

STUDENT ORGANIZATION HANDBOOK



2009-2010

Office of Student Activities and Leadership
Student Center 106
843.349.2301 / Fax 843.349.2317
www.coastal.edu/osal/

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Dear Members, Officers and Advisers of Student Organizations,

It is with great pleasure and even greater enthusiasm that I welcome you to another exciting year on our campus! Involvement with our student organizations serves as a key ingredient for those who have a true understanding of the recipe which states “Academics + Involvement = Success.” In these pages, you will see updated information, policies, and guidelines designed to assist you and your groups in having a very successful year.

During this year, I hope you and your organization will spend some time becoming involved in one or more of the numerous opportunities to provide assistance to those in need. Taking advantage of developing new social and professional relationships through networking and building connections with various communities will enhance your experiences. I hope you will participate in the many campus-wide committees and programs which will help to promote your organization and spotlight the positive impact which student groups can have on our campus.

To our existing organizations, I wish you good luck in recruiting and maintaining a full membership, experiencing growth through change, learning and being a strong positive presence on campus. I’m also asking you to work to become a partner with your fellow student organizations, both old and those newly formed. To our newly recognized organizations that are still learning and growing, I offer best wishes and support when it is needed in trying to understand how it all works. We are committed to offering assistance so you and your organization may move forward in the process of becoming a fully recognized and active group on campus.

By working together, all of our student organizations can make a difference this year! Good luck in all your endeavors and have a wonderful year!

Sincerely,

A handwritten signature in cursive script that reads "Pat Singleton-Young".

Pat Singleton-Young

A. OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP (OSAL)

Student Center 106, (843) 349-2301 Fax (843) 349-2317

www.coastal.edu/osal

The Office of Student Activities and Leadership supports programs that encourage a sense of community and the concept of total student development. The department is committed to providing an environment conducive to personal, cultural, social, ethical, emotional, recreational, spiritual, and organizational development through co-curricular involvement. The office provides advisement to a large number of academic, professional, fraternities and sororities, special interest, and religious student organizations. The office is available to individual students who desire information about activities or organizations to meet their interests. Any student who is interested in establishing a new club or organization may obtain information from the office, as well. In addition, the office provides leadership development and community volunteer programs for students who choose to become involved. The skills learned from participating in these programs will support their professional and community involvement after graduation.

The Office of Student Activities and Leadership provides many learning opportunities to assist students as they learn and continue to develop their leadership skills. It is our belief that leaders are needed to provide vision for our campus and broader communities and that the office is responsible for encouraging students to think critically, act with integrity, and raise their awareness of the diversity in our world.

Many opportunities are offered for students to enhance their leadership skills, including:

- Leadership Training Sessions and Retreats
- Nationally Recognized Speakers
- OSAL Student Involvement and Leadership Awards
- UNIV 100 - Seminar in Leadership Development
- Organization Officer and Adviser Training Series

This department coordinates the Student Government Association, Student Media, Fraternity/Sorority Life, Coastal Productions Board, and the Volunteer Services Center. The Student Center and game room are also administered by this office. OSAL is continually seeking innovative ways to provide activities and services which are of interest to all students. The office offers a variety of co-curricular activities designed to supplement formal classroom learning.

COASTAL PRODUCTIONS BOARD (CPB)

(843) 349-2326 Fax (843) 349-2542

www.coastal.edu/osal/cpb.html

Coastal Productions Board (CPB) is the University's primary programming organization for students. CPB provides campus-wide activities such as comedians, music events, hypnotists, movie nights, and late-night events. The organization consists of an executive board and students who volunteer their time to create, plan, and facilitate programs for the campus community. These events help foster social interaction, diversity, educational initiatives, and a break from traditional classroom activities. The events provide students with a relaxing and fun atmosphere. Activities are held throughout campus and occur at various times of the day.

Committee opportunities with CPB include the following:

- Homecoming and CINO Day
- Music (concerts, talent shows, new music listening parties)
- Showcase events (Casino Night, comedians, magicians, speakers)
- Special Events (game shows, bingo, movies)
- Public Relations

OFFICE OF FRATERNITY AND SORORITY LIFE (OFSL)

(843) 349-2311

www.coastal.edu/students/greek

The Coastal Carolina University Greek community consists of chapters of (inter)national fraternities and sororities that work to uphold the founding principles of their organization. The Office of Student Activities and Leadership provides resources and support in the areas of leadership training and development, risk management, social programming, and community service through the Office of Fraternity and Sorority Life. These organizations create a collegiate brotherhood/sisterhood that supports co-curricular development for members and also provide opportunities for personal development. All chapters are governed either by the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association.

INTER-COUNCIL CLUB BOARD (ICCB)

(843) 349-2301 / Fax (843) 349-2317

www.coastal.edu/osal

The Inter-Council Club Board (ICCB) is an organization consisting of representatives from each active academic, special interest, and religious club on campus, as well as academic honor societies. The ICCB offers the opportunity for members of clubs and organizations to participate in networking opportunities, leadership trainings, and learn about effective club management techniques. Meetings for the ICCB are held twice monthly and a special meeting for club

presidents is held once each month. The ICCB holds two seats on the Student Government Association Policy Board.

SPORT CLUBS

(843) 349-2800

www.coastal.edu/recreation

The Sport Club Program at Coastal Carolina University provides opportunities for students to participate in a variety of sports and recreational activities. Each club is organized and maintained by students under the direction of the Department of Campus Recreation. A sport club is a registered student organization formed by students with a common interest in a sport activity which exists to promote and develop interest in that particular sport. Clubs may be instructional, recreational, competitive, or some combination thereof. Characterized by being student-initiated and student-managed, the basic structure of clubs allows members numerous opportunities for leadership and decision-making. The actual success and strength of a club is dependent on effective leadership of the officers and the degree of involvement of the club members and faculty advisor(s). Please inquire with the Department of Campus Recreation to join or start an organization.

STUDENT CLUBS AND ORGANIZATIONS

(843) 349-2320 Fax (843) 349-2858

www.coastal.edu/osal

Coastal Carolina University has more than 100 recognized student clubs and organizations for students. Operational procedures and regulations for student organizations can be found in this publication and on the University's website. Any student who wishes to form a new club or organization should contact the Office of Student Activities and Leadership or visit <http://www.coastal.edu/osal/newclub.html> for more information.

STUDENT GOVERNMENT ASSOCIATION

(843) 349-2320 Fax (843) 349-2858

www.coastal.edu/osal/sga.html

The Student Government Association (SGA) consists of executive officers elected by the student body and senators who represent clubs and organizations, residence halls, and each of the four academic colleges. The chief functions of SGA include providing a liaison between students and University administration, representing student opinion and participating in the governance of the University by serving on numerous faculty/student committees. The SGA also participates in the development of community service projects and special programs for students.

The SGA President, with approval of the SGA Policy Board, appoints students who serve on student/faculty committees. A description of these committees is available from the Vice

President of Policy and in the Office of Student Activities and Leadership. Students interested in serving on one of the committees listed should contact the SGA President.

The following student and faculty committees have been established to provide input into the decision-making process to ensure the orderly conduct of University affairs.

- Intercollegiate Athletics
- Intramural Athletics
- Student Affairs
- Buildings and Grounds
- Campus Services
- Academic Affairs
- Elections Commission for Homecoming and SGA Officer Election processes
- International Programs
- Cultural Affairs Committee
- Calendar Committee
- Campus Judicial Board
- Library Advisory Committee
- Long Range Planning and Steering Committee

STUDENT MEDIA

The Chanticleer (843) 349-2330; *Tempo* (843) 349-2396; *Archarios* (843) 349-2328; *All Media Fax* (843)349-2743

There are three regular student-managed publications at Coastal Carolina University. *Archarios* is the literary and art magazine published annually and consist of poetry, prose, artwork and photography submitted by Coastal Carolina University students, faculty, staff and alumni. *The Chanticleer* is the campus newspaper printed weekly. It reports activities of interest on and off campus while keeping the University community informed of upcoming events. *Tempo* is the campus feature magazine published each semester that chronicles major events and stories affecting the Coastal Carolina University community. The Student Media Committee assists student publications in meeting the goal of serving the student community's needs. This is achieved by providing maximum opportunity for educational journalistic experiences in fulfillment of the educational mission of the institution and in the full spirit of the First Amendment of the United States Constitution. The committee also serves in an advisory capacity to the Office of Judicial Affairs with regards to all matters pertaining to student publications.

STUDENTS TAKING ACTIVE RESPONSIBILITY (S.T.A.R.)

(843) 349-2337

www.coastal.edu/star

Students Taking Active Responsibility (S.T.A.R.) is the community service organization for students at Coastal Carolina University. S.T.A.R. provides opportunities throughout the year for students, faculty, and staff to make an impact on the local, national and global community. S.T.A.R. has worked with organizations such as the United Way, American Red Cross, Horry

County Shelter Home, Humane Society, Relay for Life, March of Dimes, and many others. During spring break each year, S.T.A.R. plans a service related trip to participate in Habitat for Humanity and Rivers of the World projects. S.T.A.R. has also sponsored Relay for Life on campus to raise funds for the American Cancer Society.

VOLUNTEER SERVICES CENTER

(843) 349-6503

www.coastal.edu/volunteer

The Volunteer Services Center serves as a clearinghouse for community service opportunities. By maintaining a registry of students, faculty and staff and their interests, the center can match individuals with rewarding volunteer experiences. The center also connects volunteers with appropriate training programs in an effort to provide successful experiences for volunteers and agencies. The Volunteer Services Center also organizes campus-wide events to create awareness for social issues, and to promote participation in community service activities and programs.

B. STUDENT ORGANIZATION RECOGNITION AND ADMINISTRATIVE PROCEDURES

This section has been developed by the Office of Student Activities and Leadership to provide information to existing and new clubs and organizations concerning rules and regulations governing all Coastal Carolina University student groups. Procedures for the annual recognition, officer eligibility, membership and other aspects of organizational structure are explained in this section. Each organization should make this information available to, and discuss with, all organization officers, members and faculty/staff advisers.

The information in this section pertains primarily to registered student organizations. Policies pertaining to individual students or other groups are published in the Coastal Carolina University Student Handbook and the Code of Conduct.

HOW TO START A NEW ORGANIZATION

Please read this and follow the instructions CAREFULLY. The club formation process does take time, so we ask for your patience. We are here to answer your questions and to help you through this process.

1. Complete the *Statement of Intent to Organize/Register* form.
 - If you are a sport club, you must submit the form to the **Department of Campus Recreation (WB 151)**.
 - If you are a Fraternity or Sorority, you must submit information to **the Office of Fraternity and Sorority Life (SCTR 106)** before participating in the approved Expansion/Extension Process (see 2009-2010 Fraternity and Sorority Life Manual).
 - All other student organizations must submit the form to the **Office of Student Activities & Leadership (SCTR 106)**.

2. Set-up a meeting with the designated administrator.

<u>Organizations</u>	<u>Designated Administrator</u>
Fraternities and Sororities	Coordinator for Fraternity and Sorority Life
Sport Clubs	Coordinator of Intramurals
Academic/Interest/ Honor Societies	Director of Student Activities/Leadership

3. Complete the *Student Organization Registration & Updates Form*. Include the following:

- At least 10 interested members with CCU ID #
- At least one officer (i.e. President, Coordinator, etc.)
- At least one Faculty/Staff adviser
- Up-to-date Constitution
- Signed Student Organization Agreement Form
- Signed Adviser Confirmation Form
 - Additional Adviser who is a non-CCU employee/volunteer:
 - Signed Confidentiality Agreement
 - Signed Liability Release Form
 - Signed Background Check Form

4. Turn in completed application to the designated administrator. He/she will read and approve or disapprove the constitution.

5. Student Government Association Recognition.

- Once all forms have been completed and approved, the club/organization will be given a date to appear before SGA for recognition. The recognition of the club/organization will be submitted to the Student Senate for consideration. It will be presented as new business during their meeting and will be voted on at the following meeting. Then the Dean of

Students will review for final approval. Once approved, the club is an officially recognized student organization entitled to all rights and privileges afforded to all recognized organizations.

6. Receive a **Welcome Letter** from the Dean of Students.
7. Have a meeting with the designated administrator to discuss the general rules and policies of being a club on campus.

FRATERNITY AND SORORITY EXPANSION AND EXTENSION

In relation to Fraternities and Sororities, recognition is managed through the Office of Fraternity and Sorority Life. The purpose of these procedures is to ensure that extension/expansion of Fraternities and Sororities occurs in a manner that includes a carefully developed plan conducive to the educational mission of the University. This approach provides maximum opportunity for successful colonization and a meaningful and rewarding experience for the students within the Greek community. When the Office of Fraternity and Sorority Life, in consultation with the National Pan-Hellenic Council, Interfraternity Council, and Panhellenic Association, believes a new Greek letter organization can strengthen the Greek community, the procedures outlined in Fraternity and Sorority Life Expansion/Extension Policy will be followed.

ANNUAL RECOGNITION

All registered student organizations must renew their recognition annually. Organizations must submit all forms included in the annual recognition packet to the Office of Student Activities and Leadership at the start of the fall term. The due date for all materials will be included in a memo given to all student organizations upon their return to Coastal Carolina University each fall. Failure to submit the annual registration forms by the deadline shall result in the termination of group privileges to operate on the campus, utilize facilities, or receive monies from the SGA Finance Board.

It is the responsibility of each organization to ensure that any changes in the information submitted to the Office of Student Activities and Leadership are reported immediately. Failure to provide the information listed may result in the organization losing its recognized status. Any organization that is inactive for more than two academic years must meet with the Director of Student Activities and Leadership or designee to reactivate their recognition status.

BENEFITS OF RECOGNIZED ORGANIZATIONS

- Increased visibility and accessibility
- Access to available services, equipment, and facilities on the University's campus
- Permission to use the University's name and logo in identifying the organization
- Access to funds from student activity fees in accordance with established policies, procedures, and eligibility criteria
- Access to an organizational mailbox located in the Office of Student Activities and Leadership
- Leadership materials, educational resources, and mailings from the Office of Student Activities and Leadership
- Organization information listed in the OSAL files and in the on line Student Organization Directory
- Opportunity to participate in the Club Recruitment Day during the fall and spring semesters
- Membership in one of the following councils; Fraternity and Sorority Life Councils, Sport Clubs Council or the Inter-Council Club Board (ICCB)

RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

- Compliance with the University policies and procedures as defined in the Coastal Carolina University Student Handbook as well as local, state and federal laws
- Accept responsibility for the supervision of all sponsored programs and events
- Accept responsibility for the safe operation of all sponsored programs and events
- Compliance and adherence to all University financial policies and procedures
- Accept responsibility for reimbursing the University for damage to University owned property or facilities, including such items as clean-up costs, damaged property, or other items related to the utilization of property or facilities
- Assure that all sponsored programs and events are produced in a safe and responsible manner and do not interfere with the normal operation of the University
- Assure that all promotion and advertising of events involving the use of University-owned property or facilities will identify the group sponsoring the event
- Assure that all promotion and publicity materials follow the Coastal Carolina University Sign and Banner Policy.
- Maintain active and updated files in the Office of Student Activities and Leadership (membership information, constitution, change in officers, etc.)
- Officers must be currently enrolled, full time students, and need to have a cumulative GPA of at least 2.5 and must be in good standing with the University. They must not be

not on academic or disciplinary probation. Individual organizations are able to set higher academic standards for their officers.

- Develop and maintain honest and open lines of communication with their adviser

SCHOLASTIC REQUIREMENTS/STUDENT OFFICERS

Students who have below a cumulative 2.5 GPA or on academic or disciplinary probation may not hold a leadership position in a student organization. Individual organizations may establish higher standards provided they are part of the organization's constitution or by-laws.

Organizations whose officers do not meet the minimum GPA requirement of 2.5 when elected will have two weeks to replace that officer and report it to the OSAL office.

MEMBERSHIP

Regular membership in recognized organizations shall be open to all Coastal Carolina University students. All other requirements are left to the discretion of the individual organization.

Organizations may offer associate membership to faculty and staff members and interested persons not officially connected with the University. Associate members may not vote or hold a leadership position. Individuals offered Associate memberships who are not affiliated with the University are not covered by the University's insurance policy and are required to abide by all University rules and regulations as a condition of their associate member status. The Office of Student Activities and Leadership reserves the right to revoke an individual's associate member status if the individual does not abide by University policies or poses a threat to the University community.

MEMBERSHIP DUES

It is permissible for clubs and organizations to collect dues from their members if it is outlined in their constitution and/or by-laws. All organizations receiving their primary funding from SGA are required to collect a minimum of \$5 dues per semester from each member.

ORGANIZATION ACCOUNTS

All student organizations are provided an account to conduct financial transactions. Any organization receiving funding from SGA, excluding Special Allocations, are not permitted to maintain off-campus accounts. All monies collected by these organizations must be deposited to the organization's account through the Office of Student Activities and Leadership's fiscal technician. Organizations not receiving funding from SGA or allocations may have an off-campus account. The University is not responsible for the maintenance of, or any negligence associated with, any off-campus accounts.

ORGANIZATIONAL MAILBOXES

Each club or organization is provided a mailbox in the Office of Student Activities and Leadership located in the Student Center. Officers of organizations are expected to check mailboxes on a weekly basis. Any person or organization wishing to distribute mail to student organizations must receive prior approval from the Office of Student Activities and Leadership.

Examples:

Organization Name

c/o Office of Student Activities and Leadership

P.O. Box 261954

Conway, South Carolina 29528

Organization Name

c/o Department of Campus Recreation

P.O. Box 261954

Conway, SC 29528-6054

WITHDRAWAL OF RECOGNITION

Withdrawal of recognition shall require a majority vote of the SGA and can be taken for noncompliance with SGA rules and regulations and failing to complete the registration process. Recognition may also be withdrawn by the University if the organization violates any University policies and/or local, state or federal laws.

RESPONSIBILITIES OF GROUP MEMBERS TO THEIR ADVISER

An adviser should be recognized as an integral part of the group; he/she is not a member. Therefore, additional courtesies and considerations should be extended to him/her. Group and executive board meetings should be planned at a time when the adviser is able to attend.

When planning the meetings please consider the following:

1. Be sure to relay the date, time, and place for each meeting.
2. Have an adviser report as a regular part of the meeting.
3. Send the adviser a copy of all minutes.
4. Check with the adviser before scheduling a special meeting.
5. The president of the group should meet regularly with the adviser to discuss organizational matters and to relay and update information.
6. The group should inform their adviser of all organizational activities and extend an invitation for him/ her to attend.

An organization should ask their adviser for his/her opinion and advice when problems come up within the organization. Make use of his/her background and experience regarding the organization and the University. Do not go “over his/her head” or by-pass him/her in working out problems and plans. Always discuss items with him/her first.

Organizational officers must keep their adviser fully informed of the programs and activities of the organization, and the progress being made in carrying out plans. An organization should take into consideration that their adviser has other responsibilities (i.e., family, home, and job) and they should respect these possibilities.

Group members should work on good communication between themselves and their adviser. Let him/her know when he/she is appreciated and has done something positive for your group. The group should be prepared to let their adviser know how he/she may improve in order to advise effectively.

Show appreciation for your adviser's services by thank you notes, appropriate comments at meetings and other occasions and by personal thanks. Remember that advisers have birthdays and celebrate holidays. Let your adviser know that he/she is appreciated.

Adapted from ... On Being an Adviser by Marilyn Kritzman, Western Michigan University

C. ADVISERS

Each student organization is required to have one faculty or staff adviser. The recommendation of the adviser is made by the organization to the Office of Student Activities and Leadership during the re-registration process. The Director of Student Activities will confirm the appointment in writing.

The adviser appointed in the fall will serve for the academic year. Each appointment is on an annual basis and is not automatically renewed. The adviser's signature must be obtained annually to signify agreement to act as the organization's adviser. Any exception to this policy must be approved by the Dean of Students.

Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisers are expected to provide assistance. Serving as an adviser is considered to be within the role and scope of duties for the University; advisers have the same liability protection as when performing other official duties for the University.

In addition to a student organization having a University faculty or staff adviser, the student organization may choose to also have a non-CCU employee/ volunteer adviser. All non-CCU

employee/volunteer advisers must sign the appropriate paperwork before beginning the responsibilities of the student organization adviser. The paperwork includes signing a liability release, signing a confidentiality agreement, and agreeing in writing to undergo a background check. Once the appropriate paperwork has been signed, the non-CCU employee/volunteer will have to seek approval from the Director of Student Activities and Leadership.

Responsibilities of a Student Organization Adviser

1. Become familiar with and understand relevant University policies and procedures, including, but not limited to, the Student Organization Handbook, the Student Code of Conduct, the Student Handbook, and local, state, and federal law.
2. Attend the adviser training session provided by the Office of Student Activities and Leadership.
3. Act within the scope of their authority.
4. Act in an advisory capacity, as opposed to a directive relationship, in the organization.

The following educational functions are cited as examples:

- a. Providing the officers with the elements of good organizational practice
 - b. Teaching the techniques and responsibilities of leadership
 - c. Teaching the principles of effective group operations
 - d. Developing procedures and plans for actions
 - e. Keeping the group focused on its goals
 - f. Developing self discipline and responsibility in the group
 - g. Stimulating and initiating activity
5. Be available to the officers and members to share ideas about organization affairs.
 6. Meet with the officers of the group to discuss the progress and direction of the group.
 7. Attend as many University registered meetings as possible.
 8. Advise and consult with the organization and its officers on its financial affairs to assure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
 9. Approve off-campus, registered events in which students officially represent the organization, such as meetings, social events, conventions, etc.
 10. Attend University registered off campus trips OR assist the organization in finding a member of the Coastal Carolina University faculty or staff or [an approved non-CCU employee/volunteer advisor] to accompany the organization.
 11. Attend information meetings regarding student organizations as necessary when scheduled by the Director of Student Activities and Leadership.

12. Serve for a period of one year, or if for any reason an adviser is unable to serve, continue to act as advisor until such time as a successor is appointed.
13. Contact the Director of Student Activities and Leadership when questions or problems arise.

D. ORGANIZATION FUNDING PROCEDURES

THE SGA FINANCE BOARD AND BUDGET HEARING PROCEDURES

The SGA Finance Board is composed of the following:

SGA Vice President of Finance

SGA Secretary of Finance

Two (2) Administrative Personnel appointed by the Dean of Students.

Four (5) students-at-large appointed by the Vice President of Finance and confirmed by a majority vote of the SGA Policy Board.

Budget hearings will be held in the fall and spring of each year to recommend allocations for student organizations. Additional hearings will be held each semester for additional allocations if funds are available. A completed budget request for funds must be submitted no less than one week prior to the scheduled meeting of the Finance Board. Upon the conclusion of all hearings, the Finance Board votes upon the allocation. A majority vote decides all allocation matters. A quorum is 2/3 of the voting members. There must be a quorum present in order to vote.

Once the Finance Board approves a proposed allocation request, its recommendations shall be submitted to the SGA Policy Board at the next regularly scheduled meeting as an allocation under "New Business." A representative of the organization making the request for funds must be present at the SGA Policy meeting and be prepared to explain and answer questions that may be raised about the proposed allocation. The allocation will be tabled for one week before being voted on by the SGA Policy Board. If SGA returns recommendations to the Finance Board and suggest changes, the Finance Board will reconsider and resubmit its recommendations.

The Vice President of Finance shall notify each organization, in writing, of their allocation. Organizations have the option of requesting a meeting with the Finance Board to discuss their budget and/or allocation. Approved budgets will be kept in the OSAL and by the Vice President

of Finance. Any change in the proposed use of a club's allocated funds in excess of 25% will require approval of the Finance Board. Funds may not be reallocated to purchase food or to increase the amount allocated for any end of semester dinners. Special requests from student organizations are heard throughout the year as needed provided ten (10) working days notice is given.

ELIGIBILITY FOR FUNDING

All recognized clubs with an unrestricted membership policy are eligible for funding from the funds allocated to the Student Government Association. Funding shall be in the form of "seed money" (i.e. partial funding) for proposed projects. Ineligible organizations are fraternal, political, or those that have closed membership. These organizations may request a Special Allocation for a project or activity that is open to all students of the University under approved Allocations Commission guidelines.

The following are a few examples of projects, which are eligible for funding:

1. Programs of cultural and educational enrichment;
2. Recreational and social activities;
3. Tutorial programs;
4. Assistance to recognized organizations for activities of educational, cultural, recreational, or social nature;
5. Insurance related to conduct these programs; and
6. Transportation and other student services in support of these programs.

For information on funding for Sport Clubs, please refer to the [Sport Club Manual](#).

For information on funding for Fraternities and Sororities, please refer to the [Fraternity and Sorority Life Manual](#).

FUNDING GUIDELINES

The Finance Board will use the following guidelines when determining the amount of funds to allocate to an organization. Organizations should consider and use these guidelines when preparing their budget requests. As these are guidelines and not rules, the Finance Board reserves the right to alter these guidelines as necessary to assist the organizations in fulfilling their individual missions.

The organization must be a recognized student organization with the Office of Student Activities and Leadership. All organizational registration forms must be on file with the office **BEFORE** any financial transactions will be approved.

- All organizations must submit a budget request to the SGA Finance Board. The operating budget request must be submitted the semester prior to when the funds are needed. The deadline will be determined by the SGA Vice President of Finance. Any supporting documentation must be submitted to the SGA Vice President of Finance by the established deadline.
- All organizations should expect to raise a minimum of 30 – 50% of their total budget request.
- Funds will only be made available for registered Coastal Carolina University club members (exceptions will be made for faculty, staff, and Advisers.) Funding will not be made available for associate members who are not affiliated with the University.
- All organizations applying for operational budgets must have an open membership policy whereas any student may be a member.
- SGA funding for food for end of semester/year dinners, and banquets is limited to the amount submitted by the organization for dues (\$5 per member) plus an additional \$25 for the registered adviser(s) each semester.
- A maximum amount of \$75 will be allocated to each organization submitting a budget request to use for recruitment activities and/or supplies.
- The organization must send representatives to any on-campus leadership training workshops and/or programs stipulated by the Office of Student Activities and Leadership. A minimum of two weeks notice will be given for this guideline to apply.
- Each semester, the Finance Board determines the maximum amount each organization may receive. This amount is dependent upon the full-time enrollment numbers each semester.
- All organizations requesting operational funding must charge a minimum membership fee of \$5 per member. This \$5 does not include any dues associated with dues paid to affiliated local, inter/national organizations. It also does not include the purchase of any licenses or equipment that may be necessary to be a member of the organization. Dues may need to be higher to assist in fulfilling the mission of the organization.

TRAVEL FUNDING GUIDELINES FOR CONFERENCES AND CONVENTIONS

Student organizations are required to provide registration materials, brochures, or other types of original documentation, including prices and dates for conferences, competitions, or other types of travel. Travel paid for with student activity funds must be approved before the trip takes place.

- SGA will only consider funding one (1) conference or convention each semester

- Funding will not be available to participate in job placement conferences
- All funds that the organization is required to raise in the approved budget must be submitted before any financial transactions will be processed. Members may be asked to sign an agreement to pay any funds required to participate in the trip. Failure to pay these funds will result in a hold being placed on the student's University account.
- SGA will only fund UP TO five (5) students from Coastal Carolina University to attend any one regional or national conference, competition. SGA will not fund any senior who will be graduating the semester in which the trip is taking place. Seniors may participate in local trips that do not require a registration fee. Organizations completing community service projects may request funding for more students.
- No leisure activities will be funded while students are attending conventions or conferences (i.e. movies, admission to theme parks.)
- Funds for food will not be provided for day-trip events.
- SGA funding for food for travel is limited to the following:
 - Travel in South Carolina – up to \$25 per person per day as listed:
Breakfast \$6 ~ Lunch \$7 ~ Dinner \$12
 - Travel out-of-state – up to \$32 per person per day as listed:
Breakfast \$7 ~ Lunch \$9 ~ Dinner \$16

The following University guidelines will be used to determine eligibility for travel meals:

Departure Times:

- To qualify for breakfast, must depart before 6:30 a.m.
- To qualify for lunch, must depart before 11 a.m.
- To qualify for dinner, must depart before 5:15 p.m.

Return Times:

- To qualify for breakfast, must return after 11:00 a.m.
- To qualify for lunch, must return after 1:30 p.m.
- To qualify for dinner, must return after 8:30 p.m.

****Please note that the allocation process for SGA funds can take up to three weeks for approval. Access to funds after approval from SGA can take an additional two weeks. Please plan accordingly.***

TRAVEL DEPOSITS

All funds submitted as a deposit to register to participate in a University sponsored trip are non-refundable.

SPECIAL ALLOCATIONS AND GUIDELINES

Special allocations are designed for those events/activities sponsored by organizations that ordinarily are not eligible for regular funding. It is also designed for those events where expenses exceed \$500 and cannot be allocated in the club's regular operating budget. Request for funding for one event exceeding \$500 to implement will be a "Special Allocation"

Criteria evaluated:

- a. Need: Does the program reflect or meet unsatisfied needs?
- b. Value / impact: What is the desired goal of the program and how will it benefit the University community?
- c. Purpose: Is the program consistent with the purpose of the organization?
- d. Cost benefit analysis: Is the need served and benefit derived from the program worth the per capita expenditure?
- e. History: Is the program a successful annual or traditional event? What has been the history of similar events?

All Special Allocations are contingent upon available funds. Organizations ineligible for operational funding from SGA may be eligible for a Special Allocation and may consult with the Director of Student Activities and Leadership for additional information.

FUNDING RESTRICTIONS AND PROHIBITIONS

- The purchase of alcoholic beverages is not permitted.
- Any expenses incurred or commitments made prior to submitting a budget request will not be considered – **NO REIMBURSEMENTS WILL BE PROCESSED.**
- Amounts allocated to organizations **MUST** be used for the intended request. Organizations may reallocate up to 25% of their approved budget for organization activities. Funds cannot be reallocated to purchase food or increase the approved amount for end of semester banquets. Any organization intending to exceed the 25% limit must request approval from the SGA Finance Board. This request should include a detailed narrative explaining the reason for the reallocation of funds from one category to another.
- Funding will generally not be allocated for food (except for the monies allocated for a recruitment meeting/event).
- Funding will not be provided to support activities or events that are associated with a student receiving academic credit and/or a letter grade for coordinating or participating in the activity. Activities include, but are not limited to the creation of educational displays that will receive a grade in a course, attendance at conferences/conventions. The SGA

Finance Board will have the authority to determine if an event is related to an academic credit course.

- Funding will not be provided for students to attend job/employment search fairs/events for the purpose of seeking employment.
- Gifts for advisers and guest speakers are limited to \$25 per gift. The organization must raise the funds through the collection of dues and/or fundraising activities to give gifts to graduating seniors or other members.
- Honorariums to employees of Coastal Carolina University are not permitted.
- The student activity allocated monies cannot be used for any type of partisan political endorsement or contributions to the campaign fund of any candidate for elective office. No allocation shall be made to partisan political student organizations.

E. EXPENDITURE OF ORGANIZATION FUNDS

All organization and SGA allocated funds are deposited into the OSAL account and each student group is assigned an account number for transactions. These funds are University or state funds and cannot be used for the purchasing of alcoholic beverages. Funds are generally used for special projects or programs sponsored by clubs or organizations. Other uses include printing and seed money for fundraising and social events.

There are several forms used to process financial transactions with the Office of Student Activities and Leadership account. Student groups should check with the fiscal technician in the office regarding the *Requests for Cash Advance*, *Payment Request/Funds Transfer Request*, *Purchase Requisition*, and *Campus Supply Requisition* forms.

All organizations will be required to keep accurate records of all transactions in their accounts. Student officers are held accountable for maintaining accuracy of account records. Groups also may be required to meet with the Director of Student Activities and Leadership or the SGA Finance Board to audit the account.

ACCOUNT POLICIES

- The following signatures are required on forms for financial transactions:
 - President and/or treasurer of the student organization
 - Signature of the OSAL Fiscal Technician
 - Signature of the Director of Student Activities and Leadership

- University forms must be used for all financial transactions. Original documentation (i.e. invoices, receipts) and required signatures **must** accompany all forms. Financial transactions for student organizations are routed to other offices on campus after action by OSAL.
- Normal processing time for checks requested is ten (10) business days.
- No transfer of funds shall be made without approval from the OSAL.
- Revenue generated from an event must be deposited within two (2) working days following the event.
- Monthly account information is made available to student organizations from the OSAL. Student organizations may direct account inquiries to the OSAL Fiscal Technician.
- Student organizations are subject to annual review and audit by the OSAL.
- The University reserves the right to freeze accounts for any group that misrepresents or otherwise mispends funds to bypass any of these policies.

DEPOSITING FUNDS

All recognized student organizations with exception of Fraternity and Sorority Life organizations are required to keep all organizational income and funds in an on-campus account. Student organizations **must** deposit income generated from events within two (2) working days after the date of the event. Events generate income when there is admission fee, tickets, concession, a drawing, or other services sold.

CASH ADVANCES

All student organizations are able to request cash advances from the University if they have the adequate funds available in their on-campus account and, if applicable, the expenditure was listed in the budget that was approved by SGA.

The following guidelines apply to organizations and students wishing to obtain a cash advance:

- All cash advance requests must be typewritten or printed legibly on the appropriate form.
- All cash advance requests **UNDER \$150** should be submitted to the Office of Student Activities and Leadership no less than three (3) business days before the funds are needed. The approved form may be taken to the Accounts Payable Office in the Edward M. Singleton Building where the requestor will receive the requested cash.
- All cash advance requests **OVER \$150** must be received in the Office of Student Activities and Leadership no less than ten (10) business days prior to the date that a check will be needed. A check will be processed and available two weeks after the request is submitted.

- Cash advances are available for an amount up to \$500. Requests above \$500 must be heard by the SGA Finance Board no less than four weeks prior to the funds being needed.
- No new advances will be given to any student or student group which has an outstanding cash advance.
- Advances are to be cleared within two (2) working days following the event.
- Failure to clear advances will result in the student organization's funds being frozen, as well as, the academic records of the individual student holding the advance.
- Each receipt must state what was purchased (i.e. food, books, and decorations). Only official itemized receipts will be accepted.
- Student organization accounts can be accessed if funds are available, if the transaction complies with University policies, and if the appropriate forms are used.

In order to settle any cash advances, all receipts must be taped on 8 1/2" x 11" sheets of paper with amounts and dates highlighted. The receipts and any remaining cash are then to be submitted to the fiscal technician. Questions regarding cash advances should be directed to the OSAL fiscal technician.

A cash advance is a two-part process.

1. The student organization requests the cash advance from the organization's account.
2. A cash advance reconciliation must be completed with original receipts and/or the unused portion of cash, if any. Receipts should include the following:
 - Name of establishment where purchase was made
 - Cash register tape or other legitimate receipts should clearly state and identify items purchased
 - Name of club/organization, responsible individual and club's account number.

Please note the following regarding funds:

- Total receipts and/or total cash returned must equal total amount of the cash advance
- The receipt(s) submitted to clear the cash advance must match or follow the date on the cash advance check or date the cash advance was received from Accounts Payable
- In the absence of the Fiscal Technician, money and/or receipts are NOT to be left in the office or the office mailbox outside the office. If you cannot return at a later time, please leave your cash advance settlement with another OSAL full-time staff member, not a student worker. OSAL will not be held responsible for funds left in mailboxes.

F. STUDENT ORGANIZATION TRAVEL PROCEDURES

PURPOSE

The purpose of this policy is to set forth University rules and procedures regarding student organization travel. All student organizations must follow and abide by all Coastal Carolina University travel policies and all additional policies and procedures stated herein. The University recognizes and encourages the participation of recognized student organizations in off campus activities such as conferences and team competitions. It is further understood that all University policies, state and federal laws must be followed during the University sponsored trip. Any student found in violation of University policy while traveling will be sent back to campus and referred to the Office of Judicial Affairs.

AUTHORIZATION

All student organizations wishing to travel must first complete an *Event Registration Form* online for event approval by the Director of Student Activities and Leadership. The *Event Registration Form* must be completed and submitted no less than four (4) weeks prior to the trip. Approval for funding of a travel event from the Student Government Association does not imply or replace event approval by the Director of Student Activities and Leadership.

A full-time member of the Coastal Carolina University faculty or staff must accompany an organization on all recognized events involving travel unless a waiver to this requirement has been granted from the Director of Student Activities and Leadership.

After the event has been approved, the following will need to be completed before the organization departs:

- A completed *Travel Authorization* form must be submitted to the Office of Student Activities and Leadership. If more than one person is traveling, a list of all participants must be attached to and submitted with the completed form.
- Each participant must sign and submit a *Liability Release Waiver* form. Participants under the age of 18 must also obtain the signature of a parent or legal guardian. Failure to complete and submit this form will result in that student not being able to participate in the event.
- The adviser(s) accompanying the organization must also complete a *Travel Authorization Form*. This form must be signed by his/her immediate supervisor.

- All students participating in the event must sign a *Participant/Delegate Contract* if requested to do so by the adviser accompanying them on the event. A sample *Participant/Delegate Contract* is available from the Office of Student Activities and Leadership.
- All participants must provide the information requested on the *Organization Travel Information Sheet*. A copy of this sheet must be provided to the adviser accompanying the organization before departure.
- All participants agree that all University policies, state and federal laws must be followed during the sponsored trip.
- All travel policies and procedures must be followed by student organizations on approved trips, regardless of the source of funding.

EMERGENCIES

If an emergency occurs, please contact 911 immediately and obtain assistance as needed. If an injury occurs, please contact the person listed as the emergency contact on the *Organization Travel Information Sheet*, then contact one of the following to make Coastal Carolina University aware of the situation:

Office of Student Activities and Leadership	843.349.2301
Office of Judicial Affairs	843.349.4161
University Department of Public Safety	843.349.2911

INFORMATION FOR ADVISERS TRAVELING WITH STUDENT ORGANIZATIONS

- Obtain and become familiar with the policies and procedures for Student Organization Travel.
- Conduct a pre-travel meeting with group members to discuss the itinerary, establish expectations and outline standards for student behavior. Remind the students of their role as ambassadors for the University. Discuss University policy on alcohol and controlled substance use while representing the University. Discuss personal safety while away from Coastal Carolina University.
- Make sure to obtain a copy of the *Organization Travel Information Sheet*. This sheet contains emergency contact numbers for each participant.
- Make sure to contact any of the persons listed below if an emergency occurs. Please advise them to contact the others on the list to make them aware of the situation and leave a contact number where you can be reached.

Office of Student Activities and Leadership	843.349.2301
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Director of OSAL	843.349.2303
Office of Judicial Affairs	843.349.4161
Department of Public Safety	843.349.2911

- It is recommended that you have the participants sign a *Participant/Delegate Contract*. A sample is available in the Office of Student Activities and Leadership. This will clarify any expectations that you have of the participants before you leave campus.
- A University procurement card **CANNOT** be used for faculty/staff travel (refer to P-Card policies and procedures). The adviser will be reimbursed for any approved expenditures or can submit a cash advance request before the trip occurs.
- SGA may allocate funds for one adviser to accompany an organization on an approved, SGA funded trip. Additional funds may be provided for more than one adviser to accompany the organization, if requested. Approval for allocating funds for additional advisers will be based upon the number of students attending, the nature of activities occurring on the trip.
- University Counsel strongly urges advisers to refrain from the consumption of alcohol with students, generally, and with members of the adviser's club or group, specifically. If any student is harmed in any manner after consuming alcohol with a University employee on University business, the prospect of damages and/or litigation is likely. This is especially true if the student is under the age of 21. Court opinions as to liability in these situations are not uniform, which creates volatility and difficulty in sorting out the issues. Additionally, the University may not defend or pay for the defense of the adviser, if the adviser is named as a defendant in such a circumstance, since consuming alcohol with students is not within the job description of employees. Advisers may also have extended personal liability in these situations. Please use your best discretion. Complete abstinence is the wisest choice.

METHODS OF TRAVEL:

USE OF UNIVERSITY VEHICLES

All student clubs and organizations are permitted to use University vehicles subject to availability. The organization's adviser or a University staff member must accompany groups when using a state or University rented vehicle. Any exceptions must be approved by the Director of Student Activities and Leadership. Any club wishing to use a University vehicle must submit a *Vehicle Reservation Request* form and all necessary travel forms to the Office of Student Activities and Leadership no less than three (3) weeks prior to the requested trip. All recognized student organizations should use University vehicles for all travel when utilizing on-

campus accounts and SGA allocated monies. Drivers must be 21 to operate any University owned or leased vehicle. Organizations may seek assistance from the OSAL fiscal technician in submitting requests.

DRIVER'S LICENSE SCREENING

Students who are designated drivers for proposed club events must submit a *Driver Record Request* form along with an official copy of their driving record. This can be obtained from the state agency that issues licenses in the student's home state. The *Driver Record Request* form should be completed at least two (2) weeks prior to the proposed trip. Driver's license screening for students must be renewed annually.

STUDENT TRAVEL IN PERSONAL VEHICLES

Student groups are permitted to travel in- and out-of-state in a personal vehicle without a faculty adviser; however, the owner of the vehicle assumes personal liability for the trip. The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Office of Student Activities and Leadership. Any club planning to travel in- or out-of-state must file all appropriate forms with the office a minimum of three (3) weeks prior to the requested trip. The event must be approved by the Director of Student Activities and Leadership. All students traveling in the vehicle must sign a *Liability Release Waiver* form. The OSAL does not encourage this practice of using personal vehicles and funding will usually be made available to utilize University vehicles if requested in the budget process.

COMMERCIAL AIR OR TRAIN TRAVEL

The Office of Student Activities and Leadership will work with the organization to secure reservations on commercial airlines, trains, etc. Club officers should schedule an appointment with an OSAL staff member to do this. The University Procurement Card will be used for the purchase of student tickets. Other arrangements will need to be made for the purchase of the adviser's ticket, as the procurement card is not to be used for faculty/staff travel.

SAFETY

When driving the following procedures should be followed to ensure the safety of the driver and passengers.

- Directions, phone number, and address of destination for EACH vehicle
- Obey all traffic laws
- Drive appropriately for road and weather conditions (i.e. snow, ice, flooding)
- No horseplay, racing, or caravans

- Plan routes and stops in advance
- Stop at least every 90 minutes to rest – do NOT continue to drive if too tired
- Do not consume, possess, or transport alcoholic beverages or illegal drugs
- Each driver and all passengers should wear seatbelts
- Drivers should be well rested
- Drivers should pull over in a safe location if they become drowsy
- Cell phones should not be used by the driver while operating the automobile. If a need develops to use the phone, pull off to a safe area to have your conversation.

At the site:

- Never walk alone in a strange location.
- Utilize the Buddy System.
- Obey all event specific safety rules (wearing lifejackets, safety gear, etc.).

G. EVENT REGISTRATION AND INFORMATION

EVENT REGISTRATION

Recognized student organizations must obtain approval from the Director of Student Activities and Leadership or designee before sponsoring any registered program on or off campus. The director will determine if the event is being held at the appropriate time, the appropriate place, and in a manner consistent with the mission of the University. An *Event Registration Form* must be submitted to the Office of Student Activities and Leadership no later than two (2) weeks prior to the event. The form should be completed in full with the following information included: a description of the event, date, time, location, and the anticipated attendance. The Director of Student Activities and Leadership or designee must approve all registered programs sponsored by student organizations. Student organizations who are registering an event which involves traveling must also complete *Travel Authorization, Liability Waiver* and *Emergency Contact Information* forms.

USE OF UNIVERSITY SPACE

Officially recognized student organizations may request the use of University space. To ensure the safety and enjoyment of those who attend activities in the space, the University has established some policies and procedures. Please note that the use of University space is always subject to the approval of the University.

The policies and procedures that affect student groups are based on the following:

- Status of Organization: Use of space is limited to student organizations that are affiliated with the University through the official recognition process administered by the Office of Student Activities and Leadership.
- Scale of Activity: Student activities range from small internal meetings to large-scale public events. Major events require special assistance and expertise to implement. OSAL requires review and approval of program plans to ensure safety and feasibility of plans.
- Type of Activity: Federal and state laws, local regulations, and University policies and procedures dictate how student organizations may use University space. These laws and guidelines prohibit some types of fund-raising activities, benefits, commercial promotions, and other activities.
- Location of Activity: University space and facilities are heavily used resources that are managed by University designated professional staff. Reservations and approvals are always required. The safe use of space is carefully evaluated before approvals are granted. The University has the responsibility to determine how its space will be used. University professionals consider time, place, and nature of activities when they administer policies, procedures, guidelines, and laws.

WHEELWRIGHT AUDITORIUM EVENTS

All registered student organizations are able to schedule events in the Wheelwright Auditorium contingent upon availability. The Office of Conference Services reserves the right to charge student organizations for the cost of any staffing associated with production of the event. A staffing fee will not be charged if no admission is charged for entrance to the event or a nominal admission charge is required AND all proceeds will be donated to a charitable cause.

A staffing fee will be charged to the organization if it is a ticketed event and/or if an admission cost is required to enter. The cost will be based on the number of workers required to effectively staff the event. The Office of Conference Services, in consultation with the Office of Student Activities, will determine the number of staff needed based on the information submitted on the *Event Registration Form*. Any event that requires an admission cost, including donations, to enter must utilize the Wheelwright Box Office to collect the admission fees. All monies collected will be deposited in the sponsoring organization's on-campus account.

RESERVATION OF CAMPUS FACILITIES AND EQUIPMENT

Any club or organization wishing to request meeting space or facilities for planned functions at the University must submit an *Event Registration Form* electronically to the Office of Student Activities and Leadership a **minimum** of two weeks before the date of the event. *Event Registration Forms* submitted after two (2) weeks prior to the event may not be approved. The reservation of all facilities must originate in the Office of Student Activities and Leadership. All equipment requests must be included on the *Event Registration Form*. Student organizations will be responsible for the cost of renting any requested equipment that Coastal Carolina University is not able to provide. Organizations should make sure that all equipment requested is necessary before submitting the request if the possibility of paying rental fees is a concern. Any special room setup must be requested on a *Work Order for Operational Services* form. The staff in the Office of Student Activities and Leadership will assist in completing all forms.

UNAUTHORIZED ENTRY OR USAGE

The University prohibits unauthorized entry into or usage of a University facility and/or property. This rule includes the failure or refusal to leave University grounds or a specific portion thereof or a University facility when requested by an authorized University official. Additionally, this policy applies to unauthorized possession, duplication or use of keys or access cards to any University premises. For entry into buildings after normal business hours on nights and weekends, please call campus safety.

CONTRACTS

Students are not authorized to request, sign or enter into contractual relationships on behalf of Coastal Carolina University. The Office of Student Activities and Leadership will assist student organizations who wish to negotiate fees and enter into contractual agreements. All contracts for student organization events must be processed in accordance with University policies. Any individual who signs or verbally commits to a contract on behalf of the University may be held personally liable for the terms stated in the contract.

Use of Alcohol at Events

Please see page 41 for the Alcohol Policy.

VIDEO/DVD SHOWING AND FEDERAL COPYRIGHT LAW

Federal law prohibits the public display of copyrighted material. This includes videos/DVDs which you buy and those which you rent. “To perform or display a work or video ‘publicly’ means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered” (from the Federal Copyright Act, Title 17 United States Code, Section 101). Though the language is not specific, the showing of videos/DVDs for social purposes to groups could be a violation of federal law.

To avoid such conflict and decrease the likelihood of copyright violations, the following procedure should be followed when screening videos, DVDs, and other electronic formats

- Never show copyrighted material unless you have paid the proper authority a royalty fee to do so. For more information, contact the Office of Student Activities and Leadership.
- Whenever possible, video screenings for entertainment and social purposes should take place in private rooms.
- Common areas in residence halls and other such University facilities may not be used for the showing of pornographic videos or films.
- Students are advised that federal copyright law restricts the use of videocassette recorders to private showings and prohibits their public performance.
- Recording and public screening of pay-per-view cable television and other copyrighted materials (including broadcast television) is also prohibited unless permission from the authority representing the copyright holder has been granted.

FOOD AT EVENTS

Organizations are permitted to have food at events if it is allowed in the venue where the event is being held. Aramark will provide food for events for a charge. A menu of items available for a catered event is located on the Coastal Carolina University website and in the Office of Student Activities and Leadership. The OSAL will assist the student organization in ordering any food through Aramark.

H. PROMOTION AND ADVERTISING

COASTAL CAROLINA UNIVERSITY SIGN AND BANNER POLICY

Students, student organizations, faculty/staff, and departments commonly post signs in designated locations as a means of informing the University community of events which they are sponsoring. The University allows this practice within regulations designated to reasonably govern the time, place and manner for the protections of the students and the appearance of campus. Official signage of Coastal Carolina University building designations, regulatory and traffic control, directional signage, etc., is not governed by this policy. The following guidelines for all postings must be followed by all student groups, organizations or individuals who wish to post materials on campus.

INSIDE POSTERS, SIGNS TABLE TENTS AND HANDBILLS

1. All signs must include the name of the sponsoring student organization or person.
2. Postings shall be permitted only on bulletin boards, and shall not be attached to interior or exterior walls, doors, windows, ceilings or floors of buildings. Posters not affixed to bulletin boards will be removed.
3. All posters must be authorized by the Office of Student Activities and Leadership and must bear the authorization stamp, removal date, and the initials of a full-time staff member of OSAL.
4. The maximum size for all posters is 14" x 21" (one half poster board size).
5. All unauthorized posters (those which do not bear the OSAL stamp) will be removed.
6. The sponsoring organization or student will bear full responsibility for the removal of expired posters. Organizations or individuals who fail to remove postings in a timely manner are subject to loss of posting privileges for the current academic year and a fine of \$1.00 per poster that is found posted past the expiration date.
7. Exceptions to the above policy may be authorized by the Director of Student Activities and Leadership.
8. All off-campus groups or establishments are required to have all posters approved by the Office of Student Activities and Leadership prior to posting anywhere on campus.
9. All posters relating to employment opportunities must first be approved and registered through Coastal Carolina University Human Resources prior to final approval for posting.

10. Posting on vehicles is absolutely prohibited. Any organization or student found to be posting information on vehicles will lose posting privileges for a time period and may face other sanctions.
11. The use of table tents must be approved by having information stamped in the Office of Student Activities and Leadership, as well as first obtaining approval by management of the location where the table tents are to be displayed.

OUTDOOR SUSPENDED BANNERS

1. All banners must include the name, date, time, and location of the event being advertised on either a professionally prepared or clearly printed banner made of either plastic or an alternate weather-resistant fabric. Sheets are not an acceptable medium and banners painted on sheets will not be approved for display by the Office of Student Activities and Leadership.
2. Banners should state the name of the student organization sponsoring the event.
3. A Banner Request Form must be completed by the group or individual sponsoring the event and must specifically state the location and how the banner will be hung.
4. Banners must be hung by secure fasteners to either poles, stakes, or by attaching to trees.
5. The facilities department is able to assist with hanging banners no larger than 9' wide by 5' high.
6. At the time of banner removal, all strings, poles, stakes, or any other banner residue must also be removed from the site.
7. Banners must be removed no later than 48 hours after the advertised event has taken place. Student organizations or individuals responsible for the removal of banners will be fined \$25.00 for each day banners remain hanging after the 48 hour period has expired.
8. Tattered or torn signs or signs that have come untied must be removed immediately.
9. Banners may be displayed only in the approved locations listed below:
 1. Wooded area between Baxley Hall and Admissions/Financial Aid (Kingston Hall) facing Chanticleer Boulevard East.
 2. Wooded area on East side of Prince Lawn (side closest to Science Building)
 3. In front of the Commons Dining Room (between Santee and Waccamaw Halls)
 4. Wooded area in front of the Woods and Rivers Communities
10. Posting in any other areas must be approved by the Director of the Office of Student Activities and Leadership.

CHALKING SIDEWALKS

1. The use of chalk on sidewalk and pavement areas on campus is allowed only in designated areas and must be approved at least one week in advance by the Director of Student Activities and Leadership.
2. Organizations found to have chalked areas without prior approval, or to have used non-designated areas will be held responsible for the cost of having the Facilities Department clean the chalked area if it has not been cleaned by the organization or natural forces (wear or rain) within 24 hours after the event has taken place.
3. Use of sidewalk paint is forbidden.
4. Organizations found in violation of chalk policy will lose posting rights for a period of time to be determined by the Office of Student Activities and Leadership and may result in other sanctions.

FREESTANDING SIGNS (STAKED SIGNS, REAL ESTATE SIGNS)

1. Designated areas for freestanding signs may be reserved through the Office of Student Activities and Leadership.
2. Freestanding signs will be approved only for student organizations wishing to advertise events, with the exception of Homecoming and Student Government Elections which shall be monitored by the SGA Elections Commission.
3. Freestanding signs must include the name of event, date, time, location, and name of sponsoring organization and must be either professionally prepared or printed clearly.
4. Freestanding signs will be approved for a period of five days. Renewal of approval may be requested at the conclusion of the five days if needed by meeting with the Director of Student Activities and Leadership.

T-SHIRTS AND OTHER PROMOTIONAL ITEMS

The Director of Student Activities and Leadership or designee must approve designs for all t-shirts and other promotional items that are funded with Coastal Carolina University funds and/or use of any Coastal Carolina University trademarks (see Coastal Carolina University Licensing section herein). Any organization which produces an item with a design deemed offensive, regardless if it was funded by Coastal Carolina University may result in sanctions levied against the executive officers or other members of the organization.

PRINTING SERVICES

All organizations are permitted to use the campus Printing Services and the Instructional Media Center. The printing of handbooks, leaflets, and posters can be done for a nominal fee. Monies for printing typically come from the organization's on-campus account. A Printing Services Requisition form may be obtained from the Office of Student Activities and Leadership. For accountability purposes, the director or designee must approve all printing requests. Accounts will be checked by OSAL's fiscal technician to ensure available funds. All uses of the University logo must be approved, prior to printing, by the director or designee.

WEB PAGES

All student organizations are represented on the Office of Student Activities and Leadership's Website. Each organization should submit a *Webpage Information Sheet*. The information will be published on their individual OSAL Webpage.

These Websites should include the following information:

- Name of organization
- Mission and purpose
- Goals
- List of officers, adviser, and their contact information
- Primary contact person (should be club/organization officer)
- Schedule of meeting times and locations

All organizations are encouraged to create individual Websites. These sites will be linked off of their assigned OSAL Webpage. It is recommended that *Dreamweaver* Webpage design program be used to create and upload pages. Student organizations are able to use the Coastal Carolina University server to host their website. Setup instructions can be found on the Teal Center website at <http://www.coastal.edu/teal/tutorials>.

The organization will need to provide the following information if they wish to use the Coastal Carolina University server for their Website:

- Organization name
- Website name (For example, Phi Gamma Theta may want pgt as their Website name, therefore the url would be <http://ww2.coastal.edu/pgt>)
- Main organization contact for Website. This person will be responsible for Website content, uploading files to server, etc.
- Names of additional students who need access to the Website.

I. CONDUCT OF STUDENT CLUBS/ORGANIZATIONS

Organization Conduct Policies

All clubs and organizations recognized by the Student Government Association, Fraternity and Sorority Life organizations, Honors organizations, sport clubs, and intramural teams must follow the policies and procedures specified in the *Student Organizations Handbook*. Any violations of policies listed in the *Student Organizations Handbook*, *Fraternity and Sorority Life Manual*, or *Sport Club Manual* will be addressed by the designated administrator, Director of Judicial Affairs, or the Organization Judicial Board (OJB). Student organizations which do not fit into any of the above categories will be held responsible by the faculty member or administrator responsible for the organization. Designated administrators are as follows:

Organizations

Fraternities and sororities
Sport clubs
Academic/Interest/Honor Societies

Designated Administrator

Coordinator for Fraternity and Sorority Life
Intramural Coordinator
Director of Student Activities & Leadership

Policy violations will be classified in two categories: 1) minor offenses, and 2) major offenses. Minor offenses have natural consequences and will be enforced by the designated administrator.

The designated administrator will notify the Director of Judicial Affairs for major violations. The director will be responsible for addressing the matter.

Procedures for Investigation and Hearing

When the designated administrator becomes aware of a potential violation, he/she will be responsible for investigating the situation. In cases of alleged major violations, he/she should notify the Director of Judicial Affairs that an investigation is underway, and may request that the Director of Judicial Affairs issue an interim suspension of the organization during the investigation and hearing period. The Director of Judicial Affairs will make all interim suspension decisions.

The designated administrator will conduct an initial investigation of the alleged violation. A fact-finding conference may be scheduled with the president or his/her designee of the organization. If the administrator identifies minor violations, he/she will issue sanctions. If the administrator identifies any possible major violations, the case is referred to the Office of Judicial Affairs. A meeting will be convened with a judicial officer. The judicial officer will communicate the facts that have been gathered and will request that the president or his/her designee choose between an administrative hearing and OJB hearing. If an administrative hearing is chosen, the officer will hear the case and render his/her decision along with appropriate sanctions. If an OJB hearing is chosen, the judicial officer will schedule the hearing and present the facts to the board which will render a decision and sanctions.

Prohibited Organization Conduct

- I. Violation of University policy
- II. Failure to register event
- III. Acceptance of ineligible members
- IV. Failure to comply with administrative actions
- V. Failure to attend required events
- VI. Unauthorized travel
- VII. Misuse of University funds
- VIII. Other- Violation of federal, state or local laws

Sanctions

Warning- A documented notice that a violation has occurred and further misconduct could result in further disciplinary action.

Restriction of privileges – Restrictions placed upon a student organization which limits University privileges for a specified period of time. These limitations may include, but are not limited to, the following:

- a. Denial to represent the University in any capacity.
- b. Denial to maintain assigned space on University property.
- c. Denial to receive or retain University funds.
- d. Denial to participate in intramural sports.
- e. Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.
- f. Denial to sponsor and speaker or guest on campus.

- g. Denial of rush, membership recruitment, or intake activities.
- h. Denial of the use of University vehicles.
- i. Denial of the use of University facilities.
- j. Denial of advertising on campus for organizational activities.
- k. Denial of soliciting and/or selling any items on campus.

Restitution- An order to make restitution is issued when a club/organization has engaged in conduct injurious to the property of another (individual, group, or the University) for which monetary damages may be determined.

Community Service- Provide some type of community service to the University or community as a whole. This service should be relevant to the nature of the violation, should have some educational value and should not be unduly burdensome to other staff or students.

Disciplinary Probation- A specified period of review and observation during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University regulations or policies could result in more severe sanctions, including suspension or expulsion. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to specific limitations upon its behavior or University privileges.

Suspension of Organizational Recognition- Denial of privileges of a recognized organization for a designated period of time. Any organization whose recognition is suspended must:

- a. Cease all organizational activities with the exception of those approved by the designated administrator or the Office of Judicial Affairs.
- b. Vacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.

Revocation of Organizational Recognition- Permanently excludes the organization from the University without any recourse to reapply for recognition.

Organization Judicial Board (OJB) Membership

The OJB will consist of one (1) faculty/staff member appointed by the Provost (chair), four (4) faculty/staff members from the Campus Judicial Board, three (3) students from the Campus

Judicial Board, and six (6) students from each category. The three categories include Fraternity/Sorority, Sport Clubs, and Academic/Interest/Honor Societies. The Provost will determine the student members from each of the three categories at the beginning of each academic year.

- a. The student members must be in good standing, have completed a minimum of 24 hours, carry a minimum of 12 hours per semester for the duration of their service. A student will be considered not in good standing if he/she is currently suspended, on disciplinary probation, has non-completed sanctions, or a cumulative GPA of less than 2.5.
- b. A hearing panel will be selected for each case based on the availability of OJB members and will consist of the chair, two faculty/staff members from the Campus Judicial Board, one student from the Campus Judicial Board and two students from the category of the organization accused.

Rights of the Accused Student Organization

A. The organization has the right to be represented at any hearing but may not be represented by more than three current members. However, if organization representatives fail to appear when given proper notice, the hearing may be held and decision rendered in their absence.

B. The organization has the right to present evidence by witnesses, or by written statements if witnesses are unable to attend the hearing. It is the responsibility of the accused student group to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing will be held without benefit of their testimony.

Appeals

Appeals of minor offense decisions will be made to the supervisor of the designated administrator making the original decision. The supervisor will make a final decision regarding the matter.

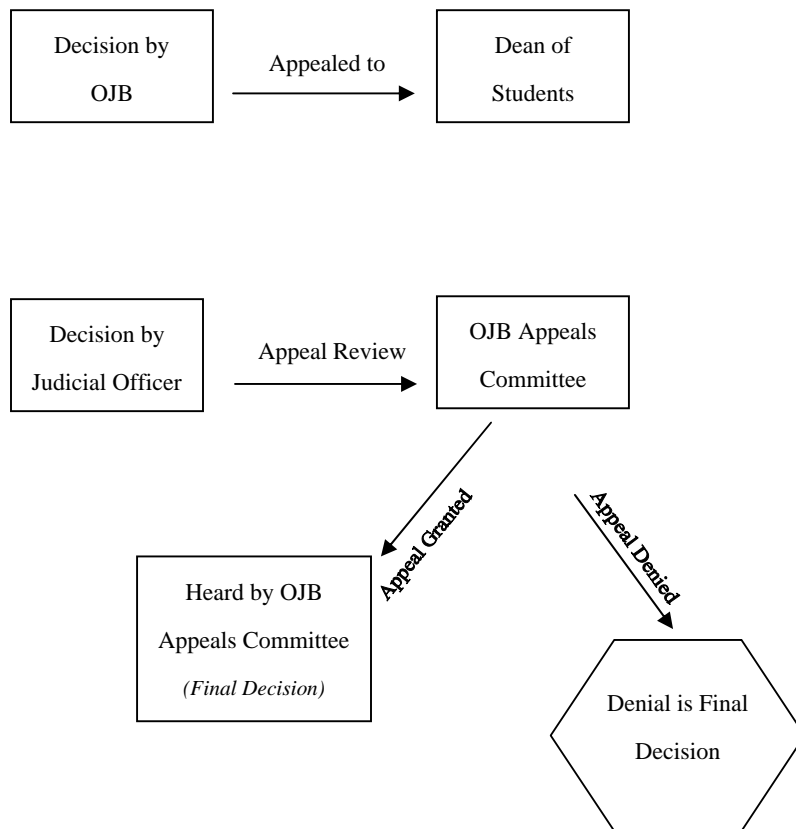
Appeal criteria for major offense decisions include:

1. Procedural error occurred that unreasonably impaired the organization's ability to achieve a fair process or final decision, and made the process or the final decision fundamentally unfair; or

2. New evidence of substantive nature, impossible for the hearing officer to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair to not consider the evidence.

If representatives of the organization feel that the criteria for appeal are met, they must submit a written appeal to the Office of Judicial Affairs within 72 hours of the initial decision. Appeal hearings will be heard by the OJB Appeals Committee when the original decision was made by a judicial officer. The OJB Appeals Committee will review the appeal to determine if either of the above criteria is met. If either of the appeal criteria is met, an appeal hearing will be granted. If not, the appeal will be denied. Appeal decisions will be made by the Dean of Students when the original decision was made by the OJB. All decisions of the Dean of Students are final.

Major Offense Appeals Process



J. UNIVERSITY POLICIES AND REGULATIONS

This section contains a synopsis of University policies and procedures regarding issues that affect all students. Complete policies and procedures may be obtained by contacting the Office of Student Activities and Leadership in the Student Center or by consulting other references listed in this publication. Please note that violation of federal, state, or local law on University premises; at University-sponsored or University-supervised activities, or elsewhere, if such conduct adversely affects the University community is a violation of University policy.

For additional information on University policies, please refer to the Student Handbook at: www.coastal.edu/students/StudentHandbook.pdf.

Other policies you can refer to in the Handbook are:

- Code of Student Conduct
- Sexual Assault
- Smoking
- Residence Life

Other policy manuals that may be referred to are:

- Fraternity and Sorority Life Manual
- Sport Club Manual
- Academic Catalog

ALCOHOL AND DRUG POLICY

I. Introduction

This policy governs the possession and use of alcohol and other drugs on the Coastal Carolina University campus and in or at any University owned or managed facility, or at any University hosted or registered event, either on or off campus. Throughout this policy, alcohol is defined to include beer, wine, and distilled spirits. This policy is based on a concern for the welfare of all members of the campus community. Members of the community are expected to comply with and abide by the policies and guidelines as stated below, as well as the laws of the State of South Carolina and the federal government.

II. Possession/Consumption of Alcoholic Beverages by Students

A. Residence Hall Policy

As a member of the campus community, each student is responsible for upholding the regulations of the University. Residents should also help each other grow by establishing positive

relationships, setting standards for themselves and their fellow students and confronting negative behaviors. The following policies apply to all students, regardless of age, living in residence halls on the University's campus:

1. Residents may not possess, consume or be in the presence of alcohol of any quantity at any time. Residents who are visibly overcome by alcohol may be found in violation of the alcohol policy.
2. Residents may not possess or be in the presence of large communal sources of alcohol and paraphernalia (kegs, beer pong tables, funnels, etc.) The alcohol paraphernalia will be permanently confiscated.
3. Residents may not possess or display empty alcohol servers and/or containers, including those for decorative purposes.

For upperclassmen living at University Place Apartments and/or in other housing that is acquired, managed or affiliated with the University, the following guidelines apply:

1. Residents who are 21 years of age or older may possess and consume alcohol inside apartments.
2. Residents who are 21 years of age or older may not have open containers of alcohol when underage visitors are in the apartment.
3. Alcohol is not permitted outside of an apartment by any resident or visitor. All individuals who are 21 years of age or older must carry a driver's license or state issued identification on their person. Residents found intentionally or inadvertently providing alcohol to underage students will be subject to sanctions as noted in the Code of Student Conduct/Residence Life Living Guide including possible permanent removal from University Residence Halls/Apartments and will be reported to local law enforcement officials. Residents of legal drinking age are responsible for accurately verifying that those in their presence are also of legal drinking age.

B. Student Sponsored Social Events

1. On-Campus Student Events

Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.

2. Off-Campus Student Events

Any student organization that hosts an off-campus event where alcohol is served and consumed must register the event with the Office of Student Activities and Leadership.

The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.

Off Campus Student Events involving Alcohol – Guidelines for Registration

- 1) Any student organization planning an off-campus event where alcohol is served must obtain approval through the Office of Student Activities and Leadership at least two weeks before the event. Organizations may not include alcohol at any recruitment, induction, initiation or, bid event or at any campus recreation event or intramural event. Only beer and/or wine may be sold at events.
- 2) All events must have a Third Party Vendor which is properly licensed by appropriate local and state authorities, maintains a liability insurance policy and completes a merchant alcohol education program, such as “TIPS”. All alcohol sales must be on a drink by drink basis and staffed only with employees of the Third Party Vendor. All events are required to take place in a location that is properly zoned for the distribution and consumption of alcoholic beverages.
- 3) The student organization sponsoring the event is responsible for insuring an approval process for verifying the age of each individual in attendance in coordination with the third party vendor/establishment.
- 4) The organization will insure that alcohol service will stop 60 minutes prior to the scheduled closure of the event. There must be an appropriate amount of nonalcoholic beverages and non-salty, non-snack food available.
- 5) Each organization is required to appoint a sober host for the event. The host is required to oversee the event, verify that all individuals attending the event are students, faculty, staff or guests and oversee the age verification process.
- 6) The only alcoholic beverages that may be possessed or consumed at the function are those by the licensed server within the designated location.
- 7) Drinking contests and/or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages will not be permitted. No alcoholic beverages can be provided as free awards, prizes, or rewards to an individual(s) or group(s).
- 8) Event publicity cannot include the advertisement of alcohol.
- 9) Organizations must have a designated driver program in place. This program should specifically include provisions for commuting students who will be returning to their residences following the event. In some cases, the organization may be required to provide a bus.
- 10) The Office of Student Activities and Leadership in consultation with the Department of Public Safety may require that an organization have security present at the events where alcohol is served. The organization will be responsible for the cost of the security.

11) All recognized chapters of national organizations must also comply with all requirements set forth in their policies in regards to hosting an event where alcohol is served. In addition, organizations must have an updated copy of their insurance policy and risk management policy on file with the Office of Fraternity and Sorority Life.

Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the *Code of Student Conduct* and/or the *Office of Student Activities Student Organization Manual*.

C. Good Samaritan Policy

The Good Samaritan Policy is designed to prevent dangerously intoxicated students from being put to bed and/or left alone by friends because of fear that a request for medical assistance will lead to formal disciplinary action. In those instances in which a student contacts the Department of Public Safety or a member of the Residence Life staff to seek assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged with violations of the Alcohol Policy. The students, however, will be required to meet with the Director of Residence Life or the Director of Counseling Services to discuss the incident. The Director may refer the student(s) to Counseling Services for alcohol education and/or treatment. No judicial action will be taken unless the student(s) involved demonstrate a repeated lack of care for their well-being and that of the University community or fail to follow the recommendations of the Director of Residence Life or the Director of Counseling Services. Students should also be aware that this policy does not prevent action by local/state/federal authorities.

D. Alcohol at Athletic Events

Individuals attending events at Coastal Carolina University are expected to conduct themselves in a manner respectful of others. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises and/or be subject to citation.

Students may also be charged with a violation of the *Code of Student Conduct*.

Guidelines for use of alcohol while tailgating for football events are as follows:

- Consumption of alcoholic beverages on campus is not permitted until 4 hours before the starting time of the event.
- All beverages must be consumed in paper or plastic cups and no glass bottles are permitted.
- Kegs, other common containers, drinking games, and the use of devices intended to accelerate the consumption of alcohol (including but not limited to beer pong tables, funnels, etc.) are prohibited.

- All state and local laws must be observed.
- Alcohol may not be sold on University property.

Additional Guidelines for General and Student Parking Lots

- All individuals over the age of 21 are required to obtain a wrist band at the check in station located near general and student parking lots.
- Tailgating will end 15 minutes prior to the start of the game; no halftime tailgating is allowed.
- Post game tailgating will be limited to one hour.

Guidelines for use of alcohol while tailgating for baseball events are as follows:

- Tailgating will open to spectators 60 minutes prior to game time with the conclusion of tailgating being 30 minutes after the game.
- Tailgating with alcohol is permitted on Friday's and Saturday's only in the designated area.
- Alcohol is not permitted to be consumed at The Rooster's Nest deck at any time or in any location inside the stadium fencing.
- Only fans age 21 years and older may consume alcohol in the specified tailgating area only.
- Wrist bands will be used to enforce the legal drinking age.
- All beverages must be consumed in a paper or plastic cup. Glass and aluminum containers are not permitted.
- For safety purposes, kegs, other common containers, drinking games, and the use of the devices intended to accelerate the consumption of alcohol (including but not limited to beer pong tables, funnels, etc.) are prohibited.
- All state and local laws must be observed.
- Alcohol may not be sold on University property.
- Inappropriate behavior may result in sanctions by law enforcement and/or University authorities.

III. Non-student Events

A. General Guidelines

External and internal groups renting/utilizing University facilities for events that include alcohol must receive advance written approval for such event(s) through the Office of the President. The organization may not sell alcoholic beverages at its function(s) nor use alcohol in any manner which might require an alcohol beverage license from the state of South Carolina. Such beverages must be provided and served by the University's campus dining service.

Only beer and wine may be served and consumed at these functions and must only be distributed on a complimentary basis. The President may approve the service of distilled spirits for private University functions not open to the public.

The sponsors of the event will ensure that all alcohol service and consumption is in accordance with any pertinent state and county law(s), regulation(s), and ordinances(s). The company serving the alcohol is responsible for monitoring the service and consumption of alcoholic beverages to ensure that neither an intoxicated person nor an underage person is served.

B. External Group Compliance

Any external group using University facilities must agree to indemnify and hold the University harmless for any personal injury or property damage which might occur as a result of the service or consumption of alcoholic beverages by any member(s) of its group. The external group must sign an agreement to this policy and accept responsibilities for any violation.

IV. Campus Drug Policy

Coastal Carolina University has a zero tolerance policy with respect to the unlawful manufacture, distribution, possession, or use of illegal drugs or controlled substances by Coastal students, faculty, and staff. The term “controlled substances” as used in this policy refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law. The University also prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bongos, pipes, etc.

A. Drug-Free Workplace Policy

The Federal Drug-Free Workplace Act of 1988 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and provides for sanctions against faculty, staff, and student employees, permanent or temporary, which violate this policy. Pursuant to federal law, the policy also requires grant or contract employees to notify the employer of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days after the conviction. Any student employee who violates the Drug-Free Workplace Policy is subject to prosecution and punishment by the criminal courts as well as to disciplinary procedures by Coastal Carolina University and may also be terminated from his/her position of employment by the supervising department.

B. Eligibility for Federal Financial Aid

Students found in violation of the campus drug policy may jeopardize their ability to receive financial aid for which they might otherwise be eligible.

V. Sanctions

Students, faculty, or staff who violates the University policies, or state or federal law, regarding the use of alcohol and/or drugs are subject to the proceedings and sanctions of the University and may also be subject to charges from the civil and criminal court system. Student discipline will be conducted in accordance with this policy and due process as specified in the *Code of Student Conduct*.

VI. Alcohol and Drug Prevention

The Office of Counseling Services leads University efforts to provide alcohol and drug abuse prevention activities. Students are encouraged to participate in campus activities which promote alcohol and drug free experiences. Abstinence from alcohol and other drugs is encouraged and viewed as a legitimate and socially acceptable choice for any member of the campus community. Prevention efforts include printed and web-based materials provided to students and parents, group presentations, on-line assessments, awareness and prevention events. Many University departments and offices collaborate on prevention efforts by providing educational programs and offering campus activities that are viable social alternatives to high risk drinking.

Educational Services

Alcohol and drug education classes occur on a regular basis. Students who violate drug and/or alcohol policies are usually required to attend these classes where students have an opportunity to examine alcohol and drug use behavior, as well as consequences of that use, and make decisions regarding behavior change. A fee is charged for this session when attendance is required for judicial reasons. Any student can attend the class for free when not judicially required to attend. Other educational programs may be individually tailored to meet special needs of students, faculty, and staff and can be arranged by contacting Counseling Services (843-349-2305).

Counseling

Students who are concerned about the use or abuse of alcohol and drugs – either their own or others – may receive assistance from Counseling Services. Individual assessments, individual counseling, and group counseling are offered depending upon student need and preference.

Referrals to local agencies and practitioners are made when more extensive treatment is required. Confidentiality is maintained within legal and professional standards.

HAZING POLICY

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership. *Doing so violates University policy and the South Carolina Hazing Law.*

This applies to behavior on or off the Coastal Carolina University campus. Events that are optional can be considered hazing due to the emotional status of potential members and the fear of not being initiated for not participating.

All members should read and understand the Coastal Carolina University Hazing Policy. Any questions or needed clarification should be directed to the Director of Student Activities and Leadership or the Office of Judicial Affairs.

Questions to ask when planning an activity:

- Does the activity promote and conform to the ideals, values, and the mission of both the University and organization?
- Is it an activity that all members (current and initiates) can participate in together?
- Would the group's adviser, the national headquarters or founders of the fraternity/sorority, and/or other University officials approve of the activity?
- Would your parents approve of the activity?
- Would you like to see a story about the activity in the campus newspaper?
- Will this activity increase new members' respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

Activities that may be considered hazing include, but are not limited to:

- Physical acts such as running or calisthenics

- Forced or coerced carrying of unusual items such as buckets, paddles, rocks, pledge kits, etc.
- Paddling (striking an individual with the hand or board)
- Branding (burning or scarring of the skin)
- Forced or coerced eating or drinking of any substance, including alcohol
- Applying of any substance to an associate member's body or belongings
- Forced listening to any loud or repetitious music or noise
- Physical harassment such as pushing, tickling, yelling, etc.
- Deprivation of sleep or normal sleeping patterns
- Deprivation of normal amounts of food and/or water
- Individual or group interrogations such as line-ups
- Forced or coerced trips such as kidnaps, drop-offs, dumps, etc.
- Putting potential members in any uncomfortable settings such as cold or hot rooms, smoke filled rooms, etc.
- Personal servitude (forcing members to provide services to an active member such as cleaning their house, shopping for them, etc.)
- Assigning pranks such as streaking, painting objects, panty raids, harassing other individuals or organizations, etc.
- Calling potential members derogatory names such as plebe, scum, fags, bitch, maggots, worms, etc.
- Deprivation of adequate study time
- Potential members expected to do anything for the entertainment of the brothers/ sisters
- Forced or coerced wearing of conspicuous clothing not normally in good taste
- Forcing an individual to perform sexual acts

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules, or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions the Office of Judicial Affairs deems appropriate.

In the case of a University organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the University.

FUNDRAISING POLICY

Purpose of the Policy

Critical to the University's success is a strong enduring relationship with its donors. For that reason, the University recognizes its role in coordinating sponsorships and fundraising throughout the entire University. The purpose of this policy is: 1.) guide Coastal Carolina University student organizations in planning their fundraising activities for the benefit of the campus community, and; 2.) protect the University's students, parents, alumni, donors, faculty and staff from solicitation by non-Coastal Carolina University organizations whose fundraising activities would affect the campus environment.

Sponsorships Policy

Sponsorships are considered contracts and not donations. For that reason, sponsorships are not tax-deductible. All contracts must go through University Counsel to be approved.

Example Sponsorships:

- a) A local business has agreed to subsidize the cost of a group's t-shirts provided the business logo is imprinted on the t-shirt.
- b) A local restaurant provides food for an event, provided the restaurant can display a banner at the event.

Note: All uses of the University name and marks/logos require prior approval from the Office of Marketing Communications. The University name and marks/logos are not permitted in promotions whose primary intent is the sale of alcoholic beverages to include, but not limited to, the promotion of drink specials, happy hours or college night, signage, apparel and advertising.

Definition of Fundraising

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

Types of Sponsorships and Fundraising

There are two types of sponsorships and fundraising activities that student organizations can conduct – those activities for the benefit of a legitimate charity (i.e. American Cancer Society, March of Dimes, etc.) and those activities for the benefit of the University and/or the student organization.

Guidelines for All Sponsorship and Fundraising Activities:

Student organizations are permitted to conduct infrequent fundraising activities such as the collection of food, clothing or change for charities, make requests for donated labor; and hold activities like bake sales that generally do not solicit significant cash or in-kind gifts. Student organizations wishing to solicit sponsorship or gifts must adhere to the following guidelines:

1. Submission of Form

A *Student Club/Organization Fundraising Request & Registration* Form must be submitted by an authorized group member a minimum of two (2) weeks in advance of the proposed date for collection of funds or sale of tickets. Requests must be approved by the Director of Student Activities & Leadership or designee.

2. Recognized Organizations

Only student organizations recognized by Coastal Carolina University SGA or the University administration can fundraise on campus.

3. Funds

All requests for fundraising activities must clearly state where funds will go. All monies collected must be deposited into the organizations account or distributed as outlined in the fundraising request form. If these guidelines are not followed, this could lead to disciplinary actions.

4. Educational Mission

The fundraising activity is required to offer a benefit to the student organization and/or the University that is consistent with the University's educational mission.

5. Door-to-Door and Telemarketing

Door-to-Door and telemarketing type fundraising activities are not permitted.

6. Fundraising On-Campus

- a. Coastal Carolina University student organizations may not raise funds at or in conjunction with major public campus events such as Orientation, Homecoming, Family Weekend, and Commencement.
- b. Student organizations may raise funds from individuals only. University departments are not able to make charitable contributions with University funds.

- c. Fundraising at athletic events is generally not allowed and will require special permission via the prior approval of the Athletic Director or designee.

7. Fundraising Off-Campus

- a. Student organization solicitation of off-campus businesses is not permitted without prior approval of the Office of Student Activities and Leadership.
 - i. Student organizations wishing to approach off-campus businesses for the benefit of the University and/or student organization must submit a list of all business to be solicited at least two weeks in-advance of the project for approval by the Office of Student Activities and Leadership and the Office of University Advancement.
 - ii. Student organizations wishing to approach off-campus businesses for the benefit of a legitimate charity must submit a list of all business to be solicited at least two weeks in-advance of the project for approval by the Office of Student Activities and Leadership.
- b. Student organizations soliciting off-campus will be required to obtain and carry an approval form on University letterhead from the Office of Student Activities and Leadership. The approval form is intended to provide proof of approval of the fundraising activity. The form can and should be shown to potential donors.
- c. Organizations planning fund-raising events off-campus must check with the Office of Student Activities & Leadership for pertinent civic and University policies.

8. Use of University Name

All uses of the University name and marks/logos require prior approval from the Office of Marketing Communications.

9. Fundraising Involving Food

Student organizations will be permitted to conduct bake sales if the items are individually wrapped. The sale of food items that require the item to be heated to ensure safe consumption will not be allowed unless the items are prepared by Aramark. The sale of pre-packaged, individually wrapped and sealed food items is permitted. Off campus food fundraisers or free coupons is permitted.

Raffles

Raffles constitute an illegal lottery as defined by the State Attorney General and are therefore not allowed.

Fundraising Suggestions

- Car Washes
- Coupon Sales
- Guessing Games
- Flower Sales
- Bake Sales
- T-Shirt Sales
- Penny wars for charity (two or more organizations compete against each other)
- Boxed Doughnut sales
- Pie-A-Professor
- Dunking booths

Special Note on “Toll Road” Fundraising Activities

Student organizations may conduct “Toll Road” fundraisers if they agree to follow all safety and registration procedures required by the local authorities. These types of events involve collecting funds from automobiles at traffic lights while the cars are stopped. The fundraising event must be registered and approved by the City of Myrtle Beach or Conway and a copy of the permit must be submitted to the Office of Student Activities & Leadership before the event will be approved.

All participating members must sign a *Coastal Carolina University Liability Release* form and agree to the following:

- All participants will wear an orange safety vest. These vests are available in the OSAL.
- No participant will be on the road while the light is green. Funds can only be collected while the automobiles are stopped for the red light.
- The event will be canceled in the event of rain.
- The safety of our students always takes priority. The leader at the event will cancel the event at any time if the conditions become unsafe.

AMPLIFIED SOUND POLICY

The amplified sound policy is designed to protect instructional and work activities from disruptive or intrusive interference by other activities that take place around campus buildings at any time. Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced.

Amplified sound should only be utilized when it is an integral part of an event and only at the minimal level necessary for a successful event. A CCU Media Services employee must be requested and present for the entire event to ensure that the sound does not rise to an unacceptable level, i.e., a level that can be heard in surrounding buildings; substitutions of other employees for a Media Services employee is not acceptable. The University reserves the right to suspend the use of amplified sound at any time during an approved event. All events utilizing amplified sound must end no later than 11:00 pm. Amplified sound may not be utilized at any event the week before and during the week of final exams.

The Office of Public Safety may utilize amplified sound at any time and amplified sound is allowed at any scheduled NCAA collegiate athletic event.

Student organizations who request amplified sound at events must include such information on the Office of Student Activities *Event Registration Form* available on-line. The Office of Student Activities will determine the best time and location for the proposed event, subject to final approval of the Office of Conference Services. All other University and non-University groups must register events directly with the Office of Conference Services.

Amplified sound is permissible at the following events, subject to the requirements of this policy:

CINO Day

Club Recruitment Days

Cultural Celebration

Hispanic Celebration

Approved events in Spadoni Park, Prince Lawn, and on the Student Center Deck

In programming these events, the Office of Student Activities will make every effort to avoid the use of amplified sound that might disrupt instruction. If amplified sound is utilized, it will be programmed for minimal disruption for faculty, staff and students.

Any events that occur in Residence Hall Areas that utilize amplified sound must be approved by the Office of Residence Life and the Office of Conference Services, subject to the requirements of this policy. Notification of events in The Gardens Residence Hall, including the date, time and type of event, must be given to the Quail Creek Property Owners Association one week prior to the date of the event by the Office of Residence Life.

Any exceptions to this policy must be approved in writing by the Office of University Counsel, no later than two weeks prior to the date of the event. The approval must be forwarded to the Office of Conference Services prior to confirmation of the event.

DEMONSTRATIONS ON CAMPUS POLICY

Coastal Carolina University is dedicated to the constitutional principles of free expression, free assembly, and the right to petition government for a redress of grievances. The University considers these principles to be an integral part of the educational process and, as a state institution, the University is aware of its civic responsibilities, as well.

A University campus, as a place of higher education, is generally tranquil for the purpose of being conducive to learning. While demonstrations are not discouraged, any activity that disrupts the educational process will not be tolerated. Accordingly, peaceful demonstrations by members of the University community or by members of the general public will be allowed on campus, subject to certain restrictions of time, manner, and place. The University assumes a posture of neutrality toward the content or subject matter of any demonstration, but will not allow demonstrations that advocate unlawful activity.

Any person or group desiring to conduct a demonstration must secure permission from the OSAL and Chief of Public Safety. The application shall inform the staff members of the desired date, time, and place for the demonstration and the estimated number of participants. This information shall be necessary for a determination by the staff as to whether to assign officers for purposes of crowd control and traffic/pedestrian safety. The staff may withhold approval or assign an alternate time and place, if such a demonstration has the potential to disrupt educational activities or precipitate unlawful behavior. The applicant must also inform the staff if the use of electrical voice amplification or any device that generates amplified sound will be used at the demonstration. Use of such devices may result in the assignment of an alternate place and time that will minimize campus disruption for excessive noise.

POLICY FOR OFF-CAMPUS SPEAKERS

The Board of Trustees is, by law, the governing board of the University, and nothing in this statement of policy abrogates or limits in any way the authority of the Board in matters of governance.

A. Coastal Carolina University is committed to the principle that students should be allowed to invite and to hear any person of their own choosing. The campus is open to free discussion and the examination of views and ideas, popular and unpopular, orthodox and unorthodox, with the condition that such discussion be accompanied by peaceful methods and peaceful conditions consistent with the scholarly nature of an academic community. Freedom of inquiry, both in the classroom and in all other aspects of University life, is essential to the search for truth and, therefore, is a major tenet of the University educational philosophy.

B. A positive effort is made to provide for a vigorous presentation of varied points of view under conditions of suitable scheduling and publicity.

C. Invited speakers and their sponsoring organizations are accountable to campus and civil authorities for compliance with existing regulations and laws which are designed to prevent disruption of the University, injury to person or property, obscene behavior or riot.

Since the University encourages the expression of diverse opinions and views, it is equally clear to the academic and larger community that the presentation of a particular view or opinion by the visiting speaker on campus does not imply University endorsement of that view.

The officers of a recognized student organization desiring to use University facilities for a visiting speaker shall submit to the Office of Student Activities and Leadership a request for reservation of meeting space and an Event Registration Form with the following information (submitted two (2) weeks prior to the event):

1. The name of the sponsoring organization and the proposed speaker's topic;
2. Sufficient biographical information to identify the proposed speaker, including the address and telephone number of the speaker or that of the agency representing the speaker;
3. Request for a date and place of meeting; and
4. A statement as to what non-college attendance, if any, is invited or expected, along with an outline of the manner in which the event is to be publicized.

Arrangements for the scheduled use of University facilities are subject to administrative approval to prevent conflict in the scheduling of facilities. When a negative decision is made upon the grounds of conflict, the sponsoring organization is free to seek a more suitable date and arrangements. Unless there are conflicts in scheduling, speaker appearances will be authorized upon fulfillment of these requirements. An exception to routine authorization occurs when the proposed speaker or activity is undesirable under criteria of paragraph "C" of the policy statement above or when conditions within the University indicate that danger to persons or property might result from an appearance. The President of the University shall have final

authority in these matters, whether upon review of the decision of the Office of Student Affairs or upon appeals from such decision. It shall be the responsibility of all organizations to provide speakers with a copy of the procedures at the time of the invitation.

Once a speaker affected by the above procedures has been invited, and acceptance received, the appearance on campus shall be governed by the following policies.

1. Student attendance at campus-wide events is not compulsory.
2. In order to assure the free and open discussion which is essential to safeguarding free institutions, the President, at his/her discretion and when he/she considers it appropriate, may require that a meeting be chaired by an officer of the University or by a ranking member of the faculty.

Exceptions to the above policy will be submitted to the Office of Student Affairs who will chair a committee comprising two (2) faculty and two (2) student members of the Student Affairs Committee of the Faculty Senate. Speakers thus permitted to speak will do so only in a designated area and only for a specific day and time. The speaker must fulfill all other requirements above. The President shall have final authority in these matters.

FREEDOM OF INQUIRY AND EXPRESSION

Coastal Carolina University recognizes and supports the rights of its members to the traditional freedoms of expression. The nature of an educational institution, which is dedicated to the search for truth and the development of the individual student for his role in a democratic society, protects these freedoms. Equally expected of students in the exercise of these freedoms is the weighing of possible consequences of their actions, especially those that involve conduct, which interferes with or impinges upon the rights of other students, faculty, or any member of the University community.

COMMENCEMENT / HONOR STOLES

For commencement exercises, graduates who are members of nationally recognized honor societies and recognized Fraternity and Sorority Life organizations wear special stoles bearing the University seal and the appropriate Greek letters or designated honor. Omicron Delta Kappa and the Office of Fraternity and Sorority Life can provide information concerning the stoles.

K. COASTAL CAROLINA UNIVERSITY LICENSING PROGRAM

Alumni loyalty to Coastal Carolina University, the respect the University is accorded by the public, and the enthusiasm generated around its athletic program creates a demand for official University products among students, alumni, and University supporters who want to show their allegiance and pride in the institution. Coastal Carolina University seeks to foster this loyalty, respect and enthusiasm by ensuring that all products bearing its name or other marks are of the highest quality. By ensuring that products bearing the University's marks are of high quality and good taste, Coastal Carolina University's reputation for educational excellence is promoted. Proper use of the University's name also stimulates public awareness and support.

THE THREE PRIMARY REASONS FOR IMPLEMENTING A LICENSING PROGRAM ARE:

- To protect the University's brand (name and image) as represented by marks and symbols
- To market the University
- To generate revenue through royalty payments

WHAT IS LICENSING/WHAT IS THE UNIVERSITY'S ROYALTY RATE?

Licensing is an agreement wherein the owner of a trademark gives another party, in most cases the manufacturer of the goods, the right to use that mark in exchange for payment of a royalty. Coastal Carolina University's royalty rate for general licensed goods is eight (8) percent.

WHAT IS THE COASTAL CAROLINA UNIVERSITY LICENSING PROGRAM?

The licensing program promotes and protects the commercial use of the University's name and identifying marks. A major emphasis of Coastal Carolina University's Licensing Program is to ensure that all products using the University's name, marks, and symbols are of good taste and quality. Only those companies that meet the standards of the University are licensed to manufacture Coastal merchandise. Coastal's licensing administrators work with manufacturers who wish to make products that utilize its trademarks and symbols, with retailers who wish to sell Coastal Carolina University licensed products, and with University departments, programs and student groups who want to use the University's trademarks on products. By seeking help through the licensing program, campus organizations are assured of locating quality products

from approved manufacturers. Secondly, the sale of licensed goods helps benefit the University through generation of royalty payments. Income generated from royalties paid by licensees is used to support athletics and general activities of the University.

WHAT ARE COASTAL CAROLINA UNIVERSITY TRADEMARKS?

The University claims as its trademarks any design, symbol, logo, art, word or words associated with or directly referring to the University. The University has legal trademarks for the following:

- Coastal Carolina University seal
- Coastal Carolina University name and logo
- Letter combination “CCU”
- Coastal Carolina University athletic logos and athletic team marks
- Words “Chant” “Chants” “Chanticleer” “Chanticleers”
- Campus symbol and the word “Atheneum”
- 1954 Society name and logo
- Words “Chanticleer Gear”
- 50th Anniversary name and logo
- Letter combination CINO

HOW IS A LICENSE ACQUIRED?

To become a licensee of Coastal Carolina University, an organization or individual first obtains a licensing agreement from the Office of Marketing Communications / Licensing Administrator in Singleton Building 224. The completed form, \$50 administrative fee, certificate of insurance, and possibly product samples, are submitted to the University for review and approval before a license agreement is issued. Licenses are non-exclusive and are issued for specific products that meet University criteria.

WHAT HAPPENS IF A UNIVERSITY MARK IS USED WITHOUT A LICENSE?

Coastal Carolina University intends to protect its name, marks, and symbols from unauthorized or inappropriate use. When an individual and/or organization is identified as producing or distributing products that infringe our trademarks, the University will contact them to attempt to stop the infringement, to establish a license, and to notify them of potential legal action should they fail to cooperate.

ARE THERE ANY EXEMPTIONS FROM ROYALTIES?

If an item utilizing a University mark is produced solely for members of a University department, program, or officially recognized student group, the royalty can be waived. Items that apply include clothing, uniforms, furniture, cups, etc. using the University's name, marks, logos, seal or symbols (excluding letterhead, envelopes and other departmental publications). However, a Royalty Waiver Form stating the purpose, cost, and quantity of the item must be filed with Marketing Communications / Licensing Administrator and prior approval of both the item and any design or artwork must be obtained in order to obtain the waiver. The group is required to purchase items bearing Coastal Carolina University marks from a vendor that is licensed through Coastal Carolina University. The list of licensed vendors and Royalty Waiver forms are available through Marketing Communications / Licensing Administrator in the Singleton Building room 224.

ROYALTY EXEMPTION PROCESS:

1. Prior to production of an item, group contacts Marketing Communications / Licensing Administrator to request a Royalty Waiver Form.
2. A completed Royalty Waiver Form stating the purpose, cost, and quantity of the item, and a design to be used on the product is returned to Marketing Communications / Licensing Administrator.
3. Marketing Communications / Licensing Administrator reviews and approves or disapproves request.
4. If approved, the University group and manufacturer are notified that an exemption from royalty fees on this specific use is granted. The Royalty Waiver Form will be kept in manufacturer's file with the order.
5. If not approved, the University organization and manufacturer will be notified of decision and recommendations to gain waiver status, if applicable.

LOCATING LICENSED PRODUCTS

The Office of Marketing Communications maintains a list of manufacturers licensed by the University to produce Coastal Carolina University merchandise. Organizations who need help locating licensed manufacturers of particular products should contact the Office of Marketing Communications at 843.349.2102.

FUTURE REVISIONS: THIS HANDBOOK IS A SUPPLEMENT TO THE UNIVERSITY CATALOG, THE STUDENT CODE OF CONDUCT, AND OTHER PUBLICATIONS. COASTAL CAROLINA UNIVERSITY RESERVES THE RIGHT TO UPDATE THESE POLICIES AND REGULATIONS, GENERAL AND SPECIFIC REQUIREMENTS AT ANY TIME. MEMBERS OF THE CAMPUS COMMUNITY ARE RESPONSIBLE FOR BEING AWARE OF ALL CHANGES AS PUBLISHED AND DISSEMINATED. ALL CHANGES WILL BE POSTED ON THE UNIVERSITY'S WEBSITE.