

General Policies & Procedures

Student Organization Handbook
Southeast Missouri State University

2009-2010

Table of Contents

Nondiscrimination Policy	2
Hazing Policy	2
Evening Social Function (ESF) Policy	3
Food and Beverage Policy	3
Snacks at Meetings	3
Bake Sales	4
Gambling	4
Illegal Lottery Games	4
Raffles	4
Publicity & Advertising Policies	5
Statement of Freedom of Expression	5
Graphics Standards Policy	5
Official University Name	6
University Symbols	6
Websites	6

Other Relevant Policies & Procedures

Posting Policies	
Student Organization Registration Process	
Student Government & D.I.C.E. Funding	

Nondiscrimination Policy

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with Southeast Missouri State University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning Southeast Missouri State University's compliance with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact the Assistant to the President for Equity and Diversity Issues, One University Plaza, 651-2524.

Hazing Policy

The Code of Student Conduct states:

- A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:
 1. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
 2. Hazing includes, but is not limited to:
 - a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
 - b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
 - c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
 - d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and,
 - e. Any activity, in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

Evening Social Function (ESF) Policy

Any student organization wishing to host an event that begins or continues past 8 p.m., is open to individuals who are not members of the sponsoring organization, or has an anticipated attendance of 100 or more must abide by the Evening Social Function Policy.

In order to host such an event, the following guidelines and policies apply:

- Complete a Pre-Event Worksheet ([Online](#) / [Print](#)) three weeks prior to the date of the event
- Print out and complete the [Evening Social Function Agreement](#) two weeks prior to the event date
- Attend a pre-event briefing meeting to take place at least three days prior to the event

Additional regulations and restrictions apply. For additional information, please [download the full policy](#).

If your event takes place on a Thursday, Friday, Saturday, or Sunday night, consider applying for [D.I.C.E. funding](#).

Food and Beverage Policy

Due to contract stipulations, all food items distributed on campus must be prepared or approved by [Chartwells Dining Services](#), University Center 257, MS 1700, 651-2511, or [visit their website](#).

Snacks at Meetings

- Exceptions can be made for registered student organization to bring snacks to meetings, **if approved in advance** by [Event Services & Scheduling](#), University Center 413, MS 1200, 651-2282. A “Request for Exception to Catering Exclusivity” form must be filed with Event Services & Scheduling **at least 10 days in advance**. This form is available in the Resource section of the [Student Organization website](#). Exceptions will be made on a case by case basis.
 - a. Only these items may be brought to any meeting:
 - i. Home-baked snacks (e.g. pastries, cookies, cakes, etc.)
 - ii. Purchased packaged snacks (e.g. pretzels, potato chips, dip, cheese, crackers, candy, etc.)
 - iii. Beverages (including sodas, punch, iced tea, etc.)

Meal items such as pizza or sandwiches are typically not approved as they can be provided by Chartwells Dining Services.

- Event Services & Scheduling will provide a table for refreshments and snacks if requested in advance.
 - a. Although Event Services & Scheduling can provide a table for refreshments and snacks, all registered student organizations are responsible for supplying eating utensils, ice, cups, linens, etc.

- b. All registered student organizations are responsible for clean-up of the space used (e.g. removing all food and beverages brought in). If food and set-up are removed by University Center or other University personnel, appropriate costs, at a minimum of \$10.00, will be charged to the registered organization. This clean-up cost must be paid prior to any further use of campus facilities.
- c. All registered student organizations are expected to return the space used to its original condition following use.

Bake Sales

- Home-baked snacks may be sold, **if approved in advance** by [Event Services & Scheduling](#), 651-2282, University Center 413. Purchased items including store-bought baked goods, pizza by the slice, etc. may not be sold.
- A “Request for Exception to Catering Exclusivity” form must be filed with Event Services & Scheduling **at least 10 days in advance**. If you plan to advertise for your bake sale, we suggest you submit the form 20 days in advance. This form is available in the Resource section of the [Student Organization website](#). Exceptions will be made on a case by case basis.
- Home-baked snacks for sale should include a label with the name of the registered student organization, contact information, date prepared, item name and a list of ingredients on each individually wrapped item.
- Sample label

Registered Student Organization name	Rowdy’s Redbirds
Phone number	573-651-2280
E-mail address	leadership@semo.edu
Date prepared	Prepared: August 23, 2009
Item name	Puppy Chow
Ingredients	Rice Chex Cereal, milk chocolate, peanut butter, butter powdered sugar

Gambling

Illegal Lottery Games

- Missouri Law defines a lottery as “an unlawful gambling scheme in which, for a consideration (usually money), the participants are given an opportunity to win something of value (a prize), the award of which is determined by chance.”

Raffles

- One popular money-making effort violating Missouri’s gambling law is a raffle that requires participants to buy a ticket or pay an entry fee for the chance to win a prize. Raffles by student organizations are illegal. Organizations can develop fundraisers that involve games of chance only when participants receive an item of approximate equal value for the monetary sum they are asked to give/donate.

Publicity & Advertising Policies

Statement of Freedom of Expression

Southeast Missouri State University is committed to creating a learning environment that facilitates an open exchange of ideas and respects the rights of all members of the University community, and to serve its educational mission. Towards these ends, the University has developed the following statement:

Public Expression

Four free speech areas are designated around the University campus to provide a space for expression for students and other demonstrators (for these purposes, “demonstrators” means any person who is participating in legally protected expression). These areas are outside Scully (to the south), in the Johnson/Rhodes/Magill quadrangle, on the terraces outside of Academic Hall, and at Kent library (steps, green space, or near fountain). Demonstrators may not impede the flow of pedestrian or automobile traffic, nor use amplification devices that disturb the peace. Non-student demonstrators shall limit their activities to these public places, unless they are sponsored and accompanied by a registered student organization or University department. For public safety reasons, the University requests that demonstrators notify the Department of Public Safety and/or Campus Life & Event Services of their intentions.

Legally prohibited forms of expression (e.g. obscenity, fighting words, harassment, littering, vandalism, verbal assault, and disturbance of the peace) are not permitted in these or other areas on campus. Offenders will be charged accordingly within the University’s Student Conduct system and/or the broader criminal justice system.

Students are encouraged to exercise their rights of freedom of expression as part of their educational experience at Southeast. In places outside the four free speech areas, however, students must use greater discretion to insure that they do not create a hostile learning/working environment or otherwise impede the mission of the University.

The Campus Life office staff will (without regard to content) advise and assist students in planning safe and effective demonstrations that do not interfere with the rights of others in the University community. For assistance please contact [Campus Life & Event Services](#), University Center 202, MS 1200, 651-2280.

Graphics Standards Policy

First impressions that people form of Southeast Missouri State University are highly important. In many instances, such impressions are created from printed materials distributed by various offices of the University. Therefore, it is vital that the university’s visual materials project a positive and unified image. The University’s implementation of a graphics standards policy with appropriate guidelines projects a consistent image of the institution and results in increased recognition by the public. These procedures and guidelines shall be designed to provide guidance and to affirm academic freedom and intellectual creativity, while, at the same time, protecting the interests of the University. The following procedures are established by Student Government.

Official University Name

The University's official name is Southeast Missouri State University. When used in this manner, it must be spelled out, with no abbreviations. In text reference, after the complete name has been established, "Southeast," "Southeast Missouri," and "Southeast Missouri State," may be used. However, these variations may never be used alone. There are no other acceptable variations to the University's name and its uses. **A student organization shall not include the name of Southeast Missouri State University or any form thereof in the organization's title.** Only registered student organizations may use the name of the University or acceptable variations in their printed materials. Student organizations not registered are not permitted to use the University's name.

University Symbols

Student organizations shall not use the University's symbols or variations of the symbols (including the Presidential Seal, the Official Seal, the University Dome, or the Official Logotype) for any purpose whatsoever.

Websites

Individuals and organizations affiliated with a department, school, college, or administrative unit at the University may have an unofficial web page on a University server. Individuals who are not affiliated with the University may not. The University cannot and does not accept responsibility for the content of unofficial web pages; however, the University reserves the right to remove pages which are inconsistent with the general statement of policy. To set up an organization website, please contact Marketing and University Relations at 651-5910.