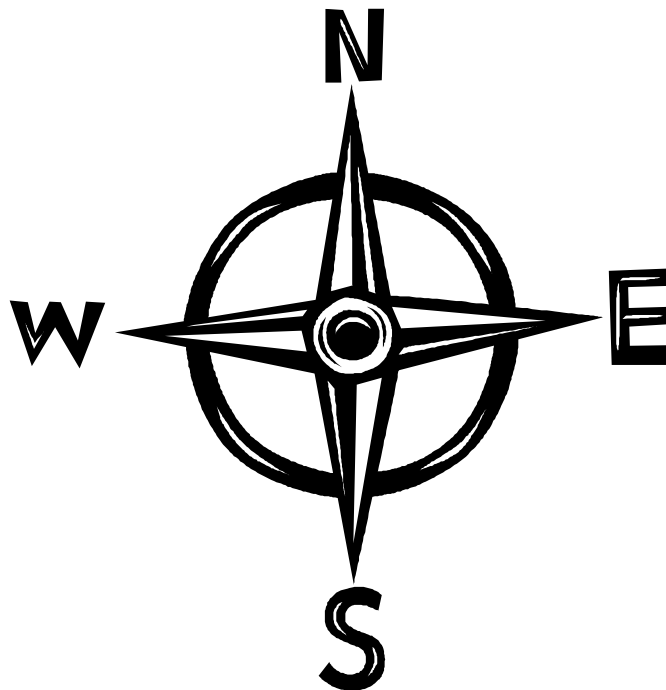


COLLEGE *of*
CHARLESTON
OFFICE OF STUDENT LIFE

THE COMPASS
A Guide for Student Organizations

2017-2018



Published by:
Office of Student Life
A Member of the Division of Student Affairs
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***DISCLAIMER:**

Some of the policies, procedures and other information outlined in this Handbook may change throughout the year. Student organization leaders, members and advisors are encouraged to check with the relevant office to ensure you have the most up-to-date information.

THE COMPASS

Table of Contents

STUDENT GOVERNMENT ASSOCIATION 4

STUDENT LIFE 5

ADDITIONAL OFFICES THAT SUPPORT STUDENT ORGANIZATIONS 7

STATEMENT OF PURPOSE..... 8

REGISTERED STUDENT ORGANIZATIONS..... 9

PETITION TO ORGANIZE 9

REGISTERED STUDENT ORGANIZATION LEADERSHIP 11

STUDENT EMPLOYMENT 12

CONFIDENTIALITY:..... 13

STATEMENT ON HAZING 13

STUDENT ORGANIZATION ACCOUNTABILITY PROCESS..... **Error! Bookmark not defined.**

TUKER HIPPS TRANSPARENCY ACT16

STUDENT ORGANIZATION ANNUAL REGISTRATION PROCESS 16

ORGSYNC REGISTRATION POLICY 16

DORMANCY 17

FUNDING 18

ELIGIBILITY FOR FUNDING 18

STUDENT ORGANIZATIONS SUMMIT 19

ELIGIBILITY FOR SEMESTER BUDGET: 20

ONE-TIME “START-UP” BUDGET 20

BUDEGET WORKSHOP 20

APPEAL TO SEMESTER FUNDING PROCESS: 21

CHANGE OF REQUEST PROCESS: 21

CONTINGENCY FUNDS..... 22

CONTINGENCY FUND RESTRICTIONS AND LIMITATIONS: 22

STUDENT OUTREACH PROGRAM 23

APPEAL OF CONTINGENCY / SGA STUDENT OUTREACH PROGRAM DECISION: 24

COLLEGE FUNDRAISING POLICIES: 25

VENDORS: 25

FUNDING LIMITATIONS: 26

ACCESSING FUNDS: 27

CATERING AND FOOD SERVCES:..... 27

OFFICE SUPPLIES:..... 28

PRINTING AND PUBLICITY 28

BOOKSTORE:..... 29

PHYSICAL PLANT: 29

OFF-CAMPUS PURCHASES: 29

UNAUTHORIZED PURCHASES: 29

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL 30

MOVIE AND FILM COPYRIGHT LAW GUIDELINES 30

FUNDING PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES: 31

CONTRACTS AND SERVICE AGREEMENTS: 31

TRAVEL:..... 31

EVENT MANAGEMENT/PREPARATION.....	34
HOW TO RESERVE STUDENT LIFE FACILITIES.....	35
AMPLIFIED SOUND POLICY:.....	36
AUDIOVISUAL ASSISTANCE:.....	37
WAIVERS:.....	38
CERTIFICATE OF INSURANCE:	38
AUDIOVISUAL PRODUCTION:	38
OFF-CAMPUS EVENTS:.....	38
ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:.....	39
ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:	40
DARK PERIOD DATES	43
REGISTERED STUDENT ORGANIZATION	44
BENEFITS & RESOURCES	44
POSTING GUIDELINES	47
POLICY ON PEER-TO-PEER (P2P) FILE SHARING.....	49
STUDENT MEDIA:.....	50

STUDENT GOVERNMENT ASSOCIATION

Every undergraduate student enrolled at the College of Charleston is represented by the Student Government Association (SGA) and is encouraged to attend weekly Senate meetings of the SGA held on Tuesdays at 4:30 p.m. The undergraduate student body elects the Executive Council and Senators of the organization. It has traditionally provided a strong voice for student concerns, and its officers have actively worked to improve student life at the College. SGA elections are held twice a year (September and March), and all undergraduate students are encouraged to run for office.

The SGA has four branches:

Executive Council – President, Vice President, Secretary and Treasurer

Executive Board – Executive Council, Initiative Directors, Liaisons and appointed staff officers

Legislative – the Senate comprised of elected representatives of the student body

Judicial – the Honor Council

The SGA committees designed to address specific student concerns are:

Student Government Association Officers		2017-2018
Alexandra	President	helgfgotta@g.cofc.edu
Tripp Keeffe	Vice President	keefetl@g.cofc.edu
Emily Ramsayer	Secretary	ramsayerer@g.cofc.edu
Sara Graham	Treasurer	grahamsb@g.cofc.edu

Contact Information:

SGA Office: Stern Center, 4th Floor, Room 401
Telephone: (843) 953-5722
Fax: (843) 953-1423
Website: sga.cofc.edu

STUDENT LIFE

A MEMBER OF THE DIVISION OF STUDENT AFFAIRS

STUDENT LIFE MISSION STATEMENT

The Office of Student Life provides quality programs, services and facilities to promote the development of all students while enriching and supporting the growth of the College of Charleston community.

Our core values include:

Integrity
Accountability
Responsibility
Communication
Respect for Individual Difference
Fun!

The Office of Student Life designs, facilitates, and coordinates co-curricular education, practical experiences, and opportunities for involvement that complement the academic curriculum. As student affairs professionals and advocates, we are committed to empowering students and facilitating their development in the areas of independence, self-reliance, personal values, leadership skills, interdependence and group dynamics, and responsibility. Our primary goal is to challenge through experiential learning.

STUDENT LIFE STAFF

studentlife.cofc.edu

(843) 953-2291

STUDENT LIFE/ STERN STUDENT CENTER

(843) 953-5312

TBA

Director of Student Life
Manages the Stern Student Center
Department Head for Student Life
Advisor for CISTERNYARD Media
Stern Center 3rd floor, Room 310

CISTERNYARD MEDIA

172 Calhoun Street (Calhoun Annex/CAAN, second floor)

Student Media Organizations at the College of Charleston are located on the second floor of the Calhoun Annex (next to Starbucks and the Treasurer's Office). These offices include CisternYard News (the official newspaper of the College), CisternYard Radio, Cistern Video, and The Miscellany. These offices are open to student members throughout the day and evening. The business office hours are Monday through Friday, 8:30am until 5pm.

CisternYard Media appoints editors and managers, reviews annual budget proposals and advises media leaders in all areas of business and production. The board is made up of area professionals, faculty members, student representatives and the executive editors and general managers of the four media organizations and three departments. The Director of Student Life, and the Assistant Director for Student Life Marketing and Media serve as advisors to the Board. The Board meets regularly throughout the academic year.

STUDENT PROGRAMMING

(843) 953-2291

Jill Caldwell (caldwellj@cofc.edu)

Assistant Director of Student Life

Advisor to Cougar Activities Board (C.A.B.)

Advisor to (SGA) Student Organization Review Board

Stern Center, 4th floor, Room 407

CAB is THE organization for great entertainment on the College of Charleston campus. Run for CofC students, by CofC students, CAB provides free educational, informational and entertaining programs for the entire campus community. Offerings include: live bands, films, world-famous speakers and other exciting activities such as Casino Night, Cougarpalooza and Poetry Nights. The board is comprised of the following five committees: Special Events, Community Issues, Films, Coffeehouse and Fun Fridays. By getting involved you have the opportunity to control what type of entertainment comes to campus! Contact the CAB office at 953-8120 or cofc.edu/cab.

The Student Organization Review Board (SOR) of the Student Government Association (SGA) is responsible for the recognition process for student organizations. There are more than 200 registered organizations on campus representing just as many interests with new organizations forming each year.

The College of Charleston celebrates its Homecoming during the Spring semester in conjunction with the Cougar Basketball schedule. A student steering committee coordinates all the new and annual student related events that occur each year which include a banner contest, King and Queen Elections, a Pep Rally, Tailgate, and halftime show at the Basketball game. Additional

alumni, athletic and service related events round out the week. Information regarding current and previous Homecoming Celebrations can be found at www.cofc.edu/homecoming.

STUDENT LIFE SERVICES AND EVENING PROGRAMMING

(843) 953-2291

Angel Parson (parsona@cofc.edu)

Assistant Director for Student Life Services and Events

Stern Center, 4th floor, Room 405

Serves as operations manager for the Stern Student Center and Student Life facilities during afternoon and evening hours. Coordinates large-scale, campus-wide events sponsored by the Office of Student Life, including Georgestock and Family Weekend and late night programming.

STUDENT LIFE OPERATIONS

(843) 953-8113

Mandi Bryson (brysonmc@cofc.edu)

Associate Director for Student Life Operations

Stern Center, 4th floor, Room 410

Reservations for Stern Student Center facilities, Cougar Mall and Rivers Green are coordinated through this office. In addition, Student Life Operations assists with room set-ups, event planning, and facility services to ensure the success of your program or meeting.

BUSINESS MANAGER

(843) 953-2291

LaVerne Green Cordes (greenll@cofc.edu)

Business Manager

Stern Center, 4th Floor, Room 406

Responsible for oversight and administration of student organization expenditure requests, travel arrangements, travel reimbursements and financial advising.

STUDENT LIFE MAINTENANCE

(843) 953-8280

Chris Bond

Facilities Coordinator

Stern Center, 4th Floor, Room 412

Coordinates the maintenance and upkeep of Student Life facilities and resources. Supervises the student staff and set-up of meeting and event spaces in the Stern Student Center.

ADDITIONAL OFFICES THAT SUPPORT STUDENT ORGANIZATIONS

Fraternity and Sorority Life/ Higdon Leadership Center

Sarah Franciscus (franciscussj@cofc.edu)

Director for Higdon Leadership Center and Fraternity and Sorority Life

Religious Life Counsel

(843)953-3390

Evie Nadel (nadele@cofc.edu)

Senior Director of Community Relations

Religious Life Organizations

Campus Recreation Services (CRS) and Sport Clubs

(843) 953-5559

Gene Sessoms (sessomse@cofc.edu)

Director of Campus Recreation Services Director

Multicultural Student Programs and Services

(843) 953-5660

Dr. Teresa Smith (smitht@cofc.edu)

Director

STATEMENT OF PURPOSE

The COMPASS sets parameters by which registered student organizations can effectively and efficiently, organize, function, and achieve set goals and objectives. By becoming a registered student organization at the College of Charleston, you have demonstrated an interest in being an active part of this community and a vital part of the educational process.

The Student Government Association (acting as an agent under the auspices of the Office of Student Life, a member of the Division of Student Affairs) granted your organization the title of registered student organization because your group met certain criteria and accepted the responsibilities of being an active member of the CofC Community. The College lends its name and support to a variety of student organizations in order to complement the academic curriculum of the College. Organizations must have a purpose consistent with the mission and values of the College. Registration is a formal agreement for an organization to exist on campus.

Organizations are required to remain in good standing and adhere to all College policies and The COMPASS procedures. Registration grants organizations the use of the College's facilities, services, name and wordmark as outlined in this guide.

The College views student organizations as private affiliations and does not endorse the mission, goals, or purpose of an organization. The College of Charleston is committed to liberal arts principles of academic freedom and open inquiry. However, the institution expects all registered student organizations to represent the College well and exercise professional and ethical standards of excellence. The College refrains from intervention except in matters which conflict with the mission and core values of the institution.

All guidelines and procedures contained within The COMPASS are consistent with the College of Charleston Student Handbook.

REGISTERED STUDENT ORGANIZATIONS

A student organization is defined as a group of ten (10) or more currently enrolled CofC students whose primary purpose is to support the goals and mission of the College. Only full-time students may serve as officers or have a controlling interest in the organization. All organizations must have a designated faculty or staff member of the College to serve as an advisor. These organizations must adhere to expectations of the entire College of Charleston community, contribute positively to the campus and abide by all State laws and College policies. Student organization categories registered through the Student Government Association and Graduate Student Association include academic, educational, multicultural, and special interest.

STATEMENT ON UNREGISTERED ORGANIZATIONS

An organization, regardless of national affiliation, that is not registered through the College of Charleston, is considered an unregistered organization. Unregistered organizations are not affiliated with the College of Charleston and do not enjoy the rights and privileges of registered organizations. They do not receive support, advisement, funding or management from the College of Charleston, and do not follow the College's code of conduct and Risk Management Policies. At one time, these organizations may have been registered, but violations of the College policy may have resulted in their loss of recognition.

In addition to subjecting themselves to risky behaviors, students who join unregistered organizations will not have access to the privileges that members of registered organizations can enjoy. This could include (but is not limited to): leadership development opportunities, reserving space on campus, access to funding through the College, and the ability to represent the organization at College sponsored programs and events (Orientation, Accepted Students Weekend, etc.). Registered Organizations are prohibited from affiliating and socializing with unregistered organizations. This includes co-hosting events either on or off campus.

PETITION TO ORGANIZE

The Student Organization Review Board (SOR) is a standing committee of the SGA that is responsible for reviewing all applications by groups requesting to become registered student organizations. All registered student organizations undergo this process to determine if each is operating as an active part of the CofC community and a vital part of the educational process. No organization will be denied registered status based upon mission, religious or political affiliation.

Proposed student organizations must meet the following conditions:

- It must be understood that the College reserves the right to revoke any organization's charter and/or status should the organization violate College policies, procedures, practices, rules and regulations.
- The proposed organization shall not duplicate the mission or purpose of another currently registered organization
- If a proposed club is a club sport, the club needs approval from Campus Recreation (<http://campusrec.cofc.edu/sport-clubs/index.php>) before beginning the process with SOR.
- If the proposed club is a religious affiliated club or organization the club needs approval from Religious Life Council before beginning the process with SOR. Contact Evie Nadel, Senior Director of Community Relations at nadele@cofc.edu.

The registration process generally proceeds in the following manner:

- Determine organization Status: Budgeted or Non-Budgeted (*Non-Budgeted organizations are still eligible for contingency budgets)
- Identify best fitting organization category:
 - Academic
 - Alumni Associations
 - Business
 - Campus Recreation Sports
 - Departmental
 - Educational
 - Event Planning
 - Faith-Based
 - Graduate
 - Honorary
 - International
 - Leadership
 - Other
 - Performing
 - Political
 - Residence Halls
 - Services
 - Special Interest

- Greek
 - Student Governance
-
- Secure an on-campus staff or faculty member to serve as the organization’s advisor, this may include adjunct faculty.
 - Complete the New Student Organization Request Form available on OrgSync.
 - SGA Secretary will then schedule a tentative appointment to present request to the SOR Board
 - SOR presents the proposed organization to Senate for preliminary approval status to enter the 28-day waiting period.
 - THE 28-DAY WAITING PERIOD
 - An SOR representative will be assigned as a contact for the proposed group to address questions and provide guidance throughout the 28-day period
 - During this 28-day waiting period the group:
 - MUST schedule a meeting with SGA Treasurer, Sara Graham, at grahamsb@g.cofc.edu prior to final approval by Senate *** The club or organization is responsible for scheduling this appointment
 - May reserve campus facilities for the purpose of recruiting members only
 - May not apply for a budget or contingency funding
 - May not generate funds to include collecting of dues, fundraising, etc.
 - May not host and/or participate as a “club” in on or off campus activities until final approval has been given by the SGA
 - Failure to comply with any of the aforementioned steps will result in an extension of the 28-day waiting period or removal from consideration at the discretion of the SOR Board. Upon completion of the 28-day waiting period, the SOR Board will present the proposed organization for final approval to Senate. A student representative of the proposed organization must be present at the Senate meeting in order to be approved. The SOR Board will formally notify the proposed organization of the Senate’s decision.
 - Any organization denied registration may petition again after meeting with the SGA Secretary. After Senate approval, the organization will be granted registered status, gaining all the rights, privileges and responsibilities associated with SGA registration.
 - Newly registered organizations passed through Senate in the Fall semester must be heard by SOR by October 17, 2016 and heard by SOR by February 13, 2017 in the Spring Semester, in order to be considered fully registered.

Contact the SGA Secretary, Sarah Graham at grahamsb@g.cofc.edu, to answer any questions you might have regarding the startup of a new organization. The SGA office is located on the fourth floor of the Stern Student Center (Room 401).

REGISTERED STUDENT ORGANIZATION LEADERSHIP

When a member of any organization accepts a titled leadership* position or office, he or she must be a full-time student in good standing** who is eligible to serve in accordance with the organization's constitution and committed to fulfilling the responsibilities of the position.

*All titled positions are considered to be chief officers (President, Vice President, Secretary and Treasurer or the equivalent).

**Good standing refers to a minimum cumulative 2.0 GPA or greater as defined by the organization's by-laws and no current penalty of disciplinary sanctions of any kind. This information may be verified by a representative from the Office of the Dean of Students.

Chief Officers are responsible to direct, supervise and evaluate the job/position performance of each elected or appointed organization member. The Office of Student Life recommends that every organization formulate an evaluation process to address job/position performance.

Officers in an organization can be removed from their position based on the following:

- Suspension of Term: Any officer who is charged by a member of the College community with a violation of the Honor Code must relinquish the office until after he/she has had a hearing with the Honor Board. If the accused is found not in violation of the charge, the officer will be immediately reinstated to office. If the accused is found to be in violation, the officer will immediately step down from his/her position.
- Officer's GPA drops below cumulative 2.0
- Officer receives academic or disciplinary sanctions
- Graduation - If a student graduates (completes degree requirements and is no longer an enrolled student) while holding office in an organization, the office automatically terminates at graduation, unless the student enrolls the subsequent semester.
- The Office of Student Life has the authority to rescind the position of any organization officer that is found to be ineligible to hold office.

STUDENT EMPLOYMENT:

Paid and volunteer members of student organizations are considered to be employees of the College of Charleston. The basis for student employment is to assist in meeting the needs of the College, provide students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their fields of study. Specific information related to on-campus employment is available on the Career Center website at careercenter@cofc.edu.

CONFIDENTIALITY:

Please note that as an employee of the College of Charleston, all information contained in files and/or records or otherwise accessible by virtue of employment by the College (whether in a paid or volunteer position) is presumed to be confidential. The unauthorized release or removal of such information, whether to parties internal to the College or external, is strictly prohibited and may lead to termination of employment on the first offense. If in doubt about a request for information, it is the employee's responsibility to discuss the request with their supervisor or advisor before a decision to release the information is made.

STATEMENT ON HAZING:

Hazing, defined as an act which endangers the mental or physical health or safety of a student, which subjects a student to harassment, ridicule, intimidation, physical exhaustion, abuse, or mental distress, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

The College of Charleston Hazing Policy can be found here:

<http://policy.cofc.edu/documents/12.3.5.1.8.pdf>

Student Organization Accountability Process

When the College of Charleston receives information regarding alleged violations of the *Code of Conduct*, one of two processes may be employed: the Partnership Process or the Honor Board Process. Each process is outlined below, and, each begins with the same first two steps. Steps 3 and onward are unique to either the Partnership Process or Honor Board Process. A timeline for each process is included.

- *The opportunity to participate in the Partnership Process may be revoked based on egregiousness of offense/allegation.*
- *If organization is subject to additional process, that process may begin only after the Office of the Dean of Students has concluded its process.*
- *Barring exigent circumstances (e.g., conclusion of semester, academic breaks, prolonged investigations, etc.), Office of the Dean of Students will make earnest attempts to maintain the integrity of the specified timelines for each step of a process. Should Office of the Dean of Students anticipate a potential derivation from specified timelines, the organization will be notified.*

Process Initiated

1. An incident report is received by CofC Office of the Dean of Students, Fraternity and Sorority Life, Public Safety, informant, self-report, or other source.
2. Notification letter of allegation(s) and invitation to meet with Office of the Dean of Students & functional area staff member is sent within 3 days of receipt of information. In cases involving dangerous misconduct and/or death/injury, Office of the Dean of Students may issue a cease and desist of all organizational activities; local/regional/national advisor(s) receive same notification, if applicable. Notification letter may outline the potential violation(s) of CofC policy and/or the CofC Code of Conduct.

Partnership Process

1. Organization officers and advisor on file meet with Office of the Dean of Students and Functional Area Staff Member within 3 days of receipt of notification letter. Group discusses internal investigation process/strategy.

Written report of internal findings due to Office of the Dean of Students and Functional Area Staff Member within 5 days of meeting. Report should be detailed and specific, including names of individuals to be held accountable. A sample report will be provided to the organization as a suggestion on how to format the final submission.

If the organization does not accept responsibility, obstructs the process, provides false/inaccurate information, omits information, or misses a deadline or meeting, the process automatically moves to Step 3 of the Honor Board Process

2. Organization officers and advisor meet with Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable) to discuss information discovered through internal investigation through written report. *Organization accepts responsibility* and prepares an initial draft of Organizational Enhancement Plan where appropriate; organization may be subject to additional sanctions by Office of the Dean of Students and/or Functional Area Staff Member process.

If information points to an individual or group of individuals and is not adequate to support organizational charges, the organization is found *Not Responsible* and Office of the Dean of Students proceeds with individual charges. Names of individuals must be provided to proceed with this.

Case materials (e.g., incident report, meeting notes, internal investigative report, etc.) are kept on file in Office of the Dean of Students for record keeping purposes to track the organization's behavior should there be another incident of a similar nature. Student organizations do not retain the same FERPA protections as individual students. Therefore, case materials may be disclosed if a Freedom of Information Act (FOIA) request, subpoena, or other legal process requires the College to produce the case materials. All information identifying individual students is redacted if such a request is

received and before release of case materials. Organization will be notified if such a request is submitted and prior to the release of any case materials.

3. Enhancement plan further developed by organization officers with assistance from advisor, Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable). Organization officers must confirm acceptance of plan by all members within 5 days. Signed final draft of Organizational Enhancement Plan is sent to Office of the Dean of Students and Functional Area Staff Member for final review. Final outcome may include a status which is mutually agreed upon in the Organizational Enhancement Plan.

If the organization does not accept responsibility and/or accountability outcome, process moves to Step 3 of the Honor Board Process

4. Within 5 days, Office of the Dean of Students formalizes institutional accountability outcome (sanctions) with organizational leadership/rep in a signed final Organizational Enhancement Plan.
5. If the organization misses any deadlines or violates the Organizational Enhancement Plan, or is charged with any further violations (including failure to comply), the organization will participate in the Honor Board process and may incur additional charges.

Honor Board Process

1. Office of the Dean of Students assembles investigation team to conduct member interviews for all members. The timeline for the investigation will be determined by the interviewers and shared with the organization. Additionally, a Cease and Desist Order may be issued based on the egregiousness of the allegation or possible continued threat to the health and safety of others.
 - a. Organization may waive this step after reviewing materials offered by Office of the Dean of Students.
 - b. Waiver must be submitted in writing via email to Office of the Dean of Students.
2. (a) Investigation provides information (“*reasonable basis*”) that supports charges being brought against the organization (Proceed to step 3)
(b) Investigation provides information that does not support charge(s) being brought against the organization. Honor Board Process Ends.
3. Office of the Dean of Students meets with organization to deliver letter/packet to organization of alleged violation(s); offer for a Pre-hearing meeting will be made, but is not required.
4. Organization returns response form within 3 business days. Honor Board Chair schedules hearing and sends hearing notice. If organization does request a pre-hearing meeting, Honor Board chair schedules the meeting to be held at least 3 business days prior to the hearing to review the hearing process, script, confirm case materials, and any

witnesses. This meeting does not serve to replace the actual hearing and no resolution will be provided during this meeting.

5. Organization appears before Honor Board to determine responsibility and/or sanctions
6. Resolution through Honor Board Process
 - a. Organization found In Violation by Honor Board (proceed to Step 7)
 - b. Organization found Not in Violation. Office of the Dean of Students process ends.
7. Outcome letter sent by Honor Board chair to organization detailing findings and sanctions within 2 business days of conclusion of hearing.
8. Organization has the right to appeal to the Executive Vice-President for Student Affairs within 5 days of outcome (See Appeal section of the Student Handbook).

TUCKER HIPPS TRANSPARENCY ACT

In accordance with the Tucker Hipps Transparency Act, the university publishes this report on actual findings of violations involving alcohol, drugs, sexual assault, physical assault and hazing within organizations formally affiliated with the institution. The report includes the name of the responsible organizations; the dates of the incident, report, charge, investigation and resolution; and a general description of the incident and the subsequent charges, findings and sanctions placed on the organization. The report can be found here:

<http://deanofstudents.cofc.edu/organizational-student-conduct/index.php>

STUDENT ORGANIZATION ANNUAL REGISTRATION PROCESS

On-Going Registration is required for all registered student organizations. It ensures that up-to-date leadership/contact info is on file with the SGA and the Office of Student Life, and reflects an organization's active participation on campus.

On-Going Registration opens up mid-March (for the upcoming academic year) and closes by mid-September (of the current academic year). To change status, an organization must schedule a hearing with the SOR Board by contacting the SGA Secretary. Upon recommendation of the SOR Board and approval of the Senate, status can be changed.

ORGSYNC REGISTRATION POLICY

All active clubs and organizations are required to register on OrgSync. This will replace any paper registration. The following minimum information is required on an organization's OrgSync profile:

- A profile picture;
- Primary Contact/President name, email, and phone number;
- Advisor Name, email and phone number;
- Website (if applicable);
- Meeting day, time and location; and,
- Constitution (file upload).
- Current list of members.

OrgSync is an online content management system that is available for all students and student leaders on campus. This new system provides a platform with more than 35 tools that help student leaders more effectively lead and manage their student organizations.

The OrgSync site is accessible through MyCharleston or orgsync.com. Trainings will be available throughout the year on how to utilize OrgSync to further an organization.

*** All administrators are required to maintain the organization's roster through OrgSync under the "people" tab. Having a current and up-to-date roster is essential to the success of the organization and mandatory for registration process.

DORMANCY

Failure to comply with the On-Going Registration process will result in an organization becoming dormant.

FIRST YEAR OF DORMANCY:

A first year of dormancy will take effect after mid-September of the current academic year and will last until an organization rectifies its status with the SGA Secretary. Organizations that fail to take any action by the last day of class of the current academic year and will automatically begin their second year of dormancy.

The following actions will be taken during an organization's first year of dormancy:

- **Budgeted Organizations:** If an organization does not complete the On-Going Registration packet by mid-September of the current academic year, all spending will be put on hold (both budget and revenue) and will remain on hold until registration has been received by the SGA Secretary.
- The organization forfeits its right to apply for funds through the contingency process.
- Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees.
- A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.
- **Non-budgeted Organizations:** If an organization does not complete the On-Going Registration packet by mid-September of the current academic year, the organization forfeits its right to apply for funds through the contingency process.
- Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees.
- A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

SECOND YEAR OF DORMANCY:

- Failure to rectify dormancy status by the organization following the first year of dormancy will automatically result in an organization becoming dormant for a second year. If an organization falls into a second year of dormancy:
- The organization will be removed from all SGA-maintained organization lists and websites.
- Any open College of Charleston budget and revenue accounts will be closed.
- Use of campus facilities will be subject to off-campus organization usage fees.
- The organization will have to petition to re-organize as a new group and will be subject to a new SOR hearing and a 28-day waiting period prior to Senate approval.

FUNDING

FUNDING PHILOSOPHY:

It is the SGA's intent to enrich the College of Charleston student's education outside of the classroom and to provide social, cultural and recreational opportunities for the student body. Semester operating and contingency funds are allocated to registered student organizations to help meet that goal during the academic year. Funding requests take the form of either semester operating funds (budget) or contingency funds for special events, programs, and/or travel. The members of the Allocations Committee of SGA is aware that all students pay a student activity fee of \$65 per full-time student per semester (a portion of which is allocated to SGA for distribution to student organizations) and will attempt to meet the needs of any SGA registered organization.

ELIGIBILITY FOR FUNDING:

The SGA receives a limited amount of student activity fee funds to distribute for student organization use. The SOR Board registers an organization, however, registration does not guarantee receipt of funding, only an eligibility to apply. Once an organization is registered, the organization can apply for funds through the SGA Allocations Committee.

Organizations that would be open to all students on campus; and place no membership requirements on their members may apply for a budget each semester and are also eligible to apply for contingency funds. They may also generate their own funds.

Organizations that would place restrictions on its membership (i.e., closed membership, must be a member of a local, state or national affiliate, must be a specific declared major, must maintain a certain GPA (beyond the College's "in good standing" standard 2.0 GPA, must pay dues to be a member) are not eligible for a budget provided by SGA, but may be eligible to apply for contingency funds. They may also generate other funds.

Student Organizations **may not** have financial accounts outside of the College of Charleston.

Any infraction of the Compass guidelines will be cause for review by the Allocations Committee. Pending the outcome of the review, the committee may submit a Bill to the Senate authorizing the Treasurer to “hold” allocated funds for a period of up to, but not more than, one week. Additional penalties could be levied pending the outcome of the review.

The following forms relating to funding through the SGA Allocations Committee can be found on OrgSync:

- Event/Program Contingency Request Form
- Travel Contingency Form
- Change of Request Form
- Student Outreach Fund Form
- Semester Budget Request Form
- Start-Up Budget Request Form
- Appeal Form

BASIC ALLOCATION CONSIDERATIONS:

The SGA Allocations Committee:

- May require fundraising efforts by organizations; inquire about how funds have been acquired and how they will be spent.
- May require organizations to spend a portion of allocated funds on publicity.
- Will be reluctant to fund equipment, events, or programs that fall within the purview of a campus department.
- Organizations requesting funds cannot receive class credit for their event/travel.
- Will NOT pay for clothing such as uniforms, costumes, etc. This includes organization t-shirts that are used as a fundraiser.
- Will budget funds to be used to purchase t-shirts for organization members only.
- No allocated funds can be used towards a fundraiser in order to create funds for the organization.
- No outside bank accounts may exist for registered student organizations. If an outside account is found to exist, the Allocations Committee will place a “hold” on that organization’s campus funds pending review.

STUDENT ORGANIZATIONS SUMMIT:

The Student Organization Summit participation is required and is held on Saturday, September 2nd at 9am in the Stern Center. The Student Summit will provide club and organizations with the tools they need to succeed during the academic year. Various topics will be covered, including risk management, keys to event planning, budget information and lunch.

- Failure to have student representation at the Student Organizations Summit (Saturday, September 2, 2017) will result in the following:
- Nonattendance at the Student Organization Summit will result in a 30% reduction of a budgeted organization’s beginning budget.
- Organizations will not have access to contingency funds for the appropriate semester.

- Newly registered organizations must attend the Spring Summit session held in the beginning of the Spring 2018 semester.

ELIGIBILITY FOR SEMESTER BUDGET:

To receive a Spring 2017 semester budget, an organization must be sanctioned by SGA Senate no later than October 25, 2016.

To receive a budget Fall 2017 semester an organization must be sanctioned by SGA Senate no later than February 28, 2017.

Organizations that restrict membership (i.e., closed membership, must be a member of a local, state or national affiliate, must be a specific declared major, must maintain a certain GPA (beyond the College's "in good standing" standard 2.0 GPA), must pay dues to be a member) may request contingency funds but are not eligible for a semester budget.

ONE-TIME "START-UP" BUDGET:

*this section does not apply for closed organizations (organizations that place restrictions on their membership).

New organizations that register in the Fall/Spring semester after the budget process has been completed and organizations that completed the process to come out of dormancy are eligible for a one-time "start-up" budget of \$250. The Start-Up Budget Request form (available on OrgSync) must be completed and submitted to the SGA Treasurer. This money:

- is NOT automatically allocated.
- must be used in the semester it is requested.
- does not "roll over" from one semester to another.

FUNDING PROCESS:

Budget Workshop

Organizations must attend a Budget Workshop to be eligible to apply for a Budget for the fall and spring semesters. Please note:

Budget Workshops for Spring 2018 funding will be held October 9-13, 2017

Budget Workshops for Fall 2018 funding will be held March 5-9, 2018.

Any responsible organization member may attend. However, the President and/or Treasurer are encouraged to attend, as they will probably be the persons creating and submitting the budget request.

Note: Failure to appear at one of the workshops will result in NO BUDGET for the semester.

Submitting a Budget Request Form

Spring 2018 Budget Requests due by 5pm, October 27, 2017.

Fall 2018 Budget Requests deadline will be announced.

All budget requests must be submitted electronically via OrgSync.

Note: All budget request received after the deadline will receive a 10% reduction at the discretion of the Allocations Committee.

Signup for and attend a Budget Hearing

A knowledgeable representative (preferably the President and/or Treasurer) will meet with the Allocations Committee to present the budget request and answer any questions the committee may have about the proposal.

After deliberations by the Allocations Committee, the preliminary approved budget listing will be posted on OrgSync. Organizations must request a copy of the complete breakdown of their proposed funding from the SGA Treasurer.

The SGA Treasurer will submit the budget to the Senate one week prior to the Senate vote to allow time to review and ask questions regarding the organization budget totals. The Senate will approve and submit the budget to the Student Government Advisor.

Funds must be spent in the semester for which it is issued. Funds not spent before the Dark Period begins cannot be carried forward to the next semester.

Please note that revenue funds (from fundraising activities or donations) will carry forward to the next semester.

APPEAL TO SEMESTER FUNDING PROCESS:

Organizations wishing to appeal their funding must submit a completed Appeal Form via OrgSync by the stated deadline. After the form is submitted, an appeal hearing will be held to reconsider the organization's budget request in its entirety.

CHANGE OF REQUEST PROCESS:

Changes to an organization's approved budget may be requested by submitting a completed Change of Request Form. Change of Request Form must be submitted to the SGA Treasurer electronically via OrgSync by 5pm on Monday. A knowledgeable organization representative must appear before the Allocations Committee to discuss the change. Request must be submitted in advance to allow the organization enough time to meet the three (3) week advance planning deadline, as well as the SGA approval process.

CONTINGENCY FUNDS:

The Contingency Fund is available to assist registered organizations whose needs were not foreseen, requested or allocated during the budget process. Eligible, registered organizations may submit a completed Event/Program Contingency Request Form or a Travel Contingency Request Form via OrgSync by 5pm Monday. Once submitted, the SGA Treasurer (or another member of the Allocations Committee) will notify the organization of their meeting time. Please note the following in regards to the contingency funds:

- Organizations cannot request Contingency Funds for an event/travel that was funded in their current budget. Contingency Funds may be requested for increases in Travel if there are extenuating circumstances (i.e. increase in hotel cost, registration fees, etc.)
- A knowledgeable member must meet with the Allocations Committee to discuss the specifics of the request.
- The Allocations Committee will consider contingency requests according to the organization's prior funding, activity, and intended use of the funds.
- The Allocations Committee will deliberate the request and alert the organization of its decision via email. If the Committee approves the request, a Bill will be written and present to Senate.
- A student representative of the organization is required to appear before Senate to support the request. Failure to appear before Senate will cause the Bill to be tabled for up to two weeks. After two weeks, the Bill "dies" and the request must be resubmitted.
- If Senate approves the Bill, the funds will be available to the organization through the Office of Student Life Business Manager. The Organization is responsible for contacting the Business Manager to initiate the process of accessing the funds.
- Organizations collaborating on the same event should appear before the Allocations Committee together to ensure that all aspects of the request are being considered.
- No money will be allocated to organizations that have not initiated fundraising efforts to support the activity or event brought before the Allocations Committee. Exceptions to this policy are at the sole discretion of the Allocations Committee.

CONTINGENCY FUND RESTRICTIONS AND LIMITATIONS:

In general, no money will be allocated for events that charge admission to College of Charleston students. However, organization receiving contingency funds may charge admission to offset costs of the requested event with the approval of the Allocations Committee. No collection of admission fees can be used as fundraisers to the organization. Collected funds must be deposited into the organizational on-campus accounts.

CONTINGENCY FUNDS FOR REGISTERED ORGANIZATIONS:

- Registered organizations are eligible to apply for contingency funds in accordance with the following stipulations:
- Funds must be used to benefit the general student body.
- Organizations CANNOT use funds for registration fees for conferences, conventions, or workshops for members.
- Organizations cannot use funds for food associated with travel.
- Funds may be used for gas reimbursements or vehicles rented by the College. The Business Manager must approve all purchases and travel arrangements using contingency funds prior to the use of funds.

CONTINGENCY FUNDS FOR CRS SPORTS CLUBS:

Sports Clubs are clubs that fall under the supervision of the Campus Recreation Services Department. These registered organizations are eligible to apply for funds in accordance with the following stipulations:

- Funds can be requested upon consultation with the Director of CRS.
- Funds CANNOT be used for registration/membership/entry fees.
- CRS organizations may not receive more than one allocation for travel per semester.
- Funds can only be used for gas reimbursements and/or vehicle(s) rented by the College.
- Students must consult with the Business Manager and the Director of Campus Recreation Services. Before initiating travel arrangements.

STUDENT OUTREACH PROGRAM:

Note: This program is limited to a maximum of \$500 per individual per semester.

The Student Outreach Program provides support to undergraduate students at the College of Charleston in endeavors that provide opportunities for growth as global citizens and the ability to serve as representatives of the institution beyond the campus community. The primary goal of the Student Outreach Program is to assist individual students (not connected to a registered student organization nor a department sponsored program) with costs associated with projects or programs that allow them to enhance their academic experience, develop a professional network and promote the quality programs and resources offered by the College to a broad and diverse audience. The Student Outreach request form, located on OrgSync, must be submitted by 5:00pm on Monday during the fall and spring semesters. Forms should be submitted at least four weeks prior to the commencement of the intended event.

In the case where two or more persons are seeking Student Outreach Funding for the same event, it is recommended that they submit their requests together for consideration by the Allocations Committee. Once funding is awarded to attend a specific event, subsequent requests for the same event may be subject to receive decreased funding or be ineligible for funding.

Examples of fundable requests include but not limited to:

- Registration fees for conference, conventions, workshops
- Travel expenses (airfare, gas receipts, lodging) associated with research, presentation of findings or receipt of an award
- Entry fees for contests/competitions
- Additional academic opportunity (not to be receiving class credit)

Examples of items that will NOT be funded include, but are not limited to:

- Tuition and fees
- Textbooks
- Personal travel which includes interviewing for educational and employment opportunities
- Personal expenses associated with travel (meals, incidentals, etc.)
- Clothing
- Computer hardware/software

Funds MUST be spent by the end of the semester in which they were allocated.

The individual student must submit a Student Outreach Program Request via OrgSync by 5:00pm on Monday. A written rationale/justification must be included on the form. The rationale should include the purpose of the request, a timeline to use the funds, a line-itemized budget of expenses associated with the request and how the project/activity will benefit the individual and the College.

Letters of support from faculty members, academic advisors, etc. and must state that the project/activity is not for class credit should be included.

The applicant is required to present their request to the Allocations Committee. If the applicant fails to appear or is unprepared for the presentation, the hearing will be postponed and must be rescheduled by the applicant.

Requests should be reasonable and accurately reflect costs incurred in the project/activity.

Awards are up the discretion of the SGA Allocations Committee and SGA Senate.

APPEAL OF CONTINGENCY / SGA STUDENT OUTREACH PROGRAM DECISION:

The appeal process to the Allocations Committee is as follows:

- The individual/organization must request reconsideration from the committee through the Appeal Form found on OrgSync and submitted by 5pm on Monday following the original decision by stating the justification.

- Only one appeal per request will be considered by the Allocations Committee before presenting it to Senate.
- If the individual did not request reconsideration of the committee's original decision, but the Senate voted the committee's recommendation unfavorable to the individual, it may request that the President exercise his/her line-item veto power and reinstate the committee's original decision.
- The Presidential veto can be over-ridden by a two-thirds vote by the Senate.

COLLEGE FUNDRAISING POLICIES:

Organizations are encouraged to raise funds to support programs and services sponsored by the organization and supplement monies received through the budget process. Fundraising events/programs must be consistent with the mission of the organization as well as institutional policies and procedures. On-campus fundraising activities (bake sales, drawings, etc.) do not need to be approved.

Space and equipment needed for on-campus fundraising activities must be coordinated through the Office of Student Life in accordance with existing scheduling/reservations policies.

Organizations seeking off-campus and/or corporate sponsorship or donations must contact the Development Office (at 843-953-5568) before approaching individuals or business outside of the College of Charleston community.

Revenue made from fundraising can be carried over to the next academic year and/or semester.

No allocated or contingency funds can be used for donations or collections for philanthropy, cash prize money or scholarships. Raffles must be described as an "opportunity for a free drawing" for a suggested donation with the understanding that if a ticket is requested at no charge/donation, the organization must provide a ticket to the individual.

Collected funds must be deposited to the Office of Student Life Business Manager within two to three (2-3) business days after the event. NO ROLLED COINS or loose change that totals more than \$.99 will be accepted for deposit. All coins must be transferred to "paper" money before making a deposit with the Business Manager.

The Office of Student Life has resources available to assist student organizations with their fundraising efforts. There are limited supplies of cash boxes and money bags that may be checked-out per event. Additionally, we have security sealed bags that may be used for making deposits after our business office has closed. Please see the Office of Student Life Business Manager for details

Credit/Debit Card

The Credit Card Acceptance and Processing Policy provides requirements and guidance for all credit card activities for the College of Charleston. This policy is in compliance with the credit card industry's PCI-DSS (Payment Card Industry Data Security Standard) as set by Visa and the other major credit cards. The College's Debit/Credit Card Policy may be read in its entirety at <http://treasurer.cofc.edu/policies/pci-compliance.php>.

Failure to comply with the Credit/Debit Card Policy and associated procedures will be deemed a violation of College policy and will result in suspension of electronic payment capability.

Additionally, fines may be imposed by the affected credit card company, generally \$50,000 for the first violation. Technology that does not comply with the Credit/Debit Card Policy and the associated PCI-DSS standards will be disconnected from network services.

Student organizations are not permitted to collect credit/debit card data or use a third party vendor to accept credit/debit card payments on behalf of the student organization. Violations will result in the organization's funding being placed on hold.

VENDORS:

Student Affairs and Business Affairs are responsible for all vendor sales on campus. Outside vendors are prohibited from selling on campus without prior permission from one of these departments. Registered student organizations may engage in sponsored commercial activity on College controlled property (this excludes activities procured via the College of Charleston/ State procurement process) provided the Sponsored Commercial Activity Request Form Guidelines (a) have been met and completed and (b) the Commercial Vendor Agreement and Sponsored Commercial Activity Request forms have been submitted to the Office of Student Life at least ten (10) business days prior to the planned event. This is especially important if your organization plans to include an off-campus vendor in a fundraising event that is planned to take place on-campus.

Complete copies of the following documents are available online at studentlife.cofc.edu:

College of Charleston Business Practice Guidelines/Sponsored Commercial Activity on College Property.

Sponsored Commercial Activity Request Form

College of Charleston Commercial Vendor Agreement

FUNDING LIMITATIONS:

No allocated funds can be used to purchase but not limited to:
Alcohol

Drugs (including over the counter medicine)
Tobacco
Weapons, or weapon looking items (fake weapons, props, cosplay)
Gift cards
Tips (gratuity)
Monetary donations
Scholarships
Cash prizes
Dues (membership for club/individual)
Products for fundraising base
In-kind donations
Class projects

ACCESSING FUNDS:

At least three weeks advance notice is required for all purchases. Travel related expenses require at least four weeks advance notice. Please contact the Business Manager in the early stages of your planning to ensure that you obtain all information needed to proceed with your desired plans. She may be reached by emailing greenll@cofc.edu, phoning 843-953-5959 or visiting Stern Center, room 406.

CATERING AND FOOD SERVICES:

ARAMARK has first right of refusal for all on-campus event. You may make your catering needs online by using their user-friendly website.

ARAMARK Food Services (www.cofccatering.catertrax.com) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meal and party foods, as well as beverage options.

STEPS TO BOOK AN EVENT WITH COLLEGE OF CHARLESTON CATERING

WEBSITE: Visit cofccatering.catertrax.com to book your event.

DATE OF EVENT: You then will need to select the date for your event.

- If you select a date where we are able to accommodate your order, a message in green will pop-up that will say, "That's a great day for a catered event!". If this message appears, you are all set and can continue with booking your event.
- If you select a date where they are extremely busy, it will be highlighted in red with a message that reads "Could you give us a quick call at 843.953.5669 to talk about this date? Thanks". You can continue on with your order but will need to talk with someone from the catering department regarding the order.

EVENT DETAILS: Continue filling in your selections and event details – Pick-Up Time, Budget, at least two Contacts for order with (cell phone numbers, email addresses), Event Name.

PAYMENT: When you get to the payment page, please indicate that you will be paying with an “IDT”. Then, in the “IDT#:" box, please just write in “TBA”. Once your order is confirmed, someone from the catering staff will send you a confirmation email with your order. You will need to forward the invoice and your event backup documentation (flyer, poster, and email to members or a list of attendees) to LaVerne Green Cordes. She will send the IDT to the catering department. **All orders must be submitted three weeks in advance of the event date.**

If you have any other questions while booking your event, please contact our Catering Department (Becky Kearns OR Abigail Showalter at catering@cofc.edu or 843-953-5669).

Requesting the Use of an Off-Campus Vendor

Organizations wishing to use an off campus vendor for an on-campus event must receive approval from ARAMARK prior to any catering arrangement is made. You may submit your written request to catering@cofc.edu. In your request, you should include:

Name of student organization

Date, time, and location of event

Name of off-campus vendor you wish to use

Proposed menu

Explanation of why off-campus vendor is being requested

*** Please note that the Business Manager cannot process payments for off-campus food vendors without permission from ARAMARK.

OFFICE SUPPLIES:

The Allocations Committee usually approves each organization up to \$35 per semester for office supplies. Office Max is the State contracted office supply vendor for the College. Please see the Business Manager to facilitate this order.

PRINTING AND PUBLICITY:

Printing and duplicating requests must be provided by the College’s Copy Center. Please see the Business Manager to request an Inter Departmental Transfer (IDT) form to facilitate this payment.

All promotional material must have the sponsoring student organization prominently displayed on the front of the material.

If the event/meeting you are hosting is open only to members of your student organization, the organization will be responsible for providing the Business Manager with the student

organization membership roster. The most efficient way to provide this is for the student organization to update the “People” tab on its OrgSync page so that it includes current students, only. Note: The advisor may remain on the roster. Just be sure that he/she is listed as an administrator and an email address is included.

If the event/meeting you are hosting is open to all students, simply include the following statement on all advertisements (print and online): “Open to all students”.

BOOKSTORE:

Organizations must obtain an Inter Departmental Transfer (IDT) form when making purchases from the College Bookstore. The organization will receive a 20% discount (on most items). The student organization representative making the purchase will be responsible for obtaining the itemized receipt and returning it to the Business Manager after the purchase has been made. Note: NO PETTY CASH reimbursements will be given for any College Bookstore purchase.

PHYSICAL PLANT:

Organizations may use of equipment (i.e. tables, chairs, etc.) from Physical Plant. These requests must be coordinated through the office of the Business Manager.

OFF-CAMPUS PURCHASES:

Student organizations may make purchases from off-campus vendors. These purchases may be made via a purchase order (PO), a College of Charleston check, or with the State of South Carolina purchasing card. The student organization representative should talk with the Business Manager to determine the best method of payment for the purchase.

In order to facilitate a purchase, the organization must submit all information pertinent to the purchase (description, quantity, stock number, etc.) to the Business Manager for approval. Once approved, the PO and/or check request will be made to the Procurement and Controller’s Offices for processing.

For online orders, please provide the Business Manager with the web address along with all information pertinent to the order (i.e. item name/number, description, quantity). The order will be delivered to the Stern Center for the organization to pick-up upon arrival.

Note: no tips/gratuity can be charged to the State Purchasing Card.

UNAUTHORIZED PURCHASES:

Unauthorized purchases are those expenditures made without prior approval of the Business Manager. Individuals will be held accountable for expenditures made without approval and especially those purchases over \$50.00.

REIMBURSEMENTS FOR PURCHASES \$50.00 AND UNDER (PETTY CASH):

There is a \$50.00 receipt limit for all reimbursements. All reimbursement forms must be filled out through the Business Manager. Other guidelines are as follows:

- Only ITEMIZED RECEIPTS will be accepted.
- Only the member requesting a reimbursement is allowed to pick up the petty cash request.
- Receipts more than 30 days old WILL NOT be accepted.
- Presenting separate receipts from the same vendor purchased the same day that total more than \$50.00 per event WILL NOT get reimbursed separately.
- Presenting separate receipts from different vendors to avoid the \$50.00 limit WILL NOT be accepted (i.e. Lowe's and Home Depot).
- No cash reimbursement for purchases from the College Bookstore (IDT forms must be used).
- No reimbursement for printing unless pre-approved by the Director of the Copy Center and/or Business Manager.
- No cash advances.
- Faculty/ Staff advisors are not eligible for petty cash reimbursement.
- No reimbursements for tips (gratuity).
- Reimbursements will be paid from an approved budget or revenue account.

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL:

Payment for registration fees, membership dues, speakers, DJs, travel and performers require invoice documentation from national organizations or agencies. Please see the Business Manager at least THREE (3) to FOUR (4) WEEKS before payment is due.

PLEASE NOTE: No student or advisor can enter into an agreement/contract with a performer/speaker, verbally or written. All contracts must be signed by the College's Chief Procurement Officer or his/her designee. Students and/or Advisors may be held personally responsible for costs associated with contracts or agreements signed on behalf of an organization.

MOVIE AND FILM COPYRIGHT LAW GUIDELINES

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be distributed and publicly displayed and performed. Neither the rental nor the purchase or lending of a movie carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used

is properly licensed for copyright compliant exhibition, or the screening has been properly licensed. This also applies to movies borrowed from sources such as public libraries, colleges, and personal collections. Public performance includes a movie shown in a place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered. A license is required for all public performance of films that are protected by copyright. This copyright requirement applies to both commercial and non-profit organizations and venues, including colleges and universities and student organizations, regardless of whether admission is charged. Those who violate copyright law can be subject to infringement claims and prosecuted, and will be in violation of college policy. The Office of Student Life works closely with companies that facilitate the purchase of a license to show a movie. Consult the Office of Student Life if your organization is planning to show a film

FUNDING PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES:

No allocated and/or contingency funds may be dispersed to support a particular political candidate or political party, including officially registered and currently forming political parties, sponsors of a ballot initiative, or sponsors of lobbying.

No allocated and/or contingency funds may be used to establish a church or religious sect or to recruit members for an existing one.

CONTRACTS AND SERVICE AGREEMENTS:

No student or representative of an organization may sign a contractual agreement that binds the Division of Student Affairs, Office of Student Life or the College of Charleston. This includes contracts for speakers and performers as well as service and rental agreements.

No speaker who is a State of South Carolina employee may receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel.

Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization's purpose, and the speaker's appeal to the College community.

Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) cannot be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

TRAVEL:

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. Travel costs include but not limited to the following:

- Transportation
- Lodging

- Gas
- Registration fee/entry fee
- Shuttle/taxi service

Allocated funds may not be used for trips that provide opportunities to tour/apply to other schools or graduate programs, internships, auditions, jobs or to receive class credit.

Allocated funds may be used for travel by a member of the organization that will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual's organization. Funding for travel for second-semester seniors is at the discretion of the Allocations committee. Other guidelines are as follows:

- Organization members must incur a portion of travel expenses.
- Personal vehicles will be reimbursed for gas receipts only.
- Driver must be deemed Authorized Driver.
- The Allocations Committee may fund up to 75% of any individual's plane travel.
- Airline requirements for checked baggage will be the sole expense of the traveler.
- A maximum of 75% a night may be allocated for lodging.
- Priority funding will be given to quad-room occupancy.
- SGA funding cannot be used to offset the cost of an Advisor's travel costs.
- No funds will be allocated for food and must be the expense for the traveler. Any organization planning to travel using budget and/or contingency funds **MUST** make arrangements **AT LEAST FOUR (4) WEEKS IN ADVANCE** through the Business Manager. Failure to do so may result in the trip **NOT** being paid for by SGA funds.
- Trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare.
- Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:
 - The most economical means of travel
 - The most convenient and economical form of lodging
 - Registration fees.
- The names and ID numbers of students traveling must be submitted with the Travel Waiver to the Business Manager at least **FOUR (4) WEEKS** prior to the organization leaving.
- The name of the designee driving a rental vehicle. This individual must have received vehicle safety training prior to the trip.
- The Business Manager must approve all expenses for which reimbursement is expected prior to departure.
- All receipts must be turned in within one week after the trip.

- Air tickets are purchased in the individual's name. If for whatever reason he/she is unable to attend he/she is responsible for repaying The College the total cost of the ticket.

Vehicle Safety Training: Student organization members who utilize College owned vehicles, rent a vehicle through the College on behalf of the organization or use their personal vehicle and are reimbursed by the College for travel expenses are required to complete Vehicle Safety Training prior to any travel.

Vehicle Safety Training sessions will be scheduled at the beginning of each semester. Visit www.studentlife.cofc.edu OR ORGSYNC for a complete schedule of session dates, times and locations. If your organization is planning to travel (and use College owned vehicles, vehicles rented by the College on behalf of the organization or request reimbursement for travel from the College), Vehicle Safety Training must be completed at least three weeks prior to the scheduled trip/travel. Students must bring their driver's license and DMV record with them to the training session.

The Office of Student Life will confirm the completion of Vehicle Safety Training by organization members before travel is scheduled or any travel arrangements are made. Funding will not be provided and/or reimbursements issued to organizations or representative that have not completed Vehicle Safety Training prior to club travel that meets the conditions described.

Use of Personal, College-Owned or Rental Vehicles: In order to ensure that student organizations are in compliance with the Vehicle Use Policy for Conducting the Official Business of the College of Charleston, representatives and advisors from registered organizations must be designated as Authorized Drivers. In order to receive this designation, individuals must:

- complete an Authorized Driver form;
- provide a photocopy of his or her driver's license;
- provide an official, certified copy of current driving record from the Department of Motor Vehicles (an "Unofficial" online copy may be submitted with the form; however, an "Official" copy must be sent to Student Life once it is received in the mail.);
- provide a copy of his or her Automobile Insurance Card that clearly states policy number and agent (if driving Personal Vehicle);
- complete Driver Safety Training;
- ascertain that satisfactory insurance coverage exists to cover the driver and passengers. Contact Business and Auxiliary Services at (843) 953.4821 if there are any questions regarding insurance; and,
- receive approval as an Authorized Driver from the Office of Student Life and/or Environmental Health and Safety.
- An organization may be responsible for insurance deductible if an accident should occur

Local/In-state Travel: The Liability and Release Waiver Form on OrgSync and at studentlife.cofc.edu/forms-and-policies/ must be completed by each participant who will be

traveling on such trips that begin and end on the same day (Example: leave at 8am and return at 4pm the same day). The SGA Allocations will support day trips, but will only recommend funds for transportation (such as gas or rental vehicles).

Out-of-State Travel: The College of Charleston's Domestic Travel Waiver Form must be completed whenever students travel away from campus in conjunction with a College course, program or sponsored activity (other than sponsored athletic events). Examples of domestic travel include (but are not limited to) overnight retreats, conferences, workshops and seminars. A copy of the form is available online at studentlife.cofc.edu/forms-and-policies and on OrgSync. Each individual student must complete their own form.

International Travel: If traveling outside of the United States, students must complete the International Travel Waiver Form at studentlife.cofc.edu/forms-and-policies/ and submit completed form to the Director of the Center for International Education (located at 207 Calhoun Street in the Multicultural Student Center) for review and approval. As additional time is needed to process international travel waiver forms, the Center for International Education must be consulted prior to the scheduling of any international activity involving students and consult with the Director of the Center for International Education during the coordination of such activities.

EVENT MANAGEMENT/PREPARATION

When planning any event/ program, allowing plenty of time to fully implement ideas is essential to successful programming. New issues and planning for unforeseen concerns always arise no matter the size of an event. Allowing three to four weeks for event planning gives organizations the time needed to implement established ideas as well as new and unforeseen elements. The Event Planning Checklist provided by the Office of Student Life can be a helpful tool for any event. (studentlife.cofc.edu/forms-and-policies/)

VENUE AVAILABILITY:

One of the most important details to confirm early in the programming process is the location of your program. A variety of facilities and venues are available on campus for recognized student organizations to reserve for programs and events. A calendar showing the availability of facilities on campus can be found through the Stern Center Reservations webpage (sterncenter.cofc.edu). The Office of Institutional Events provides a comprehensive list of facilities and contact information for reserving campus venues at <http://president.cofc.edu/administration/inst-events/venue-rentals/index.php>

SPACE RESERVATIONS:

Student organizations may be charged a usage fee and/or damage deposit for use of on-campus venues. Organizations that fail to return facilities and/or venues to their pre-event condition (including the removal of decorations, proper disposal of trash, etc.) will forfeit their damage

deposit. Additional charges may be assessed if cleaning or repair costs exceed the amount of the damage deposit. Excessive damage and/or failure to adhere to facility usage policies will result in the loss of the organization's ability to reserve campus facilities and venues in the future. Please check with the facilities manager early in the planning process to learn of any additional policies, procedures, or deposits.

HOW TO RESERVE STUDENT LIFE FACILITIES

The Office of Student Life is responsible for room/space reservations for the following facilities on-campus:

Theodore S. Stern Student Center

Including: Lobby, Room 201, Room 205, Room 206, Room 409, Room 408, Ballroom

Stern Center Garden

Cougar Mall (non-amplified sound)

Rivers Green (non-amplified sound)

Reserving meeting/event space is easy! Here's all you need to do:

Visit <http://sterncenter.cofc.edu>

Click on the Reservation Calendar link on the upper right hand corner of the page (under Quick Links). This will help determine whether a particular space/venue is even available for the date needed.

If the space/venue desired is available on the date needed, return to the Stern Center main page and click on the Reservation Request link (also under Quick Links). Select the Reservation Request Form (faculty/staff or students).

Complete all of the fields included on the form and click the Submit button at the bottom of the page to send your request to Student Life Reservations. Please note that reservations and advisor approval must be received at least five (5) business days in advance of the date requested and that requests are not processed on weekends. Events requiring extensive set-up must be submitted at least 10 business days prior to the proposed event.

ALL STUDENT REQUESTS REQUIRE AN ON-CAMPUS ADVISOR APPROVAL. Your reservation will not be processed until your on-campus advisor has sent an approval.

An electronic confirmation for the reservation will be returned if the venue is available on the date requested.

PLEASE NOTE:

Any reservations that do not include an advisor name and email address will be sent back for more information

You MUST use your College of Charleston issued email address for your reservation request to be processed.

When filling out the reservation form, please be sure to include ALL equipment requests, including AV, tables, chairs, laptop, etc. This is extremely important especially for any reservations for the Stern Center Ballroom.

ALL catered food must be requested through Aramark.

You MUST check in at the Stern Center Front Desk when arriving for a meeting or event.

If reserving Stern Center Garden, you will need to contact the Business Manager, LaVerne Green at greenll@cofc.edu for AV and any chairs and tables.

FUNDING AND EXPENSES:

Having funds available to produce an event/program is key to the success of the event planning process. It is also important to set a budget for each event so you do not exceed available funds. All registered student organizations should consult with the Business Manager prior to committing any available funds to an event.

ADVERTISING:

The promotion of an event/program should start at least two weeks prior to the date of the event. Allowing two weeks for advertising will ensure that as many people as possible are aware of the event through as many outlets as possible. Advertising/ marketing should not begin until all event details are confirmed. Please refer to the above mentioned Event Planning Check list regarding details that need confirmation.

RISK MANAGEMENT:

Many events inadvertently include some level of risk management, and it is the philosophy of the Office of Student Life to provide all registered organizations with the tools and skills to reduce the level of any type of risk that might affect student organization events. It is the responsibility of every student organization to make sure their attendants have a safe and enjoyable experience.

AMPLIFIED SOUND POLICY:

In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year. Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.

Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.

The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.

The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.

Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee's decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review.

Feel free to contact the Office of Student Life at (843) 953-2291 if you have any questions regarding this policy or campus programming. We look forward to an eventful and memorable year.

AUDIOVISUAL ASSISTANCE:

Stern Student Center: When requesting a space reservation in the Stern Student Center, please include in your request any audiovisual equipment that will be needed for your event. The Office of Student Life will setup all equipment requested on the Facility Reservation Request Form in the reserved space prior to your event. The Office of Student Life does not charge registered organizations for audiovisual equipment requested for events occurring in the Stern Student Center. It is encouraged to hire a Media Technician for the Stern Center events that require a high level of technical support.

Audio/Visual Event Support: When reserving facilities other than the Stern Student Center, Audio/Visual Event Support can assist student organizations with audiovisual equipment needs. Audio/Visual Event Support must be contacted at least one week in advance and the student organization is responsible for personnel and equipment rental fees. The student organization must contact the Business Manager to make arrangements for an IDT to pay for these services. No audiovisual equipment can be taken off the College premises.

If a program requires more extensive equipment than what the College offers, it may have to be rented from a private business in the area. The Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. However, most off-campus rentals will cost significantly more than what the college provides.

WAIVERS:

Organizations planning an event that includes a physical activity (i.e. inflatable novelties or kick ball tournament) will need to provide a Student Liability Release and Waiver form for each attendant (see studentlife.cofc.edu). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver forms can be obtained through the Office of Student Life or on OrgSync under the forms tab in your organization's portal. Completed waiver forms should be kept on file by the hosting organization for a minimum of one year.

Organizations planning to transport students to an off-campus location will need to provide a "Student Liability Release and Waiver" form for each attendant (see studentlife.cofc.edu). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver Forms can be obtained through the Office of Student Life. Completed waiver forms should be submitted to the Office of Student Life (SSC room 406).

CERTIFICATE OF INSURANCE:

Events that include the contracting of off-campus vendors to supply entertainment (i.e. inflatable entertainment, mechanical bulls, or climbing walls, speakers and performers) need to have on site a certificate of insurance, which the contracted vendor needs to supply. The College of Charleston and the State of South Carolina cannot insure off-campus contracted entities.

AUDIOVISUAL PRODUCTION:

When using off-campus venues check to see if audiovisual services come with the rental agreement. Venues that provide the audiovisual services an organization needs, can help reduce costs. If the venue does not, the Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. Please note, most off-campus rentals can cost significantly more than what the college provides.

OFF-CAMPUS EVENTS:

Any registered student organization must inform the appropriate College office of intent to host an event off campus where alcohol will be served or available. The College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages or claims,

including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

- Each organization is to complete the Off Campus Event Notification Form and submit to the Office of Student Life (for all-non Fraternity and Sorority organizations) or to the Office of Fraternity and Sorority Life (for Fraternities and Sororities).
- The form must be submitted at least two weeks prior to the date of the event.
- Organizations must abide by all relevant policies included in the Compass (Student Organization Handbook) and any relevant policies for those organizations affiliated with national or international organizations.
- Advisors must be aware that the organization is hosting the event.
- Organizations must indicate their understanding that the College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.
- If any student fee or other state funding is being utilized to fund any portion of the event, all College procurement and contractual policies must be followed. (NOTE, no student fee or other state funding may be used for the purchase of alcohol.)

ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. This policy is written for all registered student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

Alcohol Use on Campus During Events Policy can be found here:

<http://policy.cofc.edu/documents/6.3.1.pdf>

ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Any registered student organization and office working with student organizations sponsoring an on-campus event with alcohol must adhere to the following:

No student organization sponsored event that includes alcohol shall exceed four (4) hours. Under NO circumstances are alcoholic beverages to be sold by the sponsoring organization.

This policy is for beer and wine only. No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus. BEER-ALUMINUM CANS ONLY, NO BEER BOTTLES; WINE BOTTLES PERMITTED.

The event may be BYOB or the student organization may contract with a third-party vendor to serve and/or sell alcoholic beverages at approved functions and locations. If a third-party vendor is utilized, they will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the timeframe of the service. These determinations will be made on a case-by-case basis.

At least one organization representative must attend the Student Organization Summit. A student organization may not have social functions involving alcohol unless a representative has attended the Summit.

Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.

The event must be registered with the Director of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor is required. On Campus Event Planning Form can be found online at studentlife.cofc.edu and on OrgSync.

A method of identifying participants under the age of 21 must be in place during the event.

If BYOB, the limitation is one six-pack of beer (cans only) or one liter of wine per participant.

No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Business Manager in the Office of Student Life to arrange for payment.

Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: Barnet Courtyard, Cistern Yard, Stern Center Garden, and P Parking Lot (located behind fraternity housing off Wentworth Street).

Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:

The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

Attendance: Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event. The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.

Guest Procedures: Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age; must have their coolers, etc., inspected as the one six pack per person or one liter bottle wine limit is in effect if BYOB; and must have their hands stamped or marked or wristband applied designating that they are 21 or older.

No shuttling shall be permitted. Each person may bring one six-pack or one liter bottle of wine into the site one time if BYOB. Individuals shall not be permitted to leave and return to the function site with additional alcohol.

No intoxicated person(s) will be admitted to the function.

Advertising: Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:

Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.

The message conveyed in the event promotion must not encourage the use of alcohol.

Publicity must not convey that consumption of alcohol is the purpose or reason for the event.

Promotion must not refer to the amount/quantity of alcohol to be present

Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.

Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Violations: Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the alcohol policy penalty provisions found below. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.

No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.

The first person detected being in violation of campus, local or state alcohol or drug ordinances will be ticketed and removed from the event. The second person in violation will be ticketed, removed from the event and cause the event to be shut down.

Sanctions: Violations of these policies on or off-campus will be subject to the following responses.

First Violation Sanctions may include, but not limited to:

- Group is on social/event suspension for minimum of one month. The exact time period is to be determined by the Director of Student Life or Director of Fraternity and Sorority Life.
- Social/event suspension remains in place until meeting and plan are completed.

Failure to comply with sanctions for the first offense may result in sanctioning as imposed under a second violation.

Second Violation Sanctions may include, but not limited to:

- Loss of campus privileges including access to the organization account for a minimum of three months, excluding summer months.
- Entire organization must attend a 6-hour alcohol risk reduction seminar (deadline to be set by the disciplinary administrator).
- Must pay a \$500.00 fine to the Office of Student Life or Director of Fraternity and Sorority Life or plan an alcohol-free social event for the entire student body on a weekend.
- Letter of notification to be sent to the national organization, sponsoring agency or academic department.

Failure to comply with sanctions for the second offense may result in sanctioning as imposed under a third violation.

Third Violation:

The sanction for a third violation is suspension of recognition by the College for a time period consistent with the level of infraction up to a permanent suspension from the College of Charleston campus. This will be determined by the Director of Student Life or Director of Fraternity and Sorority Life in conjunction with the Dean of Students and/or Executive Vice President for Student Affairs.

DARK PERIOD DATES

NO programs, events or meetings can be held during these dates and times.

Fall 2017

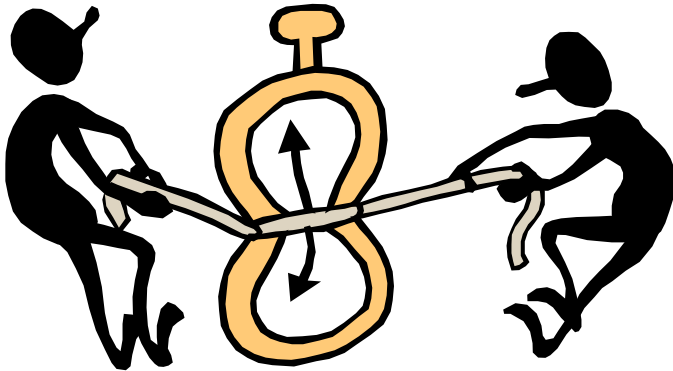
Tuesday, December 5th, at 12:01 am through

Wednesday, December 13th, 2017 at 10pm

Spring 2018

Tuesday, April 24, at 12:01am, through

Wednesday, May 2, 2018 at 10pm



REGISTERED STUDENT ORGANIZATION BENEFITS & RESOURCES

The benefit of all registered organizations is the ability to utilize all the listed benefits and resources at a discounted rate or free of charge. Off-campus and non-registered organizations are subject to additional charges and are restricted in the use of campus resources.

Facilities Reservations

Registered organizations are eligible to reserve meeting and event space at a discounted rate or free of charge.

The Office of Student Life manages the following facilities:

- Stern Student Center
- Stern Center Garden
- Cougar Mall
- Rivers Green

This office also serves as a resource for information regarding other venues on campus. Reservation Requests Forms can be found at studentlife.cofc.edu, forms should be submitted to studlifereservations@cofc.edu.

A complete list of on-campus facilities can be found online through the Marketing and Communication website.

USE OF COLLEGE OF CHARLESTON NAME AND WORDMARK

All registered organizations should use the words College of Charleston on their fliers, posters and paraphernalia. The suggested format is: <Organization's Name> at College of Charleston.

Registered organizations wishing to use the College's wordmark (the College's logo) should send a request to marketing@cofc.edu. The College of Charleston wordmark is the College's sole brand identifier, replacing all other logos, symbols and identifiers used in the past.

Registered organizations can request the College of Charleston's wordmark with the addition of their organization's name by e-mailing marketing@cofc.edu.

Please refer to the College's Brand Manual for appropriate uses of the College of Charleston name and wordmark, including proper size and color:

<http://marketing.cofc.edu/brandmanual/index.php>

STUDENT GOVERNMENT ASSOCIATION STREET FAIRS

All registered organizations are allowed to participate in the SGA's annual Student Organization Street Fairs. Student Organization Street Fair is on August 27, 2016 from 2-4pm.

OFFICE OF STUDENT LIFE EMAILS

An email highlighting upcoming events will be sent to the student body twice a week. If a group would like its event(s) included in this advertisement, an event(s) summary must be submitted in writing to studentactivities@cofc.edu. The summary must include the time, place, date, and sponsoring group of the event. Please do not include images or reproduction of already produced advertisements. The final decision of inclusion of an event is left to the discretion of the Student Life staff.

STERN STUDENT CENTER (SSC) 4TH FLOOR

COPIES:

A member of the SSC staff can make basic copies per organization requests. Seven cents (\$.07) a page (black/white) and fourteen (\$.14) a page (color) WILL be charged to the organization's account. Colored paper must be supplied by the organization for their copies; however, the charge will remain the same.

FAXES:

A member of the SSC staff can send faxes per organization requests. Returned fax information will be stored in the Graduate Assistant Cubicle (Cubicle 422) and can be pick-up during regular business hours. No personal faxes will be sent or received through the office fax. One dollar (\$1.00) per page will be charged to the individual (NOT the organization) if a personal fax has been received through the fax number.

ADVERTISING SUPPLIES:

The SSC Copy Center has available easels, basic office supplies, and small signage stands for organizations which all can be used to help promote an organization or event. All items can be checked out through the SSC Copy Center. A valid CofC ID is needed to check out any materials. No paints and/or banner paper is to be used for personal messages.

PAINT ROOM:

Located in Room 209 of the SSC, the paint room can be used by organizations needing to make large sheet or paper banners. A valid CofC ID is needed to gain access to the paint room. A member of the SSC staff will allow entry to the paint room via key access only. Please respect the Paint Room space and others who might be using it at the same time.

TABLE RESERVATIONS:

Recognized organizations are eligible to reserve four foot tables for use in specified locations on campus (SSC Lobby, Cougar Mall, Glebe Street Patio) to promote their organization. A Student Organization Tabling Request Form must be submitted using the Stern Center website:

sterncenter.cofc.edu. Tables will only be provided to organizations with reservations and must be returned at the conclusion of the event and may not be kept overnight.

CUBICLE SPACE:

Recognized organizations may apply for use of cubicle space on the 4th floor of the Stern Student Center on an annual basis. Cubicle applications are available the second week of classes through OrgSync or on the Stern Center website at sterncenter.cofc.edu. These are available on a first come, first serve basis.

MAIL SERVICES:

All registered organizations can have organization mail delivered to the Stern Student Center. All mail will be delivered to the SSC Copy Center and will be sorted and stored in the SSC Copy Center. It is encouraged that organizations check in weekly to see if mail has been delivered. Any mail not claimed at the end of each semester will be discarded.

All student organization mail should be addressed as follows:

Representative's Name (optional)	Representative's Name (optional)
Student Organization Name	Greek Organization Name
Stern Student Center	Office of Fraternity and Sorority Life
College of Charleston	College of Charleston
71 George Street	97 Wentworth Street
Charleston, SC 29424	Charleston, SC 29424

EVENT/ORGANIZATION PROMOTION

The College of Charleston is not responsible for libelous communication or actions of any organization or individual. Every organization represents the College; therefore, the College recommends that organizations design their promotional materials with appropriateness, veracity, and in good taste.

*** All promotional materials must have "open to all students" unless it is a closed meeting. If meeting is closed and food is provided the organization must provide a list of attendees.

***All promotional material must have the sponsoring department or sponsoring registered student organization prominently displayed on the front of the material.

STERN STUDENT CENTER:

Bulletin Boards: All promotional materials must bear the Student Life Stamp. SSC Bulletin boards are the only acceptable locations to hang flyers inside the Stern Center. Flyers hung on brick or glass will be removed.

Handbills: Any loose flyers or handbills placed on the SSC information desk or in the SSC lobby literature holder need to be approved by the Office of Student Life. Materials not approved will be discarded.

Digital Signage: Organizations may advertise events via the digital signage screens found throughout the Stern Student Center. Organizations should submit digital signage sternsignage@cofc.edu Files may be submitted as PowerPoint slides or as JPEG files that are oriented horizontally.

BANNERS:

Sheet banners are permitted on campus in approved locations in the Cougar Mall and on the St. Phillip St. side of The Cistern Yard. The Office of Student Life strongly encourages the use of twin sheets only. Sheet Banners can be up for no more than two (2) weeks prior to the event. Banners may not be obscene or defamatory and may not violate, College, federal, State or local laws. Location is on a first come first serve basis. Please refrain from moving another organizations banner. ALL banners must have the sponsoring club, organization or department prominently displayed on the front of the banner.

Banners that are hung on the gate of the Cistern Yard MUST be horizontal and tied down in all four corners. The banner should not touch the sidewalk and the use to water bottles as weights is strictly prohibited.

ON-CAMPUS GLASS CASES:

The Office of Student Life provides student organizations with glass cases across campus for the posting of upcoming events.

Guidelines for glass case posting are as follows:

- Questions regarding posting should be directed to the Assistant Director of Student Life.
- Organizations can submit up to seven (7) 8.5 x 11 posters to SSC 423B
- Organization-sponsored events may be publicized in the glass cases up to one week prior to their event.
- All promotional material will be updated weekly as needed.
- Posters will be hung on a first come first serve basis due to space limitations.
- All promotional material must have the sponsoring department or sponsoring registered student organization prominently displayed on the front of the material

POSTING GUIDELINES

Campus organizations are allowed to disseminate information to the College community by posting information at these locations:

- Outside Brick Surface of: Education Center, Science Center, Silcox Gym, Office of Fraternity and Sorority Life

- Fences on Calhoun, St. Phillip and George Streets (NO taping to the fence)
- Balconies of Science Center, Maybank Hall and Robert Scott Small Building.
- Fliers in classrooms and bulletin board marked Campus Events around campus until date of event has passed.
- Chalkboard updates in small corner of boards in classrooms until date of event has passed.
- Residence Halls (as approved by Office of Residence Life).
- Stern Center Lobby on a first come, first serve basis (as approved by the Office of Student Life).
- Please note that all kiosks and bulletin boards are cleared of all materials every Friday by CofC Physical Plant. It is recommended that groups post material after 3:30pm on Fridays.
- Student organizations are requested to use non-adhesive materials to post flyers and banners at any of the locations listed above. Examples: zip ties, string and fishing line can be used.

PROHIBITIONS:

- The use of paints, stains, acids, tapes, chalk or any other substance that might damage or deface the building is prohibited. **Please note that blue painters tape is recommended to affix promotional materials to all surfaces.**
- No person shall affix anything to the walls, doors, ceilings, or any painted or non-painted area inside buildings. Only the bulletin boards are to be used for the posting of materials.
- Promotional materials will be removed by CofC Physical Plant on Friday of each week.
- Campus organizations are responsible for removing their outdated postings. Organizations may lose posting privileges if outdated postings are not removed.
- Items may NOT be placed on SSC Food Court glass.
- USE OF SIDEWALK CHALK IS NOT ALLOWED.
- DO NOT ATTACH PROMO TO CAMPUS BENCHES.
- Violations of Posting Guidelines will result in disciplinary action by the Office of Student Life.

POSTING GUIDELINES FOR RESIDENCE HALLS:

- All publicity must be approved and stamped by Residence Life. This pertains only to publicity displayed in residence halls. Residence Life approval does not grant permission for other locations on campus.
- There is a 50 page limit to the number of copies you can submit for posting, but all copies must be stamped prior to their posting.
- Residence Life will hang all approved advertisements.
- The Residence Life staff requires on week notice to hang materials.
- No publicity will be approved that promotes/advertises alcohol, does not follow the policies stated in the Guide to Residence Living, or could be considered offensive to others.
- All publicity that is not approved, stamped and displayed in the specified spaces will be taken down and discarded.

- These policies apply to the wall space on the outside of residence halls and historic houses.
- Contact Residence Life at 953-5523 with questions. Residence Life is located at 40 Coming Street, Monday – Friday from 8:30am until 5:00pm.

SNIFE SIGNAGE POLICY:

In August of 2006, the City of Charleston enacted the Snipe Signage initiative. The definition of snipe signage includes, “Leaflets, handbills, posters, flyers, announcement or other advertising and informational materials that are tacked, nailed, glued, pasted or otherwise attached to trees, poles, stakes, fences, buildings or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises where the snipe sign is located” (Snipe Sign Violations – Warning Notice letter, August 2006). Snipe signage posted by departments, student organizations or individuals from the College of Charleston community will be removed and a ticket will be issued for the violation, requiring the responsible party to appear in Livability Court. Violations may result in a 30-day jail sentence and/or a fine of up to \$1,087.00 per item posted.

Student organizations are responsible for familiarizing their members with this policy. A copy of the Snipe Signage Violations Warning Notice is available online at studentlife.cofc.edu.

POLICY ON PEER-TO-PEER (P2P) FILE SHARING

All members of the College of Charleston community are required to follow the College Policy on Peer-to-Peer File Sharing. This Policy covers all electronic means to transmit, disseminate or store copyrighted materials including e-mail, web pages, and peer-to-peer file sharing software. The Policy also applies to all computers and applications utilizing the College network. Please be sure that you have rights for any material you are making available or sharing on the College network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities. With regard to students, a detailed description of the College’s policies concerning disciplinary actions for the unauthorized downloading and unauthorized distribution of copyrighted material is set forth in the Student Handbook. Students risk losing their computer access privileges due to multiple violations of the policy. With regard to faculty, a detailed description of the College’s policies concerning disciplinary actions for the violating federal law is set forth in the Faculty and Administrative Manual (Section VII, B).

A summary of the current civil and criminal penalties for violation of federal copyright laws is as follows:

The infringer may be required to pay the actual dollar amount of damages in an amount equal to the profits gained from the infringement or, alternatively, pay what are termed “statutory

damages”. Statutory damages can range from \$750.00 to \$30,000.00 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.00.

The court may also award attorneys’ fees and court costs, issue an injunction to stop the infringing acts and impound the illegal works.

The infringer can be sent to jail for up to 10 years.

Under the law, it is not necessary to establish that the infringer made a profit from the infringement in order to establish liability for the infringement. Therefore, liability can be imposed for common illegal peer to peer file sharing, for example the improper downloading of music and video files, even if the infringer has not gained a profit from the illegal activity. For Users who distribute any quantity of copyrighted materials, or advertise their services to Users even thou they receive no financial benefit, they may also be subject to criminal investigations and incarceration.

The link for the full text of Chapter 5 of the Copyright Law of the United States of America, “Copyright Infringement and Penalties” can be found at <http://www.copyright.gov/title17/92chap5.html>.

STUDENT MEDIA:

Cistern Yard Media is the College of Charleston’s media outlet for all students. Cistern Yard Media provides three opportunities for student organizations to market and advertise their group and upcoming events as well as opportunities for co-sponsoring events.

Student organizations can get the word out about campus happenings by advertising in quarterly editions of The Yard, the official publication of CisternYard News. Additional advertising opportunities can be explored with the CisternYard Sales team. CisternYard Radio and CisternYard Video are available for interviews and marketing for events and programs on-campus.

For more information on each of the organizations and opportunities for advertising and publicity, contact the general manager or editor-in-chief of any of the media outlets or check out the Student Media website at cisternyard.com.