

C.1 Definitions of Student Organizations

C.1.1. Student Organizations

Student organizations or student committees are groups in which the membership is (1) composed of University students, faculty and staff; (2) entirely responsible for the conduct of various sponsored activities as well as the daily affairs of the group. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. The University registers three types of student organizations:

1. A “recognized” University student organization; one that successfully completes the registration requirements and receives annual financial support from University sources
2. A “registered” independent student organization; one that successfully completes the registration requirement, engages in sustained activities and/or programs and use facilities on a regular basis and receives no annual financial assistance.
3. A “temporary” independent student organization; one that will exist for a specified period of time or has a purpose that has a definite timeline and has completed the appropriate registration requirements. Example includes political campaigns.

C.1.2. Governing Bodies

Residence hall, fraternity and sorority governing bodies are considered “registered” student organizations and are expected to complete the registration process before facilities other than their own specific living unit can be used.

Additional regulations for the establishment and operation of fraternity and sorority groups are available in Student Development Programs. In order to be a recognized fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards or Student Development Programs.

(Federal law through Title IX permits fraternities and sororities to remain single gender organizations provided there is equal opportunity to join similar organizations.)

C.1.3. University Organizations

Groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, athletic teams and theatrical activities are not student, but University organizations. As such, they are directed or chaired by a regular University staff member responsible to the academic or administrative authorities. Membership in University organizations is subject to various internal requirements and regulations. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students, however, have the right to participate in the organization’s decision-making process. Registration of such groups is not required; however, they are subject to general University procedures, for example, non-discrimination, fundraising, outdoor

event and license policies.

C.2 Benefits to Student Organizations

C.2.1. “Registered” Student Organizations

Student organizations registered with the Student Development Programs to receive the following benefits:

- Use University facilities;
- Be listed in University publications and newsletters;
- Use the University name in publicity and press releases;
- Use University logos and trademarks;
- Apply for and expend University funds as distributed through the Student Government Association or University departments;
- Apply for and occupy office space in the University Center Student Involvement Center;
- Participate in any information fairs;
- Reserve vehicles through the University;
- Establish and utilize a University Agency Fund;
- Use technology resources (i.e. EagleSync Portal)
- Apply for University recognition for organizational achievement.

C.2.2. “Temporary” Student Organizations

“Temporary” student organizations must be registered with the Student Development Programs to receive the following benefits:

- Use University facilities;
- Apply for and expend University funds as distributed through the Student Government Association or University departments;
- Participate in some information fairs;
- Use technology resources (i.e., EagleSync Portal)
- Apply for University recognition for organizational achievement
- Temporary student organizations are not eligible for the Student Organization Activity Fund Grant.

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C.3 Registration and Renewal of Student Organizations

- When any group of students wishes to engage in sustained activities and/or programs and use facilities on a regular basis, registration of the group as a “registered” student organization is required. When a group of students wishes

to exist for a specified period of time (no more than six months), registration of the group as a “temporary” student organization is required. The Student Development Programs shall rule whether a group should be registered as a “registered” or “temporary” student organization.

- The purpose of the registration procedure is to guarantee that organizations enjoying the above privileges of association with the University do the following:
 - State their purpose, officers, advisor and activities;
 - Keep with the mission of the University.
 - Registration does not imply that the viewpoints of the organization are those of the University.

C.3.1 New Student Organization Registration

A group wishing to be a registered student organization must complete the Intent to Organize process through Student Development Programs. Groups have 90 days to complete the process. The following information must be completed:

- Name of organization (no organization shall register a name identical to or closely similar to the name of a currently registered organization nor can the University of Southern Indiana or USI precede any organization name);
- A constitution and by-laws of the organization, which includes a declaration of purpose, membership composition, non-discrimination statement, organizational structure, amendment procedures, etc. must be submitted. University of Southern Indiana policies supersede those of an organization’s constitution and bylaws;
- A list of officers or official representatives of the organization;
- Registration attests that the local organization agrees to abide by the Conditions of Membership (C.4.):
 - The name of a faculty or staff advisor (part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree) and completion of the Advisor Agreement. Advisors must actively participate in the organization and regularly attend meetings of the organization. In case of severe hardship, the director of Student Development Programs is authorized to waive this requirement for a reasonable period of time.
- The national organization’s constitution and/or by-laws or memorandum of understanding must be on file in the Student Development Programs if organization is affiliated with one. National constitutions/by-laws imposed upon

the local organization may not conflict with the University of Southern Indiana policies and procedures.

- A membership roster;
- Secure insurance if required by University (sports/recreational clubs and others conducting high-risk activities)
- Social fraternities and sororities are required to carry insurance.
- Complete an organization orientation. If there is any question involving any of the above-stated conditions in the Procedures section, the registration of the group seeking to register will not be completed until it is referred to the Student Development Programs for review.

C.3.2 Temporary Student Organization Registration

A group wishing to be a “temporary” student organization must complete the Temporary Student Organization Registration Form with Student Development Programs. The following must be completed to receive temporary status:

- Name of organization (no organization shall register a name identical to or closely similar to the name of a currently registered organization nor can the University of Southern Indiana or USI precede any organization name);
- A list of official representatives of the organization;
- Registration attests that the local organization agrees to abide by the Conditions of Membership (C.4)
- The name of a faculty or staff advisor (part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree) and completion of the Advisor Agreement Form. Advisors must actively participate in the organization and regularly attend meetings of the organization. In case of severe hardship, the director of Student Development Programs is authorized to waive this requirement for a reasonable period of time.
- A membership roster;
- Secure insurance if required by University (sports/recreational clubs and others conducting high-risk activities).

C.3.3. Fraternity or Sorority Registration.

In order to be a registered fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards or Student Development Programs, and completed the

procedures and requirements for the establishment of social fraternities and sororities. This may be obtained from Student Development Programs (Federal law through Title IX permits fraternities and sororities to remain as single-sex organizations provided there is equal opportunity to join similar organizations).

C.3.4. Student Organization Renewal

To keep the organization's registration current, it must be renewed with Student Development Programs by the third Friday of the fall semester. This renewal consists of updating names of current officers or representatives, advisor and any other relevant information, and completing an annual organization orientation. Should this renewal of registration not occur, all privileges extended to the organization will be withdrawn.

To renew an organization's registration, the organization must do the following:

- Complete the student organization registration renewal by updating their EagleSync portal information and submit it to the Student Development Programs.

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- Organization advisor must approve EagleSync portal information and complete an Advisor Agreement.
- An executive officer of the organization, must complete the annual organization orientation by the third Friday of the fall semester. The executive officer who completes the orientation must be listed as an executive officer on the organization's renewal form.

C.3.5 Termination of Organization Registration

The Student Development Programs reserves the right to cancel registration of any organization that fails to observe the understanding outlined in this section. Furthermore, it shall be assumed that an organization is no longer registered if it fails to complete these requirements.

Organizations will have 60 days to fill vacant advisor positions. If the advisor position is not filled within 60 days, the organization will lose their recognition until an advisor is identified. Activities of the organization may be limited during the time the organization is without an advisor.

C.3.6. Appeal of Registration Procedures

Decisions concerning registration denial may be challenged

by submitting a written statement to Student Development Programs. The director of Student Development Programs will review the statement in light of the guidelines established herein. If the challenge is validated by the director of Student Development Programs, the organization will be registered. If the challenge is not validated by the director of Student Development Programs, the challenging party may refer the statement directly to the Associate Provost for Student Affairs.

C.4 Conditions of Membership

Student organizations are made up of students, faculty and staff. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. Student organizations must:

- Provide equal opportunity to all students;
- Not discriminate against any member or prospective member because of age, disability, ethnic origin, marital status, race, religious commitment, sex, sexual orientation or veteran status;
- Promote the realization of equal opportunity through affirmative action. Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title IX of the Education Amendments of 1972, may rightfully exclude men or women.
- Act in accordance with Section 504 of the Rehabilitation Act of 1973. No qualified handicapped student shall, because of handicap, be excluded from participation in or denied the benefits of an extracurricular activities or programs, including student organizations.

C.5 Eligibility for Co-Curricular Participation

The major concern of the University of Southern Indiana for its students is their academic achievement. One mark of academic achievement is orderly progress toward a degree. Students are encouraged to complete a minimum of twelve (12) hours of course work each semester. Each student is therefore advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate and/or lead in co-curricular activities. After a student has assessed the abilities and interests he/she may have, the student may then choose to participate or not (taking into consideration the qualifications required by the various activities and organizations). Students must meet a specific cumulative grade point average requirement

prior to joining a fraternity or sorority. These specific requirements are found in the Fraternity and Sorority Life Policy and Guidelines. To assume leadership, elective and/or appointive positions, the student must meet the University requirements listed below:

C.5.1 Specific Requirements

The minimum requirements that the University sets for students to assume elective and appointive positions in co-curricular activities include enrollment and continuance in a minimum of nine (9) hours of USI course work, degree seeking status, good academic and student status and a cumulative grade point average (GPA) of 2.0 or greater. Students must be admitted in good standing to the University to assume elective and appointive positions in their first semester at the University. Additional requirements: Organizations or groups may make, with the consultation of Student Development Programs, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with the University policies on discrimination.

C.5.2. Athletic Requirements

NCAA and athletic conference rules will govern participation in intercollegiate athletics.

C.5.3. Compliance Requirements

The above stated requirements must be met in order to:

- Apply or receive consideration for an appointive or elective office;
- Campaign for an elective office;
- Hold an elective or appointive office;
- Receive special honors;
- Receive an appointment to serve on an all-campus (student or faculty-student) committee or governing organization (RHC, IFC, Panhellenic, etc.) or on the staff of any University or student publication.

C.5.4. Individuals should be aware of their eligibility status at all times. They shall inform the concerned organizations of their status when seeking or desiring to continue in positions of leadership as described above.

C.5.5. Each University or student organization, with the assistance of the advisor, is responsible for compliance with these requirements.

C.5.6. Waiving requirements

Any student who does not meet the aforementioned requirements and is still interested in an appointive or elected position can request a review by the director
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of Student Development Programs or designated representative. Any student wishing to appeal a decision regarding eligibility to be an officer must do so in writing to the director of Student Development Programs.

C.6 Funding of Registered Organizations

C.6.1. Banking Arrangements

Student organizations may elect to deposit their funds with the University through the USI Business Office into an Agency Fund. If an organization elects to deposit funds off campus they must obtain their own federal ID number and the University's tax exempt status should not be used in obtaining financial services. Organizations are required to follow all federal, state and local laws.

C.6.2. Expending Funds

- Registered and temporary independent student organizations may expend their monies for organizationally related activities. All expenditures are subject to review by the University controller, who retains the right to question the propriety of the expenditure.
- "Recognized" University student organizations expenditure of funds is subject to purchasing policies and regulations.
- Student organizations with University accounts (Agency Fund) must maintain a positive balance. Agency Funds that incur a deficit balance will become inactive until the balance is positive. Organizations may face additional sanctions and loss of privileges.

C.6.3. Student Government Association Allocations

- Registered and temporary student organizations (RSO & TSO) can apply for University funds from the Student Government Association (SGA). All organizations receiving funding must agree to (a) abide by State regulations in all purchasing and budget control activities; (b) expend funds only for University-related purposes; and (c) obtain a University agency fund.
- RSO and TSO funds must be used to promote a diverse array of use, facilitate intellectual engagement, encourage collaboration between students and student groups and/

or foster campus community. All funded program/events must be open to the University and free to all students who pay the activity fee. Applying RSOs and TSOs must meet the following criteria to qualify for RSO and TSO funds:

— RSOs and TSOs must not discriminate based upon race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation or veteran status in accordance with federal, state, or local laws.

— RSOs and TSOs must not knowingly present false documents or information to SGA

— Funding stipulations and regulations are can be found in the USI Student Organization Support Grant Application General Provisions and are subject to change at the discretion of the Student Government Association.

C.6.4. Provost Programming Grant

The Provost has available funds in two grant categories: Provost Travel Grants for Undergraduate Students and Provost Programming Grants. Descriptions of purpose, eligibility and criteria are available online at the Student Affairs website: USI.edu/studentaffairs/provost-grants. For consideration, students must complete an application and submit it to the Student Affairs Office (Wright 104). The Provost makes final allocation decisions.

C.6.5 Student Organization Activity Fund Grant

Registered student organizations can be eligible for funding each fiscal year. Eligible student organizations must be currently registered with Student Development Programs. A student representative must successfully complete the required training and the student organization must have an on-campus agency fund. Student organizations receiving annual student activity funding from the University are not eligible for the grant. Further information about this funding can be found in the Student Development Programs Office or online at USI.edu/sdv.

C.6.6. Unexpended Balances of Inactive Student Organizations

Any student organization that does not register for two (2) consecutive years will have the funds in its University Agency Fund, which is managed by the Business Office, transferred to the provost program grant account unless arrangements

have been made with the USI Business Office.

C.7 Student Organization Responsibility for Activities and Events

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in accordance with University regulations as well as state and local laws. Student organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines:

C.7.1.1. Definition of an Activity Related to an Organization

An activity is considered to be related to an organization when one of the following circumstances exists:

- The activity being sponsored was planned in an official meeting of the organization.
- The activity is a registered event with the University.
- The context of the activity indicated that it was the product of the organization per se. This includes but is not limited to: the activity was held on organization property, the presence of one or more of the group's officers, the presence of 25 percent or more of the group's members, promoting or financing the event or the presence of organized entertainment.

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C.7.1.2 The parent organization shall be responsible for the actions of new members or other subgroups carrying official status.

C.7.1.3. Events or activities that include numbers of non-members also are the responsibility of the group or organization in question. Appropriate measures must be employed to prevent or deal with infractions and problems involving nonmembers.

C.7.1.4. Infractions

Each group or organization has the responsibility and is expected to deal with individuals allegedly in violation of University regulations or laws by referring such individuals to Public Safety, the Dean of Students, Housing and

Residence Life and/or the Student Development Programs. Circumstances that do not constitute violation of University policy or law, but that may be violations of organizational regulations may be dealt with internally by the organization.

- Each group or organization is expected to refer such individual(s) to the appropriate University authorities. Public Safety should be contacted immediately for any issue involving public safety. Student Development Programs should be contacted for any organizational constitution violations. Referral should be made to Student Development Programs and/or the Dean of Students for violations of the Code of Student Behavior and/or University conduct action.

- The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any federal, state or local laws. The degree to which the group or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s). Members and non-members of a group at an activity related to an organization are included in the expectation of the group's responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.

- When (1) sufficient preventive measures have not been employed and/or (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.

- Additional responsibilities for social fraternity and sorority organizations regarding activities and events can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in Student Development Programs.

C.7.2. Entertainers, Speakers and Performers

- Information on acts, both local and national, who may be available for entertainment at social events, is located in the Student Development Programs. It is strongly recommended that any student organization or group wishing to engage entertainment groups contact the Student Development Programs for specific advice as to the contracting procedures. Students nor advisors should be signing contracts and must follow all contractual

procedures as required by the University when using University Agency Funds or University accounts.

C.7.2.1. Film Copyright

- If your student organization wants to show a film on campus, you must pay the licensing fees associated with the film. After you have selected the movie that you would like to show, you must first purchase a public viewing license and rights to show the film in public, (public performance fee). Even if you choose to show the movie for free, you still must purchase the copyrights. Willful copyright infringement is punishable by federal law.

C.7.3. Child Protection Policy

- See University's Child Protection Policy that is being revised over Summer 2017. To review the policy, visit: USI.edu/policies/handbook/child-protection-policy.

C.8 Student Organization Responsibilities for Events Involving Alcoholic Beverages

The University of Southern Indiana Alcoholic Beverages and other Drug/Controlled Substance Policies are consistent with the educational and non-punitive philosophy that governs the *Student Rights and Responsibilities: A Code of Student Behavior*. The code emphasizes personal responsibility and is intended to facilitate individual student growth and development. To help reduce the incidence and prevalence of alcoholic beverage use that may adversely affect the quality of an individual's experiences at the University of Southern Indiana, abstinence is encouraged. No alcoholic beverages may be brought to or distributed at any event on campus without permission of the University president or his/her designee. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Students of legal age who choose to drink off campus are expected to handle alcoholic beverages in a low risk manner and behave responsibly. The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization when alcoholic beverages are present. These procedures are intended to reduce risks associated with social events involving alcoholic beverages and to assure compliance with University policies as well as state and local laws concerning the use of

alcoholic beverages and other drugs/controlled substances.

C.8.1. Registration

Any social event with alcoholic beverages that is to be held on by one or more student organizations must be registered. Student organizations register social events with alcoholic beverages through Student Development Programs. All social events with alcoholic beverages must be registered at least five business days prior to the date of the event and must include proof of liquor legal liability insurance and liquor license from vendor used. Student organizations may be required to have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the

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registering office may meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Social events with alcoholic beverages will not be permitted unless complete compliance with these procedures, University policies and state and local laws can be assured to the best of the ability of the hosting group(s).

C.8.2. Requirements

- It is the responsibility of the sponsoring group(s) to institute measures to assure that alcoholic beverages are distributed only to individuals who are appropriately designated as 21 or over at social events
- It is the responsibility of the sponsoring group(s) to ensure alcoholic beverages are not distributed to persons who are or appear to be intoxicated.
- It is the responsibility of the sponsoring group(s) to monitor that members or guests of age are not providing alcoholic beverages to underage individuals.
- It is recommended that sponsoring organization(s) only hold events that are by invitation and not open to the general public.

C.8.3. Security

All social events with alcoholic beverages must have sufficient security for the size of the event. If the event is over 100 expected attendees and the vendor does not provide security, the organization is responsible to hire sufficient security.

C.8.4. Violations

If University policies, federal, state, and/or local laws are violated during or as a result of a social event, the sponsoring

organization(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities also may occur for the organization, individual students, officers, guests and advisors. Littering, infringing upon the rights of others and abuse of public or private property also are examples of violations of this policy. Other possible violations of University policy will include but are not limited to the following:

- Failure to register functions
- Construction of unauthorized structures
- The failure to use required entrances and exits properly
- The consumption of alcoholic beverages by individuals who are under the legal age
- The providing of alcoholic beverages to any person under 21 years of age
- Failure to provide adequately trained and identified marshals to supervise the event
- Conducting “spontaneous” social functions, activities or events
- Exceeding the maximum number of guests at any given time
- Failure to comply with the policies regarding sound system and sound ordinances
- Failure to adhere to clean-up plans
- Failure of responsible members to attend all training sessions if deemed necessary.

NOTE: All organizations should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the organization/ University to ensure a safe and enjoyable activity.

C.8.5. Additional responsibilities and regulations for social fraternity and sorority organizations regarding events involving alcoholic beverages can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in Student Development Programs.

C.9 Sales, Solicitation and Fundraising

Sales, solicitations, and fundraising activities are permitted by officially registered and recognized campus organizations only if they are for the general benefit of the University and/or the community, have received authorization of the president or a designate and follow University policies.

Mass emailing may NOT be used for selling, solicitation or fundraising activities. The complete University Fundraising Policy may be found at USI.edu/giving/fundraising-policy

C.9.1. Definitions

- Sales shall be defined as the sale or offer for sale of any property or service.
- Solicitation shall be defined as the act of making a request or plea for one's cause or philanthropy and includes the receipt of or request for any gift or contribution.
- Fundraising is defined as the organized activity/event of raising funds and/or property.

C.9.2. Approval Process

- Application for approval for sales, solicitation and fundraising (including athletic events and events held in Housing and Residence Life areas) must be initiated with Student Development Programs. Approval for all activities must be received prior to beginning these activities. This must occur whether or not you are reserving University space.
- Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. Special rules exist for bake sales. A copy of the Health Department regulations is available at the USI Dining. All sales must be conducted in accordance with state law and University policy, including the food service policy.
- Donations may be tax-deductible if they go directly to a 501(c)(3) organization. (The USI Foundation is a 501(c)(3) organization, but the University of Southern Indiana is not). Organizations must clearly state if a request for donation is considered tax-deductible or not. All tax-deductible charitable contributions must be processed through the USI Foundation.
- Fundraising activities must not violate state law by including a drawing, raffle, half-pots, bingo, lottery, charity game night, casino night, game of chance or any scheme

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for distribution of prizes among persons who are paying for a chance to obtain a prize. Fundraising activities must also adhere to University and USI Foundation policies.

- Student organizations wishing to solicit private funds must coordinate this through the USI Foundation. Solicitations cannot be made to anyone on the Honor Roll of Donors or anyone in the Foundation's database without the approval of the Foundation. Organizations should request approval four (4) weeks in advance for any solicitation.
- Student organizations are not allowed to conduct sales, solicitation or fundraising at any athletic events

C.9.3. Sponsorship Fundraising Policy

- Student organizations may sponsor a company (except food vendors) on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.
- Every company must be sponsored by a registered student group or organization (referred to as the sponsoring group). The sponsoring group will need to contact Special Events and Scheduling Services to reserve space and any necessary equipment. Fundraising companies may NOT make reservations.
- Space is not provided on a sub-lease basis. Sponsoring group must have a representative present for the duration of the function. That representative must be a currently enrolled student from that sponsoring group.
- For-profit entities must have a retail sales permit available at the scheduled activity.
- Reserved space will be limited to three days a week in a 30-day period and no more than twice a semester per company.

C.10 Priorities for Use of University Buildings and Facilities

Officially registered student organizations may use University facilities on a space-available basis to hold meetings or conduct activities consistent with the objectives of that organization.

C.10.1. Definition of Facilities

The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types (1) Dedicated, (2) Semi-public and (3) Public.

1. Dedicated—Dedicated space is defined as space used primarily to serve and support the educational, cultural, living and recreational functions of the University.

Although such areas may be used by the public, University functions have priority. Examples of such space are:

classrooms, laboratories, libraries, student housing, restricted facilities and intramural and athletic fields.

2. Semi-public—The semi-public space areas are defined as space available for use by internal and external individuals and groups on a reservation only basis. Normally, non-University organizations will pay for the use of such space. Examples of such space are meeting rooms and lecture rooms in academic buildings and the University Center.

3. Public—The public space areas are defined as those which accommodate traffic flow, and facilities of the University open to the public. These areas are defined to include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings and semi-public facilities and common areas in student housing and the University Center.

C.10.2. Use of Facility

A. Dedicated Space—General Instructional Space

1. General classroom areas in academic buildings, including large lecture rooms, are not assigned to any specific academic area. These areas are under the jurisdiction of the Registrar for assignment of regularly scheduled classes. Reservations for meetings, study groups and other temporary uses by student organizations are to be made by calling Special Events and Scheduling Services. Classroom space is released for campus reservation after the first two weeks of class in the Fall and Spring semesters and after one week in the Summer sessions. Anything before this will have to be confirmed the day prior to the event.

2. General instructional space such as athletic fields, University Center, conference rooms, Physical Activities Center and the buildings constituting Bent Twig Outdoor Education Area may be reserved by student organizations through Special Events and Scheduling Services.

B. Semi-public Space

1. Student Activities Space—General student activities space is available in the University Center. Space for social events, such as dances, movies, organizational meetings and other activities will be coordinated with Special Events and Scheduling Services.

2. Lobby Areas and Other Semi-public Space—

Reservations for use of lobby areas and semi-public space areas must be made with and approved by Special Events and Scheduling Services. The University reserves the right to deny the use of areas if it is determined that access by the group is disrupting the normal operation of the facility or the University.

3. Outdoor space in and around student housing must be reserved through Special Events and Scheduling Services.

C. Public Space

1. General Buildings and Ground Space

a. Every person with legitimate business at the University has the privilege of free access to public areas of the buildings and grounds during hours when they are open; such hours are determined by the president or his/her designee. These areas include sidewalks, closed streets, entrances to buildings, corridors in classroom and office areas, library reading rooms and common areas.

b. The president or his/her designee may deny this privilege of free access to an individual or group which disrupts the normal operation of the University.

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D. Reservation of Space

1. Public area space as defined by this policy may be reserved by officially registered student organizations. Soliciting for monetary reasons, or selling, will not be permitted in the public areas except in cases of student groups whose activities are approved through Special Events and Scheduling Services or other University organizations as approved by the president or his/her designee.

C.10.3. Right of Use of Space

A. Use of space for purposes other than those for which it has been designated will not be allowed. Neither individuals nor groups will be permitted to interrupt the use of space, after it has been duly assigned, without permission of the president or a University official designated by the president.

B. Users who misrepresent any event or affiliation in order to avoid fees and charges or compliance with the general

policies of the University may have reservation privileges suspended or incur additional charges.

C. If, after observing the situation, the person in charge of a facility or function determines that a situation is no longer peaceful and orderly, s/he should:

1. Request, not direct, the individual(s) to desist from activities causing the disturbance and allow a reasonable time for such action to occur. In the event efforts at persuasion fail, s/he should inform Public Safety of the nature of the disturbance and remain on the scene, except for extreme cases, until the Public Safety officers arrive, at which time emergency procedures will be initiated; or
2. Elect, when personal safety or wellbeing will be endangered by direct involvement with the demonstrators, to inform immediately Public Safety, who will in turn implement approved emergency procedures.

D. Agencies coming to the campus to recruit students for employment must make reservations for space and schedule with Career Services and Internships. Personal interviews will be scheduled with Career Services and Internships or in semi-public areas if the facilities of the office do not accommodate the demand.

C.10.4. Reservation Procedures

The following procedures apply to reservations requested by officially registered student organizations:

A. Scheduling should take place sufficiently in advance of the using date to permit necessary adjustments and arrangements. Two weeks is the normal time required for activities requiring special services. It is expected that major events will be scheduled as far in advance of the activity date as possible.

B. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the Special Events and Scheduling Services and follow any policies and procedures established for that site.

C. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to the Special Events and Scheduling Services and follow any policies or procedures for that site.

1. If the attendance for the event is expected to be 200 or greater and there will be amplification of sound, the group must also submit a Proposal for Outdoor Event/Activity, a budget and timeline to Special Events and Scheduling Services sixty (60) days prior to the event. Special Events and Scheduling Services shall forward copies of the reservation and the Proposal for Outdoor Event/Activity to Student Development Programs, Public Safety and other appropriate offices for approval. The organization also must schedule a meeting with a program advisor in Student Development Programs. This meeting must occur at least sixty (60) days prior to the event. If event approval is granted, the group must complete paperwork and requests at least thirty (30) days prior to the event. The group may meet as necessary with Special Events and Scheduling Services and the program coordinator in Student Development Programs. Once approved, Special Events and Scheduling Services will notify the reserving organization.
2. Approval of outdoor activities will be based upon the impact to the educational process and other events already scheduled.
3. Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved by Student Development Programs. All technical riders must be approved by Special Events and Scheduling Services.
4. The student organization scheduling the outdoor program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.
5. Outdoor events may require security. This cost will be the responsibility of the sponsoring organization. Public Safety will determine such security requirements

in conjunction with Student Development Programs and Special Events and Scheduling Services.

6. Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs, portable restrooms), teardowns, cleaning and damage repairs are at the expense of the sponsoring organization. Facility Operations and Planning in conjunction with Student Development Programs and Special Events and Scheduling Services, may estimate the associated costs.

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7. Any event that will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and the Student Organization Food Policy.

8. All proposals for outdoor events must have an Emergency Action Plan (EAP) and a designated EAP representative to manage situations in the event of bad weather or other unforeseen circumstances. The EAP event representative's contact information should be kept with the Special Events and Scheduling Services event planner.

9. Event must be approved before publicity for the event is distributed.

10. University of Southern Indiana and Student Development Programs are not responsible for charges incurred by sponsoring organization (including but not limited to Facility Operations and Planning charges, off campus vendors, food service or contracted obligations).

D. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request of any entity that fails to comply with University policies or federal, state or local laws or which has damaged University facilities at any time.

C.10.5. Additional Facility Use Policies

A. Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructure, Facility Operations and

Planning must approve the erection of tents or any temporary structures.

B. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Facility Operations and Planning or the facility official. Decorations, displays or exhibits that require flame or water cannot be used in University buildings. All candles must be battery operated. Open flame candles are prohibited. Painters tape may be used to hang decorations on painted walls. The use of cellophane tape, glue, staples, thumbtacks or adhesive is not permitted on the walls, ceilings, doorframes, doors, columns, or staging for attaching any material. No tape is allowed on wood surfaces. Angel hair, glitter, confetti and straw also are prohibited. Failure to adhere to the University decorating policy could result in consequences.

C. Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state; University employees, students or organizations also may be subject to disciplinary action.

D. Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to restrooms, adequate waste receptacles and inclement weather sites. Many campus buildings are closed after hours and on weekend/holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, the requestor/sponsoring group will be charged the additional cleanup costs incurred by the department that operates the facility/outdoor space. The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges. Arrangements for audiovisual or other equipment and special set-up must be requested 72 hours in advance for the event.

E. Events held on campus involving food must follow the University Food Policy, which can be obtained from Special Events and Scheduling Services.

F. Publicity, handouts, etc.: All publicity, handouts, printed materials, etc. are governed by University policies and procedures.

G. Information Tables: Requests to use information/display tables on campus will be honored, for student organizations and University departments. Special Events and Scheduling Services will make all arrangements.

1. All table activities must carry the identification of the sponsoring organization.
2. A representative of the sponsoring organization must be present at the table at all times.
3. Promotions may take the form of ticket sales, collection of funds, distribution of literature, etc.
4. Tables must be kept neat and orderly. Materials must be removed at the end of each day.
5. All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted. Information table activities cannot interfere with the rights of others operating other information tables.
6. Loud and boisterous activity will not be allowed.
7. Non-University related groups may reserve information/display table space if:
 - a. The use of the booth would result in a service to the University community that is needed and is of measurable benefit, i.e., telephone service, etc.
 - b. The use of information/display table space is a recruitment of students and sponsored through the Career Services and Internships, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the Career Services and Internships.
 - c. They are sponsored by a registered student organization or University department.

H. USI Outdoor Grill Policy

1. Students, recognized student organizations and University departments are allowed to hold grilling activities in designated approved areas on campus. Responsible parties are required to follow all policies and safety guidelines associated with grilling on University property.
2. Off campus organizations that have reserved space through Special Events and Scheduling Services may be allowed to hold grilling activities in designated approved areas on campus and are required to

follow all policies and safety guidelines associated with grilling on University property. All off campus organizations must provide a certificate of insurance as required by Special Events and Scheduling Services in order to grill on University property.

3. Personal grills, leased commercial grills, smokers and turkey fryers are not permitted on University property.

Commercial grade grills (charcoal or gas) will only be allowed on University property from off campus if the event qualifies for the following policy exemption:

a. An off campus preapproved grill will be permitted on campus if USI Dining is unable to meet the needs of a scheduled event being held on University property or if the sponsoring group has received special exemption from the Risk Management. In order to qualify for exception to this policy, you must obtain a commercial grade grill and make arrangements to have the grill inspected and approved by the Risk Management 10 days before the event. The exemption policy only applies to grills; smokers and turkey fryers are not exempt from the policy.

b. University departments and organizations that qualify for the above exemption can safely transport no more than 60lbs per unit of liquid propane onto University property.

4. Portable grills are available for rent for events through USI Dining. Call 812-465-1652 to reserve a grill. Grills can be used at approved locations on University property.

5. All grilling operations shall be operated in a safe manner. Grills can only be used on a firm, flat, stable surface away from trees, shrubs and other landscaping.

6. All portable grills must be kept at least 30 feet away from any buildings or structures, including balconies and terraces, and not used beneath any structure equipped with an overhang.

7. All portable grills must be kept at least 30 feet away from any vehicles, equipment and materials. Grilling is not permitted in areas where vehicular traffic is allowed unless approved by Risk Management and Public Safety.

8. All portable grills must be kept at least 100 feet away from any building fresh air vents.
9. The University department, organization or off campus group reserving the grill site is responsible for safety during the grilling event and must ensure the grill(s) are supervised at all times when in use. Any damage to the surrounding environment is strictly prohibited. If damage to the area occurs, the sponsoring University department, organization or off campus group may be charged for damages.
10. A fire extinguisher is required at every event using a gas grill. (Fire extinguishers are furnished on all USI Dining grills.) Fire extinguishers must be serviceable, fully charged and inspected or “tagged” by an authorized fire equipment distributor within the past year. Fire extinguishers cannot be taken from any University building or structure and used to meet the requirements for grilling operations. Separate extinguishers must be obtained for this purpose. If the fire extinguisher is used, the Public Safety must be notified and a report of incident filed.
11. Public permanent in-ground charcoal grills are provided throughout campus for use by University students and organizations.
12. Users of charcoal grills on campus must adhere to the following:
 - a. Only match-ready charcoal (no lighter fluid) may be used with the public grills. Charcoal shall be provided by the user.
 - b. The use of any fire accelerant is prohibited. (Examples; gasoline, kerosene and lighting fluid).
 - c. A bucket of water near the grill is required.
 - d. The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water after the grilling is complete and that the site is left as clean as it was found.
 - e. Embers and ash from the grills must be disposed of in an approved metal container labeled for charcoal disposal located near the permanent grills.
 - f. Paper trash must be removed from the grill area and disposed of in appropriate trash receptacles; paper or trash of any type is not to be placed in the

coal disposal container.

g. All users must leave grills in a generally clean condition. Cleaning fees may be imposed on anyone leaving grills in a soiled condition.

C.10.6. Sound Regulations on Campus and Respect for Others

A. Noise Disturbances to be Avoided: University entities and non-University entities must respect others' rights by not creating noise disturbances on the campus or around residences. The sound regulations apply to outdoor campus events that may potentially cause noise disturbances regardless of whether or not amplified sound is used (e.g., outdoor music performances).

B. End of Semester Policy: Outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each Fall and Spring semester.

C. Notification to Others: Event organizers are responsible for notifying parties potentially affected by their event sound levels or activities.

C.10.7. Procedures for Use of Facilities By Student Organizations

A. Any registered student organization may use University facilities for open or closed events, meetings or performances subject to University policies regarding use of University facilities and outdoor space. Student organization sponsored events will be cancelled if the University closes. Cancelling classes does not mean student organization events are cancelled.

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B. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied approval, support or endorsement by the University

C. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a registered student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization

making the request stating the reasons for the denial.

D. The University administration and advisor may inform an organization concerning its views on any proposed off-campus speaker or performer, but will leave the final decision to the organization.

E. Speakers may be invited to campus to discuss political issues. Registered student organizations may solicit memberships and dues at meetings. However, political party membership may not be promoted or money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

C.10.8. Service Charges

A. Any special services provided by the Facility Operations and Planning or other departments will result in appropriate charges to the using groups. Student organizations may be required to have a minimum amount of dollars on deposit within their University Agency Fund or pre-pay a portion of University charges upon approval of events.

B. Ordinary maintenance requirements—(i.e., scheduled refinishing of floors, painting, etc.)—will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.

C.10.9. Use of University Center facilities

A. Room Reservation: Requests to use meeting rooms in the University Center will be honored for officially registered student organizations, University departments, non-University official guests and official guests of the University (as approved by Special Events and Scheduling Services). The reservations should be made at least 24 hours prior to the event. Larger events must be scheduled at least two weeks in advance. University scheduled classes for credit may not be held in the University Center.

B. Groups reserving rooms in the University Center are granted exclusive use of such rooms for the time period reserved.

C. Groups reserving rooms in the University Center must notify Special Events and Scheduling Services at least 24 hours in advance of any cancellation of that space. If the group does not cancel the space, they will be charged a fine to cover meeting room set-up labor charges.

Complete policy may be obtained from Special Events and Scheduling Services.

D. Non-University Entities: Non-University entities may request to reserve space in the University Center, subject to the approval of the Vice President for Government and University Relations or designee and all applicable University policies.

E. University Center Display Cases: Registered student organizations and University departments may reserve designated display cases in the University Center for promoting their organization and/or events with Special Events and Scheduling Services.

1. Display cases can be reserved for up to a three (3) week period with a limit of two display cases at one given time. The reservations cannot be continuous in nature.

2. If reserved display cases are not used within the first three (3) days, the entire reservation will be cancelled.

3. Display cases may be reserved up to one (1) year in advance.

4. Display cases must be cleaned out by 4 p.m. on the last day of the reservation.

5. Individuals must present a valid University ID to check out display case key in Special Events and Scheduling Services.

6. The University will not be responsible for the safekeeping of any materials in the display case and will empty the case if items are not removed in the time allowed. Five (5) days after the reservation period ends, items will be discarded.

7. Requesters not complying with these rules will lose the privilege of reserving display cases for the rest of the semester. Any other display cases they have reserved will be released at that time.

C.10.10. Student Organization Food Policy

All student organizations are expected to follow the University Food Policy. Policy may be obtained at USI.edu/student-development/student-organizations.

C.11 Information Materials, Publicity/News Releases, and Advertising

C.11.1. Campus Posting Policies

A. Posting on campus is restricted to University campus groups, organizations, University departments, students,

faculty and staff. Space is not available for commercial advertising by non-University firms or organizations unless a request is received in writing and permission is granted in writing by the Dean of Students.

B. All posting is limited to those activities open to the student body; events that bear some direct relationship to the educational purpose of the University and/or that provide an exceptional or beneficial service to students, faculty, and staff not normally available; and information about a student organization or University department, including educational material related to their purpose or function.

C. All posting must have the name of the sponsoring group or organization and follow the posting policies and
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procedures. If the posting is not in English, an English language translation must be included with the posting.

D. The posting policy applies to all forms of posting. Additional policies may apply to specific forms or areas. No posting of flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans or unapproved locations. Violations to the campus posting policy should be reported to the Dean of Students.

C.11.2. Posting Guidelines and Procedures

A. Bulletin Boards

1. All flyers and posters may be placed on bulletin boards and must meet the guidelines stated in the first section of this policy. They are not to exceed 22" X 30" and must be secured by using pushpins or thumbtacks on bulletin boards. Bulletin boards and posting areas are defined for use as follows:

a. Bulletin boards identified as "designated" or "General University Posting Areas" are available for posting to the following: University campus groups, organizations, University departments, students, faculty, staff and approved non-University firms or organizations. To obtain a current listing of all designated or "General University Posting Areas," contact Special Events and Scheduling Services.

b. Bulletin boards identified as "restricted" are

under the jurisdiction of a college, department or administrative office and are restricted to their use only. University campus groups, organizations and University departments may request permission to use these bulletin boards by the appropriate college, department or administrative official.

c. Groups or individuals using designated bulletin boards may bring 11 copies to Special Events and Scheduling Services (UC 017) to be posted by a member of the Scheduling staff.

d. An open posting area is available for posting by anyone, without permission. The open posting area is located just inside the University Center East boulevard entrance.

B. Banners

1. Banners may be hung by registered student organizations and University departments on the UC in designated locations. Banner space on the University Center is available on a first-come, first-served basis with Special Events and Scheduling Services, but can be scheduled in advance to secure space. All banners must meet the following guidelines: cannot exceed a standard twin sized sheet (66" x 96") that hangs vertically, cannot contain wood or metal, and utilizes the appropriate weights (anchors), such as balloons filled with sand (available free from Special Events and Scheduling Services). Anchors must hold the banner straight but must not present a risk to people or property. After removal, banners not picked up within five working days will be discarded.

C. Staked Signs/A-Frames

1. Staked signs and A-Frames may be utilized by registered student organizations and University departments. Staked signs, maximum size of 18" x 24", and A-frames, maximum size of 36"x36", are allowed in specified lawn areas along the sidewalks and roadways as long as they do not block or overhang onto a walkway, driveway or street. Staked signs and A-frames are not permitted in landscaped areas nor in specified areas (see Student Development Programs website for map). Only directional signs for campus events may be posted in the boulevard median with

approval from Special Events and Scheduling Services. Permanent signs are not permitted on University premises. Within 72 hours of the completion of the event, all signs must be removed or it will result in Facilities Operations and Planning charges.

D. Table Tents

1. Table tents in the UC may be utilized by registered student organizations and University departments. To place table tents, permission must be obtained through Special Events and Scheduling Services. Table tents must state the sponsoring University department or student organization and stand upright. Unauthorized table tents will be removed.

E. Chalking

1. Chalking may be utilized by registered student organizations and University departments and is allowed on outdoor concrete (non-brick) sidewalk areas that are exposed to the weather and can be easily washed away by rain. No spray chalk or chalk pens may be used. No chalking on the side of buildings or walls/ramps. Facility Operations and Planning charges for cleanup in areas not exposed to rain may be incurred. Use only brands of chalk identified as sidewalk chalk on the label. Designs with lewd content, hateful or derogatory messages or symbols or designs that can be changed into lewd content are not permitted. All chalking must meet the campus posting policy. Counter-chalking is not allowed. Counter-chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint. Chalk paint is not allowed.

F. Handbills/flyers

1. Registered student organizations, University departments and sponsored non-University firms and organizations may distribute literature/handbills on campus if in compliance with the campus posting policy, in addition to the following:

- a. Individuals distributing do not hawk, shout or accost individuals;
- b. The distribution may not obstruct pedestrian or vehicular traffic;

c. Literature or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group;

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d. The distribution of material is not in an area reserved by another organization nor does it impede another scheduled activity or event.

e. The distribution of material must be outside and will not be allowed inside University buildings.

C.12 License and Trademark Policy

The purpose of the licensing program is to ensure the University of Southern Indiana's (USI) brand identity is properly represented on products and services marketed to the USI community and the public. The licensing program is responsible for determining if a product and/or design are consistent with the goals and image of USI. The program also ensures the quality, content, production and distribution of products meets USI standards.

USI has contracted with Leerfield Licensing Partners to administer its licensing program. Leerfield acts as an intermediary for USI, enabling it to work directly with manufacturers and retailers. This ensures that decisions can be made promptly and that manufacturers can become licensed with the University in a timely manner.

In order to produce products bearing the marks of USI, manufacturers and vendors must be licensed through Leerfield. The licensing program is a resource for all members of the USI community and the vendors who work with the USI and was designed to ensure consistent and appropriate use of the University's visual identity.

Additionally, the program enables USI to share in the benefits derived from the commercial use of these trademarks. For more information and frequently asked questions visit: USI.edu/brand/licensing-and-trademark

All University of Southern Indiana registered trademarks are the property of University of Southern Indiana.

C.13 Student Organization Travel Policy

Please see the University's Student Organization Travel Policy being revised over Summer 2017. For complete policy visit, USI.edu/travel-services/travel-policy.

C.13.1 Behavior Expectations

C.13.1.a. Every student traveling on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at all times while traveling and attending the event. Mature, professional conduct is expected of every student. The University of Southern Indiana recommends that the student organization advisor or staff accompanying the trip provide guidance and support to student delegates.

C.13.1.b. The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:

- Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
- University of Southern Indiana does not condone underage consumption of alcoholic beverages at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
- Use of controlled substances is strictly prohibited under all circumstances.
- Respect should be shown at all times for others and all non-personal property.
- If an advisor or student leader feels any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal or irresponsible, that student could face conduct charges upon returning to campus.

C.13.2. Any meal allowance for students traveling as representatives of the University shall not exceed current University per diem rates. Check with USI Travel Services for current rates.

C.13.3. When faculty and/or staff are traveling with students, they are prohibited from sharing a room with a student.

C. 14 Student Organization Conduct

C.14.1 Process

A. All minor violations will be handled by Student Development Programs and will not require an initial review.

B. In a minor violation case, the alleged organization's

leadership (i.e., President and other officers when appropriate) will have a preliminary meeting with the designated staff member from Student Development Programs, here after referred to as the administrative hearing officer. At this time the accused student organization is made aware of the University disciplinary process, the nature of the complaint and alleged violations, and the range of sanctions possible for that type of offense. The student organization is also given an opportunity at this preliminary meeting to respond to the complaint. Based on the information available, the administrative hearing officer may:

1. Dismiss some or all of the alleged violations
 2. Continue the investigation into the alleged violations to determine if the allegations have merit
 3. Refer the alleged violations to the Dean of Students if the findings from the preliminary meeting elevate the alleged violations to a moderate or major offense.
 4. Charge the student organization with one or more violations
- C. When alleged violation(s) are categorized as moderate to major in nature, the case shall be initially reviewed by the Dean of Students, the Director of Student Development Programs and the appropriate functional
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area administrator to determine the appropriate resolution process.

1. If it is determined that the alleged violation(s) are by individuals but not collectively by the organization, the case will be referred to the Dean of Students for adjudication.
2. If it is determined that the alleged violations are by organizations, the case will be evaluated for seriousness of the violation to determine who adjudicates the violation.
3. Any case may be referred directly to the Dean of Students for adjudication when the complexity and nature of the violation warrants referral and/or warrants consideration of suspension or withdrawal of recognition from the University.

D. Student Organization Conduct Process Range of Violations

Sanction Range: Written Warning,
Loss of Privileges, Restitution,
Educational/Service Sanctions
Sanction Range: Restitution,
Educational/Service Sanctions, Probation,
Loss of Privileges
Sanction Range: Restitution,
Educational/Service Sanctions,
Organization Probation, Suspension of
Organization Recognition, Withdrawal
of Organization Recognition
Initial Reviewer: Student
Development Programs
Initial Reviewer: Student Development
Programs or Dean of Students
Initial Reviewer: Dean of Students

Academic Performance Academic Integrity Issues Academic Integrity Issues
General Social Policy Infractions Alcohol-related issues Alcohol-related issues
Misuse of University Space/Property Assaults/Fights Arson
University Membership Recruitment
Violations
Drug Use Assaults/Fights
Required Event Attendance Hazing Drug Use/Distribution
University Paperwork/Failure
to Renewal
Recruitment Infractions/Violations Hazing
Posting Policy Violation Repeated General Social Policy Infractions Sexual Assault/Abuse
Student Organization Food Policy
Violation
Theft Theft
Vandalism Vandalism

E. If the student organization is charged with violation(s),
the organization also is informed of his/her options
in adjudicating the violation(s), including one of the
following:

1. To plead responsible for the violation. The organization
therefore requests an informal resolution in lieu of a
hearing and will have sanctions determined at that
time by the administrative hearing officer.
2. As part of an informal resolution, the administrative

hearing officer may impose appropriate sanctions up to and including probation but not suspension or withdrawal of recognition. The administrative hearing officer may recommend and refer an organization suspension or withdrawal of organization recognition to the Dean of Students.

a. If any organization pleads responsible, but does not agree to the determined sanctions, the organization may appeal.

b. By pleading responsibility and accepting the terms of the determined sanctions, a student organization forfeits its right to appeal.

3. To plead NOT responsible for the violation and request a formal hearing. In the case of moderate offenses, the administrative hearing officer may choose to hear the case or to refer the case to the Dean of Students. Cases that are major in nature and scope, or where the violations may result in more serious sanctions, will be referred to the Dean of Students.

F. Student organization cases referred to a formal hearing will be conducted by the Dean of Students or designee. All evidence shall be submitted to the Dean of Students or designee for review. The student organization will be given the opportunity to present witnesses or other evidence to support their claims. The Dean of Students or designee will determine responsibility and, if necessary, assign appropriate sanctions within the scope of the violation and past conduct history of the organization.

G. Written notice indicating the finding of the hearing and sanctions will be presented to the organization's leadership. Sanctions are limited to the collective
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student organization(s); individual violations are referred to the Dean of Students or designee.

H. Student organizations have an opportunity to appeal the decision of the Dean of Students or designee (in Moderate and Major violation cases) and Student Development Programs (in minor violation cases).

1. All appeals of student organization disciplinary decisions must be directed to the online form. All appeals request are submitted via the online Appeals

Form which will be available through Maxient – *USI.edu/deanofstudents/code* within three (3) business days.

2. All submitted appeals request will be received by the Dean of Student Office. The Dean of Students office will forward any student organizations appeals to Director of Student Development Programs for any informal resolution case as appropriate.

3. For informal resolution cases, the Director of Student Development Programs will serve as the primary appeals officer, unless the director has served as the administrative hearing officer. When the director has served as the administrative hearing officer on a case, the Associate Provost for Student Affairs will serve as the primary appeals officer.

4. For formal resolution cases, the Dean of Students will serve as the primary appeals officer. The Provost/ Designee will serve as needed.

I. All written materials will be retained in the Dean of Students for a minimum of seven years and then destroyed and/or at the discretion of the Dean of Students, which becomes a matter of permanent record.

C.14.2 Student Organization Sanctions

Student organizations may sanctioned one or more of the following sanctions when a student organization is found responsible of a violation(s) of the *Student Rights and Responsibilities: A Code of Student Behavior*:

A. ___ *Written Warning*: A letter of notification placed in the student organization's file and sent to its national organization (if applicable) warning of more severe sanctions in the event of a repeat of the offending behavior.

B. ___ *Loss of Privileges*: A specific privilege (i.e., campus resource) is restricted from the use of the organization; the administrative Case Manager shall determine the appropriate restrictions and the terms to reinstate the privilege.

C. ___ *Restitution*: An organization, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries. Each member of the organization may be held financially

responsible through group billing.

D. ___*Service Requirement*: Participation in University or community service activities.

E. ___*Educational Requirement*: Educational programming hosted and/or attended by a percentage of organization membership.

F. ___*Student Organization Probation*: A specific period of probation with or without selected restrictions; the administrative Case Manager shall determine the length and terms of the probationary period. In addition, the Case Manager has the ability to place organizational expectations as conditions of the probation which must be met in order for the probation to be removed.

G. ___*Suspension of Organization Recognition*: Suspension of recognition as a student organization and the privileges inherent in that recognition indefinitely or for a specific period of time. In addition, the Case Manager has the ability to place organizational expectations as conditions of the suspension which must be met in order for the suspension to be removed.

H. ___*Withdrawal of Organization Recognition*: Withdrawal of University recognition as a student organization.

Temporary Student Organization Restriction

A. Under certain circumstances, a student organization accused of a violation(s) of the *Student Rights and Responsibilities: A Code of Student Behavior* may be subject to Temporary Student Organization Restrictions from the University prior to an administrative review. The decision to restrict on an interim basis shall be made by the Dean of Students. Temporary Student Organization Restrictions shall be imposed only when:

1. Specific operations of a student organization (i.e., recruitment, membership education, social functions) is deemed to be a threat to the safety and wellbeing of the University community, property or pose a substantial threat of disruption to the University's educational process, or

2. It is determined that such action would be beneficial to the student organization membership's own safety and wellbeing.

B. Temporary Student Organization Restrictions, shall be implemented when specific operations of a student

organization must cease, but the student organization can continue operation in all other areas. The Temporary Student Organization Restriction may continue until the entire disciplinary process including appeal, is completed. Every effort will be made to complete the disciplinary process in a timely manner so as to limit the Temporary Student Organization Restriction to the shortest time possible.

C. The student organization will be notified in writing of this action and the reasons for the Temporary Student Organization Restriction. The student organization can appeal the decision for Temporary Student Organization Restriction in writing to the Dean of Students.

Temporary Student Organization Suspension

A. Under certain circumstances, a student organization accused of a violation(s) of the Student Rights and Responsibilities: A Code of Student Behavior may be subject to Temporary Student Organization Suspension from the University prior to an administrative review. The
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decision to suspend on an interim basis shall be made by the Dean of Students. Temporary Student Organization Suspension shall be imposed only when:

1. A student organization is deemed to be a threat to the safety and wellbeing of the University community, property or pose a substantial threat of disruption to the University's educational process, or
2. It is determined that such action would be beneficial to the student organization membership's own safety and wellbeing.

B. During the Temporary Student Organization Suspension, the student organization shall cease all campus activities (formal and informal) unless noted in the organization's written notification. The Temporary Student Organization Suspension may continue until the entire disciplinary process including appeal, is completed. Every effort will be made to complete the disciplinary process in a timely manner so as to limit the Temporary Student Organization Suspension to the shortest time possible. The student organization will be notified in writing of this action and the reasons for the Temporary Student

Organization Suspension. The student organization can appeal the decision for Temporary Student Organization Suspension in writing to the Dean of Students.