Management

The Division of Student Affairs, Department of Student Activities suggests implementation of the following management practices.

- Recruit new members
- Participate in activities sponsored by the University
- Publicize events as appropriate
- Host educational activities
- Participate in sound financial practices and maintain accurate records
- Attend leadership development workshops, conferences, etc.
- Pre-plan all events sponsored by your organization
- Utilize the Office of Student Activities, Organizations, & Leadership Development as an organization development resource
- Train officers and members on their proper roles
- Encourage advisor involvement in organizational activities
- Follow the event management plan
- Attend Gavel Club meetings

IV. Event Management

The Department of Student Activities, in conjunction with the Office of Facility Use Coordination and Friedman Student Union, provides student organizations assistance with programming, event planning, and facility use coordination in an effort to ensure the success of all RSO events. RSO use of these resources and adherence to the RSO Event Planning Guide will provide a framework for student organizations to host and conduct events, in an organized and safe manner.

The Department of Student Activities prohibits programming from the 3rd day before finals through the last day of finals, commonly known as dead week. This is to ensure that students focus on academic achievement.

A. Event Checklist
The RSO Event Planning Guide and Coordination Checklist, available at http://studentactivities.nsula.edu, should serve as a guide to all RSO’s. Consistent reference to and use by an organization’s executive officers, will help those responsible for a particular event to understand and adhere to state, local, and national laws, as well as organizational policies, regarding certain types of events.

B. Facility Use Reservation Procedures

1. Only one (1) specified officer of a recognized student organization may request use of university facilities for meetings and events. This process ensures all requests for facilities are appropriately coordinated within the RSO before a request is granted. RSO requests for facility use are considered “University Events” and therefore incur no charges. However, this privilege does not guarantee that a recognized student organization will receive permission to utilize a specific requested facility.

2. RSO’s may not, under any circumstance, request facilities for any Non-University group or entity, or on behalf of another RSO.

3. When reserving university facilities, the organization must indicate what type of set-up is required for the reserved room, provide estimated attendance, and indicate what equipment (AV, PA, tables/chairs, etc) is needed for the event. Prior planning is essential. RSO failing to provide specific room set-up and equipment requests 72 hours prior to the event will receive the standard set-up. RSO’s who plan ahead and consult with a member of the Office of Facility Use Coordination will significantly increase the success of their event and ensure that Student Union staff is able to fully support their event needs accurately and on time – “Prior Planning Prevents Poor Performance!”

4. RSO’s must return facilities to the manner in which they were found. If food or drink is permitted, trash must be placed in trash bins. All furniture moved within the facility/room or moved from the facility/room into the hallways must be replaced. This includes returning tables and chairs to their original location. Facilities left unusable will be traced to the student organization responsible and the student organization may be banned from future use of University facilities (See Potential RSO Sanctions on page 36).

C. Friedman Student Union - Event Start and End Time Policy
1. In order to ensure safety and security of students, faculty, staff and members of the community at RSO sponsored events, it is imperative that events begin and end on time. On-time starts are essential to the Student Union support staff.

2. The Student Union closes at 10:00 p.m. RSO events must conclude by 9:30 p.m. to allow the RSO to cleanup and reset the room(s). Ultimately RSO’s must vacate the Student Union prior to 10:00 p.m. The Student Night Manager checks each room beginning at 9:30 p.m. and will lock the facility no later than 10:00 p.m.

3. Any organization needing to remain in the Student Union beyond 10:00 p.m. must seek approval from the Director of the Office of Facility Use Coordination. Additionally, the RSO will be required to reimburse the Student Union for these excess hours at a rate of $25.00 per hour or part thereof. Should this need arise, it must be coordinated with the Director of the Office of Facility Use Coordination.

D. Social/Major Events

1. Recognized Student Organizations hosting any social event on or off campus must hire one post certified off duty uniformed police officer per 100 guests. An Advisor of the Recognized Student Organization must be present at events sponsored or co-sponsored by the RSO.

2. For all social events with fewer than 100 participants, it is recommended that a post certified off-duty uniformed police officer be present.

3. Recognized Student Organizations hosting off campus events with alcohol must conform to all Northwestern State University policies, University of Louisiana System policies, local, state, and national laws, as well as their organizational specific risk management policies.

E. Public Address System and Sound System Policy

1. Recognized Student Organizations may check-out (sign out) PA Systems and Sound Systems from the Student Union Staff from Room 214 for use in support of on-campus events only. The RSO signing out the PA system will sign a hand receipt which lists each component of the system. He/she is responsible for turning in each and every component provided. All
missing components will be replaced by the RSO via a damage charge paid to the OFFICE OF FACILITY USE COORDINATION.
2. The volume of the sound system must not impede the rights of others to have a positive working and learning environment.
3. Department of Student Activities Staff and/or University Police may instruct the user to turn down the sound system at anytime.
4. Recognized Student Organizations are responsible for signing out, setting up, operating, and breaking down the PA system or Sound System and returning it to the Student Union office after use.
5. PA systems should be set up and tested at least 1 hour before the scheduled event.
6. CDs utilized for campus events may not contain foul language or language that degrades one’s age, gender, religion, language, sexual orientation, socioeconomic status, ethnicity, race, exceptionalities, or geographic background.
7. Student Union PA Systems and Sound Systems may only be used for events occurring on the NSU campus.
8. Systems and Sound Systems may not be used in or on moving vehicles.
9. Non-compliance with the PA and Sound System Policy may result in suspension of the privilege to use the PA system or Sound System in the future.

F. Advertisement, Promotion, & Solicitation

1. Advertising, promoting, soliciting, selling, or distributing or posting of material of any nature by commercial or noncommercial organization on University-owned or University-controlled property or at University-sponsored activities is prohibited without prior approval from the Director of Student Activities.
2. Student Organizations wishing to engage in any type of selling activity on the campus must obtain permission from the Director of Student Activities and Organizations before initiating such sales.
3. On-campus concessions or sales activities conducted by any group other than the University contracted vendors are prohibited unless authorization is secured from the contracted vendor and the Director of Student Activities. Under certain circumstances, the University Facilities Use Policies may apply.
4. University authorization for sales does not constitute University endorsement or guarantee of the item(s) sold. Persons who buy from vendors do so at their own risk. The presence on the campus of any solicitor without proper authority should be reported immediately to University Police or the Office of Facility Use Coordination.

5. After approval is secured from the Director of Student Activities, advertisements and notices may be placed on bulletin boards only. Some bulletin boards are designated for departmental use only and users must have departmental approval prior to posting. Nothing may be placed on trees, walls, doors, windows, walkways, pillars, light posts, etc. Placing advertisements or announcements on vehicle windows is prohibited.

G. Use of Campus Food Service

1. When planning an on campus event with food, student organizations must contact the SODEXO Catering Director to discuss a menu for the event. SODEXO Dining Services has a wide selection of banquet meals and break foods from which to choose. Student organizations wishing to bring their own food for on-campus events must submit a waiver request to Sodexo. The Waiver Request can be picked up in the Department of Student Activities, Organizations & Leadership Development. It is strongly recommended that RSO’s utilize SODEXO Food Services whenever possible. RSOs are responsible for paying any debt incurred for an event. The University does not assume debt for RSOs.

2. Student organizations are not allowed to conduct fundraisers in which retail type items (full meals, hamburgers, hot dogs, etc) are sold in the vicinity of the Student Union or Iberville Dining Hall. However, the sale of homemade baked goods for fundraisers is allowed with the permission of the Building Manager.

3. The SODEXO Catering Services Office is located in Iberville Dining Hall. All food service inquiries can be made to 357-4386.

H. Position on Auctions

Many opinions have been expressed regarding whether date auctions are appropriate activities for student organizations at Northwestern State University. In the opinion of the Division of Student Affairs, date auction events are inappropriate. There are concerns, potential problems and
liabilities associated with these types of events and organizations are encouraged to select a positive alternative to date auctions. Some concerns are racial insensitivity, gender insensitivity and personal safety. If an organization wants to hold an auction, the Division of Student Affairs encourages the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals.

V. Regulations Governing Recognized Student Organizations

Northwestern State University recognizes the right of groups to freely assemble, but also accepts the responsibility to protect the rights of members of the campus community from organizations which infringe upon the purposes of Northwestern State University and the Board of Supervisors of the University of Louisiana System.

Any organization shall be open to all students of Northwestern State University who otherwise meet membership requirements. An organization may not deny membership on the basis of race, national origin, gender*, age, religion, sexual orientation, disability, or status as a veteran (*exclusion based on gender is applicable based on Title IX Education Amendments).

A. The Northwestern State University Committee on Organizations shall exercise jurisdiction over all recognized student organizations at Northwestern State University
B. Membership in student organizations shall be limited to currently enrolled NSU students with a minimum of 2.0 semester grade point average. Members falling below this minimum standard will be placed on probation for the next semester until sufficient academic progress is made and verified by the advisor.
C. To be eligible for election to or to serve as an officer of an organization, or in any elected or appointed position, a member must be a full-time NSU student in good standing with the University and maintain both a cumulative and previous semester 2.0 grade point average.
D. Individuals and groups are responsible for conducting activities in accordance with the rules, regulations, and standards of the University and the Northwestern State University Code of Student Conduct.
E. Organizations shall not require of its members any activity incompatible with scholastic attainment or acceptable general development of the individual.

F. All organizations must maintain an NSU Post Office Box in the organization's name. Organizations may elect to have mail delivered to the office of their advisor, provided that provisions for doing so have been approved with the advisor. CPC, IFC, & NPHC fraternities and sororities must maintain a mailbox at the NSU Post Office.

G. Organizations must maintain one faculty advisor. Persons who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor or Staff Member shall be considered eligible to serve as advisors of organizations. The advisor must be notified of meetings and invited to attend meetings and functions of the organization. Advisors should be encouraged by the membership to participate in activities and be fully involved in RSO’s operations. Advisors must attend a minimum of one meeting per semester.

H. Presidents of recognized student organizations are responsible for attending Gavel Club Meetings during the fall and spring semester. Recognized Student Organizations, which fail to have an officer present at three of the four Gavel Club meetings during an academic year, may be sanctioned by the University Committee on Organizations.

I. All student organizations shall conduct business in accordance with the University Advertisement, Promotion and Solicitation Policy, which is published annually by the Division of Student Affairs through the Student Handbook. (see Event Management Section of RSO Manual)

J. The new member education process is essential to the positive development of student organizations. The new member education program must be conducive to the strong academic performance of every new member, help educate the new member on the organization’s history, and last no longer than an eight (8) week period.

K. Membership in an umbrella governing council is required of all social fraternities and sororities. This includes National Pan-Hellenic Council, College Panhellenic Council and the Interfraternity Council. All member organizations are required to abide by an eight week (8) new member education program and must file a written copy of the program with the Office of Fraternity and Sorority Life.

L. All signs, posters, flyers, etc posted in the Student Union with tape will be removed. Bulletin Boards are the only locations where flyers and the
like may be placed. Floors, windows, door frames, trees, walkways, pillars, light posts, vehicle windows, etc., are prohibited.

VI. Privileges of Recognized Student Organizations

A recognized organization is entitled:

A. to use the name of Northwestern State University of Louisiana in connection with organizational activities;
B. to be listed as a Recognized Student Organization by the Department of Student Activities, Organizations, & Leadership Development;
C. to reserve the use of University facilities and to promote events on campus in accordance with University policies pertaining to these activities;
D. to post signs and distribute literature in accordance with University and Student Union regulations;
E. to use the RSO Resource Center located in room 240A of the Student Union Bldg;
F. to use campus mail services;
G. to request advertising and news coverage in campus publications normally open to organizational interests;
H. to host a web page on the University website in accordance with the policies set forth by NSU Information Systems;
I. to solicit membership on campus;
J. to apply for organizational grants through the Student Government Association specifically using the Organizational Relief Fund & Club Sport Fund (For more information regarding this funding, visit room 222 of the Student Union and speak to a Student Government member);
K. to apply for organizational grants through the Student Activities Board;
L. to sponsor or present public performances on University property;
M. to raise funds or make other permissible solicitations on University property under the guidelines of Advertising, Promotion and Solicitation Policy published annually in the Student Handbook; and
N. to nominate in Student Government Association elections as provided in the SGA Election Code.
VII. Advisor Development

It is the responsibility of the advisor and the president of the organization to ensure that the policies described in this manual are enforced. Failure of the advisor or the president to enforce policy does not negate any sanctions which may be imposed on the organization or the members for failure to enforce policy. An advisor of the Recognized Student Organization must be present at large events sponsored by the RSO. In addition to this the Department of Student Activities requires advisors of RSOs to focus on the following identified advising goals & policies:

A. to enable the student to learn to assume control and take responsibility for tasks at hand;
B. to be visible and involved with the organization and be accessible to student members;
C. to attend the 1st Gavel Club meeting of the fall semester;
D. to meet with the new officers early in the academic year and to continue to do so throughout the year; and
E. to monitor & forward Northwestern State University email messengers regarding Recognized Student Organizations.

VIII. Leadership Preparation

The Department of Student Activities believes in the intentional preparation of students for leadership positions in student organizations, at the University and in local, state, and national communities. Programs and activities are designed to promote personal growth and the acquisition of valuable life skills. Moreover, the Department of Student Activities, Organizations, & Leadership Development provide resources to aid in the success of organizations in developing leadership qualities among members.

A. **RSO Resource Center.** The Recognized Student Organization (RSO) Resource Center, located in room 240A of the NSU Student Union, is designed to provide RSO’s a place to manage student organization business and complete organization projects. The Resource Center is equipped with materials and machinery for printing, binding, laminating, and sign painting as well as other common office supplies. Computer
access is available in the Resource Center. The Resource Center is designed specifically for use by RSOs and may not be used for non-related activities. Each RSO may designate up to 5 students from their respective organization to use the RSO Center on their organization's behalf. RSOs wishing to utilize the RSO Resource Center must complete and submit an RSO Center User Agreement prior to use of the RSO Resource Center. The Resource Center will have a student worker present at all times to monitor and assist students who wish to use the provided equipment. All use of the Resource Center shall be documented by the Department of Student Activities, Organizations, & Leadership Development. Limits will be set annually on the amount of supplies and materials available for use by each RSO. RSOs assume responsibility for equipment used as well as materials checked out by student representatives of their organization. Failure to comply with RSO Center guidelines may result in suspended use of the center by the organization in question.

B. **Consultation.** Professional staff members are available to assist with goal setting, program planning, special programming, and provide tailored interactive workshops to suit an organization’s needs.

C. **Emerging Leaders.** Freshmen and sophomore students receive free leadership training through multi-night adventure sessions focusing on individual, team, and organizational leadership skills.

D. **Campus Leader Speakers Series.** The best campus issue speakers in the nation present on topics such as alcohol and drug use, date rape, leadership, hazing, sex, motivation, and much more!!

**IX. Service Learning**

Service Learning remains a cornerstone of the Department of Student Activities and Student Organization Success Model. Recognized Student Organizations are encouraged to adopt organization-specific philanthropic projects that coincide with their individual organizational missions, philosophies, and creeds. In addition to organization-specific service projects, the Student Activities Board Service Learning Committee offers opportunities to participate in such campus-wide service as canned food and clothing drives, blood donor programs,
campus clean-ups. Student organizations receive recognition for their participation in these efforts.

A service learning/co-curricular transcript may be secured in the Office of Student Activities. This transcript is kept current by the organization regarding their service projects and hours. The transcript may be used as a record for the organization when completing service reports and seeking recognition.

X. Recognized Student Organization Awards

Recognized Student Organization Awards allow the Department of Student Activities to recognize achievements of Recognized Student Organizations. Award areas include:

- Outstanding Student Organization
- Special Program of the Year
- Student Leader of the Year
- Advisor of the Year
- New Student Organization of the Year

Recognized Student Organizations must complete certification packets for the fall and spring and have the President or an officer present at each Gavel Club meeting in order to submit an awards packet. Recognized Student Organizations will also be acknowledged for participation in service learning efforts, intentional leadership preparation opportunities and advanced leadership programs. Award & Recognition packets are disseminated during Gavel Club meetings during February of each year. The Student Organization Awards program offers an organization the opportunity to gain recognition for its exemplary programs throughout the academic year.

XI: Sanctions for RSO Misconduct

A recognized student organization or club which fails to comply with the Northwestern State University Code of Student Conduct or the policies and procedures established by the University, or which fails to function within its prescribed purpose, shall be subject to sanction(s) by the Committee on Organizations. Sanctions may be imposed following procedures outlined in the Student Code of Conduct, Article VII, Section 3.0.
The Office of Facility Use Coordination will work with the Committee on Organizations in handling disciplinary situations of RSO’s as they arise in relation to university facilities and equipment. RSO’s who have damaged or destroyed equipment will be held responsible for compensation/replacement of said equipment.

The Director of the Office of Facility Use Coordination will utilize a tiered approach to curbing inappropriate behavior by RSOs and/or their members while using the Student Union.

1. For a first offense, the RSO leadership and any individual members involved will be given a verbal warning by the Director of the Office of Facility Use Coordination. A written record of this counseling will be made via a Memo For Record (MFR) by the Director.

2. For a second offense, the RSO leadership and individual members involved will meet with and receive a written warning by the Director of the Office of Facility Use Coordination. The written warning will include language indicating possible sanctions for the RSO in question.

3. For a third offense, the RSO leadership and individual members involved will be referred to the Committee on Organizations by the Director of the Office of Facility Use Coordination.

The following facility use offenses will result in sanctions (offenses not limited to those listed):

- meetings beginning later than scheduled (30 minutes or more);
- meetings ending later than scheduled (30 minutes or more);
- meeting ending no later than 9:40 p.m. to ensure cleanup/reset;
- RSO fails to properly clean up and/or reset the room to its original condition, unless otherwise directed;
- RSO fails to immediately return to Room 214, any and all equipment signed out from the Student Union Office in good working order.

The following offenses are considered more severe in nature (offenses not limited to those listed). RSOs will be referred directly to the Committee on Organizations which may result in suspension of facility use privileges for the offending RSO:
- damages or loss of equipment and/or furniture;
- failure to exit the Student Union by the 10:00 p.m. closing time;
- failure to notify the Event Coordinator of cancellation of the RSO’s event a minimum of 72 hours prior to the first action in support of the event (campus closings, evacuations, etc are exceptions);
- RSO or its members fail to follow the instructions of Student Union professional, administrative, and/or Student Night Managers.

XII. Appeals Procedures

An organization may appeal a decision which results in the organization receiving the sanction of disciplinary probation, suspension, or expulsion from the University. The organization shall submit a written appeal within five days of notice of such sanction. Appeals will be heard by the Director of Student Activities. The Directors decision may be appealed to the Dean of Students, whose decision will be final.
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