

2022
EDITION

STUDENT ORGANIZATION HANDBOOK

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ABOUT & RESOURCES

WELCOME

Our goal in the Office of Student Involvement is to ensure that Birmingham-Southern College is a space to create organizations where leadership, personal, and community development can occur.



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engage

Birmingham-Southern College

WWW.BSC.EDU/ENGAGE

ORGANIZATION MANAGEMENT

By using Engage, our Student Organization Platform, it's a one stop shop for information. Student Organizations are able to run efficiently on Engage. A BSC student organization must be registered on Engage to be considered active!

EVENT PLANNING

The event registration and approval process in Engage is in place to make sure student organizations are able to hold events while also following the guidelines set forth by Student Involvement.

EVENT PASS

Accessed via the Corq app or Engage, the Event Pass is your ticket into large scale events on campus and a way to track attendance at any event.

Organizations wanting to track attendance at events, must submit and have the event approved first.

ORGANIZATION TOOL MENU

This allows you to create and manage content for your organization. You can access the Org Tool Menu by switching to the MANAGE view and clicking on the organization you want to manage.

ROSTER: Manage positions, send organization messages, invite/remove members, and approve pending memberships.

ABOUT: Update basic details, such as the profile photo, description, contact info, and social media links of the organization.

EVENTS: Create and manage organization events. Submit an event request, or manage an individual event, inviting attendees, tracking participation or changing an event's details.

DOCUMENTS: Create a shared storage space for important files. These files can be shared publicly or only with certain members or position holders within the organization.

FORMS: Use forms for sign-ups, interest forms, applications, and more!

ELECTIONS: Create elections for the organization, either for the entire community to vote on, or exclusive to organization members.

ORGANIZATION TYPES

A recognized student organization (RSO) is defined as a group of students who unite to promote or celebrate a common interest. RSOs provide a learning experience for members through involvement in organization, administration, scheduling, fundraising, public relations, and development of skills directly pertaining to the organization's focus. Involvement by faculty advisors is essential. The success and strength of an organization is directly proportional to the effective leadership and involvement of the officers and members. The three categories of RSOs are as follow:

COLLEGE SPONSORED ORGANIZATIONS

College Sponsored Organizations contribute to the general goals of the College and benefit or serve relatively large numbers of students. College Sponsored Organizations are required to have a faculty or staff advisor (and in most cases are assigned a full-time professional staff member as an advisor).

REGISTERED STUDENT ORGANIZATIONS

Registered Student Organizations are established by and for students to experience co-curricular learning while participating in activities that are of interest to each organization. Registered Student Organizations are voluntary associations of students wishing to pursue a common special interest or engage in social activities. Registered Student Organizations are required to have a faculty or staff advisor.

FRATERNITY AND SORORITY ORGANIZATIONS

Fraternities and sororities refer to social Greek-lettered organizations. Membership cannot be held in more than one organization at the collegiate level. These organizations are defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. Fraternities and sororities are strongly encouraged to have a faculty or staff advisor, in addition to an alumni advisor.

Benefits of being a recognized student organization include:

- Plan Events and Activities on Campus
 - Ability to reserve indoor or outdoor spaces on campus for events and activities
 - Ability to reserve and rent equipment through Student Development.
 - Ability to reserve and “table” in the atrium through Student Development.
- Recruit on Campus
 - Participation in the annual Student Involvement Fair during Orientation.
 - Inclusion in the online directory of student organizations on [Engage](#).
- Use the College Name
 - Permission to use the Birmingham-Southern College name and trademarks, in accordance with [media guidelines](#).
- Manage Finances and Fundraising
 - Organizational funds account provided through Student Development.
 - Ability to apply for and receive funds from the Student Government Association.
 - Ability to fundraise in the Norton Atrium through 'tableing.'
 - Be eligible to have a “in honor of” donation site during Forward Ever Day.
- Access Services and Support
 - Creation and utilization of an Engage page for your organization.
 - Advising and support services from Student Involvement.



REGISTRATION

NEW STUDENT ORGANIZATIONS

Students interested in creating a new organization are required to submit a registration on Engage. The requirements to register a new student organization is as follows:

Please note that the Office of Student Involvement has the right to deny approval of an organization if that group is affiliated with a regional or national organization that is in direct opposition to the mission/purpose of BSC or does not align with the college's commitment to diversity & inclusion.

Recruit an advisor that is a full-time faculty/staff member at BSC. Preferably one that has expertise or an interest in the organization.

Draft a constitution that includes the membership requirements, leadership structure, a non-discrimination policy, etc.

Recruit a minimum of 5 members.

Nominate someone to initially serve as President, Secretary, and Treasurer.

EXISTING STUDENT ORGANIZATIONS

Student organizations must re-register using Engage each academic year in order to continue their recognition.

Should a student organization not meet the re-registration deadline, fail to recruit/maintain an advisor and/or 5 members, or not update their constitution, then the student organization will be placed as “frozen” within Engage.

During the “frozen” period, the student organization will be unable to reserve space on campus, advertise for events, use the College name, access their funds, and/or participate in the visiting program or activity fairs.

EXPECTATIONS

Once approved student organizations are expected to meet the following requirements to remain in good standing with the College:

Compliance

- Comply with all local, state, and federal laws and regulations, and with the College's policies and requirements, as set forth in the BSC Student Handbook, the Student Organization Handbook, and any other written materials from Student Development.
- Re-register on Engage before the start of each fall semester.
- Maintain an updated Constitution/Bylaws Document on Engage. Note: Student organization cannot discriminate on the basis of race, creed, color, sex, gender identity, sexual orientation, or physical disability.
- File Hazing Prevention Pledge form annually in the Fall with Student Development, take active steps to understand hazing and identify hazing activities, and undertake only team-building activities that do not involve hazing.
- Maintain on Engage, a complete list of officers and members demonstrating that the student organization meets the requirements listed below.
 - All officers and members must be enrolled and in good standing with the College.
 - A minimum of five undergraduate members is required.
 - Organizations must have a President, Treasurer, and Secretary (or comparable positions).
- Attend all required training sessions for student organizations sponsored by Student Involvement.

Communication

- Consult with the Assistant Director of Student Involvement or Advisor when planning any activities for which significant attendance is anticipated or when planning any other event that involves unusual or potentially risky activities or elements.
- Communicate with College offices in a timely manner. When services are needed from College offices, assume that at least two weeks prior notice is required.

Leadership

- Develop and facilitate officer transitions including good record keeping and new officer orientation.
- Manage organization's finances responsibly by maintaining accurate financial records, implementing appropriate procedures, and meeting all financial obligations.

Advisors

- Have an advisor who is an employee of the College and preferably one who has interest or professional expertise that relates to the organization.
- Consult regularly with the advisor regarding the activities of the organization.

MARKETING

Student Organizations using any reference to the College must be consistent with the College's graphic identity standards. Student leaders can request to publicize events on the BSC web site, BSCEngage Instagram, and can be submitted for the Monday Morning email through the communications department.

Materials can be printed by Panther Print and Post (free to minimal charge).

Where and how student organizations publicize activities and events should be reflective of who is invited. Groups should consider their targeted population (members only, college community, or public), when formulating their plan for advertising.

All advertising, including posters, at a minimum should include the sponsoring group's name, who to contact for more information, and accessibility information. Advertising should also be free of copyrighted materials.

POSTERING

Student organizations in good standing with the College have the privilege of posting on College bulletin boards, kiosks and other approved areas. The following policies govern postering on campus:

- Posters may be placed only on approved areas in common spaces.
- Posters may be loosely spread on tables in the library, cafeteria, and other public places.
- "Restricted" bulletin boards (inside classrooms or buildings) are maintained by departments or offices, therefore postering on these bulletin boards must first be approved by the bulletin board's owner.
- Posters should not be placed on glass, painted, or wood surfaces
- Tape, staples, or push pins should be used.
- **For yard signs, outdoor decorations, banner and posters they must be picked up within: two weeks of being put out for awareness weeks/months or two days of the advertised event. The name of the student organization must be visible on any signs, the date they were put out must also be on the sign.**

Organizations violating these rules will be given notice and may lose postering privileges by the College.

EVENTS

Only recognized student organizations in good standing with the College may host events on campus.

Events must be registered five (5) academic days in advance.

Events are registered by filling out an Event Registration Form on Engage. No advertising is permitted until your event registration is reviewed and approved.

Student Organization events are not allowed to occur on reading days or days of final exams.

If you have any questions about registering your organizational activity, please contact the Assistant Director of Student Involvement.



Event Registration and Approval

Depending on the complexity of your event, you may need to be connected to various resources. These resources include Campus Police, Facility Operations, Student Development, etc. The event registration form on Engage will connect you with the necessary resources and advise you with various aspects of event management.



Your organization event should be registered at least two weeks in advance if it meets any of the following criteria:

- Attendance of 100 or more
- Alcohol will be served
- It will occur between 10pm and 2am on a Friday or Saturday
- Campus Police's presence is needed.

Reserving Space on Campus

Recognized student organizations in good standing may reserve rooms on campus for activities and events.

For academic rooms reach out to Stephanie Schroeder: snschroe@bsc.edu

Norton Campus Center Conference Rooms and the SGA Room can be reserved through Robby Prince: rprince@bsc.edu

All other spaces on campus can be reserved through the campus calendar [request form](#).

Event Restrictions

Events are not to be held during finals week and reading days.

Other restricted dates may occur on a semester by semester basis, those dates will be communicated to the student organizations when set.

If too many events are proposed for the same day, Student Involvement will determine priorities based on purpose of the event, timeliness of the event request be received, and the quality of event planning.

Emergency Protocol:

In the event of an accident, emergency, sickness, or hospitalization affecting any student during a student organization event, it is important that you immediately contact Campus Police at 205-226-4700 to notify the College of the incident. The purpose of this protocol is to improve communication and ensure that the College can arrange appropriate support for the individual student(s) affected by the incident. If an emergency arises that is life threatening, immediately dial 911.

Events with Alcohol

Alcohol use must be controlled at events that are open to the entire campus community, especially if the activity is in an outdoor location.

Student organizations that wish to have alcohol at events open only to members of their organization or invited guests must register four responsible monitors per organization hosting the event and have gone through Responsible Monitor Training through Student Involvement.

Student organizations should complete the Event Registration Form on Engage to receive permission for the inclusion of alcohol at the event.

You will also need to reach out to Campus Police, separate from the Engage Event Registration form, for your event at least one week in advance to ensure their presence and receive the 21+ wristbands.

For Greek organizations, the social calendar is determined by the Chapter's GPA rank and will be facilitated by the Assistant Director of Student Involvement before the start of the semester. Campus Police is present on the Row 10pm-12am on Thursday nights and 10pm-2am on Friday and Saturday nights.

Advertising Events with Alcohol

Events may mention alcohol in printed and electronic posters, provided they use specific and approved language. The standard language allows for three options:

Non-alcoholic beverages available. Beer and wine available for 21+

or

Non-alcoholic beverages available. BYO beer and wine for 21+

or

Non-alcoholic event

These are the only acceptable phrases that are permitted on printed and/or electronic materials without prior permission from Student Development. Posters may not mention the price of alcoholic beverages or specify types of alcohol available. No photos or logos of alcoholic beverages may be used in printed or electronic materials.

Events with Food

Student organizations may wish to have food at events. Student Development recommends that student organizations serve food prepared by licensed food service establishments or those that are pre-packaged.

Catering with Bon Appetit is available to our student organizations (205-226-4712).

The food truck request form on Engage must be submitted 3 weeks prior to your event for approval to bring a food truck to campus.

Organizations may choose to serve homemade food at events limited to their membership, although they take on a significant liability in doing so.

FINANCES

An approved and recognized student organization can be given an account number and is eligible for funding through the College. Money can be requested from Student Government Association by the following processes:

START UP FUNDS

Once the organization has been approved, a request for Start Up Funds (via the SGA General Proposal Form) can occur. Start Up Funds may only be granted one time for a student organization.

CONTINUING SUPPORT

After a student organization has been active for a semester, the group can petition SGA (via the SGA General Proposal Form) for additional funds to support speakers, events, and conference registrations.

With both processes:

- a.) The Student Leader's request will be reviewed by the SGA treasurer.
- b.) If needed, the Organization Leader/Representative will be requested to appear before SGA to present their case to the SGA general body.
- c.) Once the proposal is presented and reviewed, the SGA deliberates and responds to the organization leader(s) announcing the funds they have decided to allocate.

ACCESSING FUNDS

Once the money is allocated or raised, there are a number of ways to access it.

1.) Request a Check: Many organizations need to request a check for a speaker, band, etc. This process is typically initiated by receiving an invoice from the outside vendor or company. As this is a complicated process, please contact the Assistant Director of Student Involvement at least two weeks before the check is due in order to complete the forms and send all materials to the Finance Office.

2.) Purchasing Card: To use the credit card for your student organization, contact the Assistant Director of Student Involvement via email in advance to ensure that the credit card will be available for the time period that you are wishing to use it. These credit cards must be used responsibly. It is essential that student leaders keep the receipts from these credit card transactions and bring them immediately back to the cardholder. On the back of the receipt please write the name of the organization, the organization's account number, and the reason for purchase.

3.) Request Reimbursement: This should be the last option when spending for a student organization. If a student uses their own personal funds for organization business, please visit the Assistant Director of Student Involvement in the Student Involvement Office with the receipts to secure a reimbursement form. It will be sent to the Finance Office.

COLLECTING MONEY

Advisors should be heavily involved when it comes to collecting money as an organization. This includes dues, fees, the selling of items, etc.

1.) **Depositing Cash & Checks:** When payment is collected in the form of cash or check, the student organization should contact the Assistant Director of Student Involvement to begin the deposit process.

2.) **Using the Square:** When tickets, shirts, or other items are being sold, a student organization can request use of the Square. The Square enables those purchasing items to use their debit/credit card. Please contact the Assistant Director of Student Involvement two weeks in advance if this is an option you would like to pursue.

What's Not Allowed!

Venmo, CashApp or any type of online cash transaction where the money is deposited into a member's bank account to then transfer to the organization's is not allowed. There is no clear way to ensure money raised is deposited into the organization's account with the College.

COMPLIANCE

Sanctions are intended to educate organizations on the effects of their behavior and invoke change in future decision making. Student Development may implement any of the sanctions listed in this section, pursuant to the conduct process set forth in this or the Student Handbook.

The fact that a recognized student organization is held responsible for actions and activities does not eliminate the individual student's accountability under the Student Handbook and Honor Code.

The fact that individual students are held accountable for actions taken while participating in a recognized organization's activity while representing the organization does not eliminate the accountability of the organization for its actions.



Sanctions that may be issued include the following:

Organizational Warning – official disciplinary action conveying to the organization that their behavior was unacceptable and that any future violation of the Student Handbook may result in more severe disciplinary action, including Organizational Probation, Suspension, or Revocation of College recognition. Notification will also be sent to any national or regional organization with whom the group is affiliated.

Organizational Probation – pre-suspension period in which the organization's behavior is under College review, conveying that the behavior was unacceptable and that any future violation of this Code may result in more severe disciplinary action, including Organizational Suspension or Revocation of College recognition. Notification will also be sent to any national or regional organization with whom the student organization is affiliated.

1. Probation shall be imposed for a period no less than the remainder of the current semester.
2. A student organization that has violated this Code while currently on Disciplinary Probation shall be suspended as a minimum sanction.
3. A student organization that has violated this Code and has previously been on Probation, but is not currently on Probation, may be placed on Probation as a minimum sanction.

Organizational Suspension– suspension of official College recognition for a period no less than the remainder of the current semester. Notification will also be sent to any national or regional organization with whom the RSO is affiliated.

1. Suspension may be effective immediately or deferred until the end of the current semester.
2. During Suspension, the student organization will have all benefits of College recognition suspended. A suspended student organization may not participate in College Sponsored Activities, participate in events and activities as an organization, use or schedule College facilities and cannot use BSC's name or marks in any manner for any purpose.
3. The suspension and all associated documentation shall be maintained by the Assistant Director of Student Involvement.
4. A date at which time the student organization may request to be cleared by and returned to good organizational standing can be established contingent upon fulfillment of all requirements set forth by Student Development.
5. A student organization that has violated this Code and has previously been suspended shall be suspended as a minimum sanction.

Removal of College Recognition – permanent revocation of College recognition subject to the right to petition for reinstatement as described in this section.

1. Shall be effective immediately.
2. All benefits given to a student organization shall be permanently removed.
3. A notation of Removal and all associated documentation shall be maintained in the former student organization's official College record maintained by the Assistant Director of Student Involvement.
4. The former student organization may petition the Vice President of Student Development to rescind the removal no earlier than two (2) years after the effective date of the Removal. The Vice President of Student Development's determination regarding reinstatement shall be based on the former student organization petition and relevant documentation supporting or opposing the rescindment. If the Removal of Recognition is rescinded, the organization must follow the established procedure for the establishment of a new student organization under the appropriate governing body.

Additional Sanctions– sanctions that may be given in addition to this Sections include, but are not limited to, the following:

1. loss of all privileges granted as a part of recognition for student organization
2. restitution for loss, damage, or actual expenses incurred as a result of the student organization behavior;
3. participation of student organization (its officers, other members or full membership) in educational programming, including alcohol and other drugs counseling or reflection activities;
4. ban for a definite or indefinite period of time from all or a portion of any College premises or College-sponsored activities;
5. any other sanction determined appropriate as a result of an Informal or Formal Resolution.

ADDITIONAL POLICIES

Screening Commercial Films, Documentaries, and Other Copyrighted Material

Student organizations are expected to be in compliance with copyright laws that govern commercial films and documentaries. If the copyrighted material will be screened outside of an academic program, then the public performance rights will need to be secured by renting the film from a distributor, utilizing a copy of the film with the public performance rights, or obtaining the public performance rights from the copyright holder in writing.

Contracts

Students and student organizations are not allowed to enter into any type of agreement that obligates the College to provide payment, services, goods, or use of College property or facilities to a third party without approval from Student Development.

Eligibility for Membership in Student Organizations

The membership of an organization may include any currently enrolled student from Birmingham-Southern College. Faculty, staff, or community members, as appropriate, may also participate in the organization's activities, but may not hold leadership roles. Only currently enrolled students are permitted to serve as officers of recognized student organizations.

College Recognition

Recognition of a student organization is not an indication that the College approves or endorses the organization's goals, activities, or points of view. Provided these organizations meet and maintain the College's requirements for recognition, the College is willing to provide them with certain benefits and privileges. However, student organizations are independent and distinct from Birmingham-Southern College. The College's recognition of, and provision of benefits and privileges to, a student organization does not mean that the organization is a unit of the College or controlled by the College.

HAZING POLICY

Birmingham-Southern College strictly forbids any type of physical, written or verbal abuse of members of any campus organization, athletic team, fraternity or sorority at any time. Undue pressure to perform any activities that are contrary to the College's educational pursuits or are illegal, unethical, or result in any type of personal humiliation, are considered hazing and are, therefore, prohibited. Any violation of this policy will result in disciplinary action.

New or prospective members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with staff, advisers, sponsors, and coaches if there is any question about an activity constituting hazing. Groups are subject to the policies and procedures of the recognizing or host department. Hazing cases involving groups and individual students may be conducted as combined cases through the College disciplinary process.

Conditions that Create a Hazing Culture:

New members often wish to be accepted, either formally or informally, into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Across the country, students have died or been seriously injured as a result of participating in activities to which they have "consented." The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

Accountability

Hazing is prohibited and any member failing to comply with this policy may be subject to action through the College conduct processes as articulated in the BSC Honor Code and Student Handbook. Any student or organization found to be involved in hazing activity may face conduct action and be subject to sanctions including but not limited to warning, educational workshops, service, probation, revocation or denial of recognition or registration for a student group or organization, suspension or dismissal/removal from the College.

Individuals who commit acts of hazing are personally accountable under the BSC Honor Code or Student Handbook and the hazing policy, in addition to and regardless of the outcome of any related case brought against a student group or organization.

Responsibility and Reporting

All members of the BSC community share the responsibility to challenge and address hazing. When community members look out and care for one another, any alleged hazing incident should be reported; students can report anonymously or privately. Reporting individuals' names will not be shared with other members of the group. Good faith efforts made by groups and individuals to self-report and stop hazing will be considered mitigating circumstances during conduct processes.

Incidents of hazing can be reported [anonymously online](#).

Hazing Prevention

You can help make BSC free from hazing by doing the following:

- 1.) Before joining a group/organization, be certain that you and the organization's leadership have signed the College's Hazing Prevention Pledge.
- 2.) If you think you have been asked to participate in an activity that may be considered hazing, please report the situation by completing the Hazing Report Form; this can be done anonymously.
- 3.) Step up and take action to help end inappropriate behavior before a bonding activity escalates into hazing activity.
- 4.) Speak out against hazing by discussing concerns with a group leader, a group adviser, or other BSC staff member who can assist.
- 5.) Contact Campus Police (available 24 hours a day) if you encounter activities that put others in physical or psychological harm or discomfort.

How to Identify Hazing

When evaluating if an activity involves hazing, use the following questions as a guide. A negative response to a question may indicate hazing, the activity should then be changed.

- Is this activity an educational experience?
- Does the activity uphold and promote the purpose, goals, and values of the group?
- Will this activity increase respect for the group and current members?
- Is it an activity new and current members participate in together?
- Does the activity have value in and of itself?
- Would you be able to defend the activity in a court of law?
- Would you be willing to allow family members to witness this activity? The College president? Your professors?

Examples of Hazing

The Hazing Policy prohibits many activities that may be associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited, examples of prohibited individual/group activities that may constitute hazing include but are not limited to the following, examples are listed by severity:

Level I Violations

- marching in line
- road trips
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- calisthenics
- lineups
- pledge/signature books
- periods of silence
- standing for a length of time
- personal servitude
- house cleanings
- activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations

- sleep deprivation or interruption of consecutive sleep hours
- expected or forced consumption of food, drink (including alcohol), or other substance
- acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- restrictions on eating or bathing
- acts that disrupt academic instruction or learning of others
- interruption or interference of academic commitments

Level III Violations

- branding
- paddling in any form
- compromising (sexual) situations

Complicity in Hazing May Include:

- Witnessing hazing taking place as a group member, affiliate or guest
- Participating in or being present in person or via technology in discussions where hazing is planned.

Retaliation

It is a violation of College policy to retaliate against any person making a complaint or perceived to be making a complaint of hazing, or cooperating in an investigation or hearing of alleged hazing. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. For the purpose of this policy retaliation includes, but is not limited to, behaviors or actions (including on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken, or that may reasonably be perceived to adversely affect that person's educational, living, or work environment.

Sanctions for retaliation may include, but are not limited to, warning, probation, suspension, or dismissal from the College.

Examples of Retaliation

- Spreading negative rumors about an individual because the person reported hazing
- Not allowing a person to participate in usual activities because of a perception the person reported hazing
- Pressuring a person to not report hazing
- Threatening a person to make the person drop or not support a complaint
- Suggesting to or encouraging a person to provide false or misleading information

SAMPLE CONSTITUTION

ARTICLE I. – Name

The name of the organization shall be _____.

ARTICLE II. – Purpose, Objectives, Aims

It shall the purpose of _____ (name) to

_____.

ARTICLE III. – Membership and Eligibility Criteria

Section A: Membership is open to any enrolled BSC student who:

1. _____.
2. _____.
3. _____.

Section B: Dues and collections procedures (if any)

The fiscal year of the organization shall be from _____ to _____ (month/date).

The amount of annual dues shall be determined each year by _____.

Dues shall not exceed \$ _____ per year.

ARTICLE IV. – Voting

Section A: A quorum will be _____.

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process: _____
_____.

ARTICLE V. – Officers

Section A: The (name of organization) _____ shall have a president, vice president, secretary and/or treasurer, advisor (these titles may vary for your organization, or you may choose not to have officers at all but have team leaders of equal standing and operate on a consensus model). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of _____ (name of organization).

Section C: The term of the officers shall be from _____ (month/date) to _____ (month/date).

Section D: Election of officers shall be held _____ (annually/month).

At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group meeting.

ARTICLE VI. – Duties of Officers Defined

Section A: The President

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the president with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all the meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: The Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.

Section E: The Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functions.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experiences with the group.
5. The advisor will be a nonvoting member of the organization.

Article VII – Structure of Group Committees

Section A: Committee Identification and Appointment

The following committees (other than the Executive Board) shall be appointed by the president subject to ratification by the organization during a regular business meeting.

1. _____
2. _____
3. _____

Section B: The duties of the standing committees shall include: (provide details of responsibilities) respective to the committee.

Article VIII – Notice of Meetings

Section A: The times for regularly scheduled meetings shall be _____.

Section B: At least _____ day's notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than _____ hours/days notice by the Executive Board.

Section D: The meetings shall include quorum, order of business, and disposition of the minutes.

Article IX – Parliamentary Procedures

Section A: (Example) Roberts Rules of Order shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.