



**Mississippi
College**

A CHRISTIAN UNIVERSITY

**SOCIAL ORGANIZATIONS
HANDBOOK**

FOR

**ADVISORS AND STUDENT LEADERS
OF CLUBS AND TRIBES**

Prepared by
Office of Student Activities
2014/2015

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2014-2015 Clubs and Tribes

| Social Clubs & Tribes | Sponsor | President |
|----------------------------------|-------------------------------|-------------------------------------|
| The Council | Dannie Woods | Brock Richardson/ Emily Upchurch |
| Circle K | David Miller | Andrew Glass |
| Civitan | Chris Smith/Michael Wright | Kristian Gautier |
| Shawreth | Parke/Meaders/Van Horne | Drew Williams |
| Kokoa | Terry Dent | Ross Price |
| Rotaract | Ben Maddox | Ken Delaughter |
| Kissimee | Kathy Wilson | Nikki Rhea |
| Laguna | | Hannah Terry |
| Nenamoosha | Cindy Melton | Maggie Holt |
| Swannanoa | Mignon Kucia | Mary Jayne Looney |

Social Clubs and Tribes
POLICIES

CLUBS AND TRIBES

Clubs and Tribes at Mississippi College facilitate academic, social, emotional, spiritual, and physical development in their students.

Any Club or Tribe organized at Mississippi College must be in keeping with the University's objective of attaining intellectual excellence in an atmosphere of spiritual maturity. Clubs and Tribes are expected to contribute to a student's development in four ways:

1. Developing social interaction
2. Encouraging better values and higher standards
3. Develop and provide leadership opportunities
4. Create discipleship programs and activities for actives

All Clubs and Tribes are authorized by and operate under the supervision of the Student Life office and according to the policies prescribed in this handbook. All Clubs and Tribes operate under a charter agreement with Mississippi College and are to be in keeping with the institution's mission statement.

ESTABLISHING A SOCIAL CLUB OR TRIBE

Before being chartered the proposed Club or Tribe should work with the Director of Student Activities in preparation for proposing their new organization to the Student Services Committee.

Those proposing to form a new Club or Tribe may obtain a "Petition to Charter" from the Office of Student Activities. This form requires:

- Name of organization and sponsoring group
- Nature and purpose of the organization
- Membership standards
- Cost of initiation and annual dues including data regarding requirements for participation in national conventions
- Probable maximum enrollment
- List of charter members for the organization
- Data regarding regular meetings to be held during the school year
- Name of MC faculty or staff representative who has consented to being a sponsor for the proposed Club or Tribe, essentially a joint signer on all checks, payments, or withdrawals from any off-campus financial institution where the club's or tribe's funds may be deposited

The Petition for Charter, along with a copy of the organization's proposed Constitution, is to be returned to the Office of Student Activities.

The Office of Student Activities will forward the Petition for Charter and the proposed Constitution to both the Student Services Committee and the Student Senate for approval. Approval of both of these bodies, as well as the proper financial information (see Financial Requirements for Clubs and Tribes), is required before a charter may be granted. A period of time is typically required between the Petition for Charter and full recognition, to ensure an organization will remain an active and positive addition to the Mississippi College Campus.

ANNUAL RENEWAL FOR REGISTERED CLUBS AND TRIBES

Each spring, Clubs and Tribes are to submit an application for renewal to continue operating as a Club or Tribe the following year. This enables the Office of Student Activities to keep an accurate record of Clubs and Tribes, their sponsors, and their leadership on campus. Failure to do so by the given deadline will lead to a suspension in charter.

RE-ACTIVATION OF AN INACTIVE CLUB OR TRIBE

From time to time, membership in an organization may become low enough that an organization may choose to be inactive for the following year. After an organization has been inactive for more than 5 school years, the Club or Tribe will be dropped from the inactive list and will require the full charter process in order to be re-activated (see “Establishing a Clubs or Tribes”). To re-activate an organization, inactive for less than 5 years, the sponsor or student leaders are to obtain an “Application for Re-Activation of a Campus Organization” from the Office of Student Activities. This application is to be completed and returned to the Office of Student Activities along with a copy of the organization’s Constitution. It will then be forwarded to the Student Activities and Services Committee for approval. Criteria for approval will be an understanding that the new leadership of the Club or Tribe intends to carry out the same purpose for which the organization was originally chartered and that there is a need for the organization to re-activate.

ANNUAL MEMBERSHIP LISTS

Clubs and Tribes are required to submit membership lists each semester. These lists are entered into Banner to keep a record of what organizations students belonged to during their tenure at Mississippi College. These lists will be due each fall semester by November 15th and each spring semester by April 15th. A list will need to be compiled, including name and 700# of each active, and shared with the Director of Student Activities by the deadline.

FINANCIAL REQUIREMENT FOR CLUBS AND TRIBES

Once chartered, all Clubs and Tribes are to maintain accurate financial records of income and disbursements. All Clubs and Tribes whose income is more than \$50.00 per semester are to maintain an account in the name of the Club or Tribe either with the Mississippi College Business Office or with a federally-insured financial institution in the greater Jackson/Clinton area. This is critical for record keeping accountability and essential to remain a recognized

organization. Should the organization opt to use an off-campus bank account, the Club or Tribe Treasurer and President will be responsible for supplying the Office of Student Activities with:

1. The name of the institution
2. The name of the account
3. The account number

Also, the account is to be opened in such a manner that all checks will require two signatures to be valid for payment. One of these signatures must be from the sponsor of the Club or Tribe. Opening an internal account will have the following benefits:

1. Being able to charge services in offices across campus
2. Sales tax exemption on many items
3. Ability to issue purchase orders
4. No charges for account or checking services
5. Regular printouts of account activity.

Those organizations using on campus accounts are to abide by the procedures and regulations of the Mississippi College Business Office.

ANNUAL RECORD KEEPING

Whether using an off-campus or on-campus account, each Club or Tribe is required to maintain accurate records and submit monthly reports to their sponsor. These reports will include a copy of the monthly bank statement from the bank or business office and a copy of the organization's records.

A "*Financial Disclosure Form*" will be submitted as a part of the renewal process for Clubs and Tribes. Failure to submit this form may result in an organization losing recognition.

PURCHASING

All purchases for which the University must make payment, regardless of whether the funds come from a departmental account or a Club's/Tribe's account, are considered institutional purchases. These purchases are to be approved and documented in the correct manner. There are several ways to make purchases using funds from your business office account. They are:

Credit Card Purchases

For purchases under \$200 from your on-campus account, you may check out an institutional credit card from the Student Activities Office (BCR Back Patio). You are to sign for the card and turn in all receipts when you return the card. Each receipt is to be labeled with your organization's name and/or account number. At the end of each month, credit card expenditures will be withdrawn from your on-campus account. Purchases may not show up on your account for several weeks, when they do, they will not be itemized. Therefore, it is important that you retain copies of your receipts for budgeting purposes.

Purchase Orders

Whenever you need to make a purchase over \$50.00, you are to use a Purchase Order. A Purchase Order is a promise by Mississippi College to a vendor that payment will be made. **No agreement should ever be signed and no order should ever be placed until you have obtained a Purchase Order.**

To obtain a Purchase Order, you start with a Purchase Requisition. A blank Purchase Requisition has been included in the “FORMS” section of this handbook. You can make copies of the blank form if needed. After filling out your Requisition, have it signed by your sponsor, and then turn it in to the Office Manager in the Office of Student Activities.

All requisitions must contain the following information:

1. Signature of organization sponsor
2. The name and address of the business from which you are purchasing items or receiving a service (source)
3. The date the merchandise or service is needed (This is not the date that you need the Purchase Order, but the date that you would like the merchandise)
4. The items you are purchasing and their prices (each item should be listed separately if you do not know exactly which items will be purchased or if there is a possibility that additional items may be purchased, please list “merchandise as selected” with a total price rather than listing individual items)
5. The appropriate account number

Once you have submitted your Purchase Requisition, a Purchase Order will be issued. The time frame for issuing Purchase Orders normally follows this pattern:

- Requisitions received in the purchasing office before 12:00 P.M. are ready by 3:30 P.M. that afternoon.
- Requisitions received after 12:00 P.M are ready by 10:00 A.M. the following morning.

A Purchase Order Timeline has been included to give you a quick reference for dealing with Purchase Orders:

- **Get an estimate of the amount you will need to spend.** The amount does not have to be exactly correct, but should be as close as possible.
- **Complete and submit a Purchase Requisition.** This is basically a “request to purchase” something.
- **A Purchase Order will be issued.** There are two copies - a Green Copy and a White Copy.
- The White Copy will be taken to the business when the purchase is made or the order is placed. It may also be faxed directly to a business by Accounts Payable, to signal that an order can officially be placed.
- The Green Copy will be held by you until the goods or services have been received.
- **Your purchase may now be made or your order may now be placed.**
- **Once the items purchased have been received, sign the Green Copy and return it to Accounts Payable (Nelson 208), along with the receipt or invoice.**
- **A check for the purchase will be mailed** to the business by Accounts Payable.

Pay Orders

Sometimes Purchase Orders may not be accepted by the vendor you are using, or an immediate check may be needed. In this case, you are to use a Pay Order. **However, please keep in mind that Purchase Orders are almost always preferred.**

Included in this packet is a sample Pay Order for you to use (see “Forms”). Once you have completed the form, attach your invoice (or, in some cases a contract) and deliver it to Accounts Payable (Nelson 208). The check will automatically be sent to the address listed on the form unless you specify that you will pick it up. Checks are cut on Mondays and Thursdays. The time frame for getting checks cut on these days normally follows this pattern:

- If the Pay Order is received by Noon on Friday, the check will be ready after lunch on Monday.
- If the Pay Order is received by Noon on Wednesday, the check will be ready after lunch on Thursday.

Also, keep in mind that whenever you are making a check out to an individual, you must have their social security number and full name for tax purposes. If the individual is an MC employee (student worker, faculty, or staff), their payment will come as a part of their regular bi-weekly payroll check, unless it is for a reimbursement.

Petty-Cash

Whenever someone needs to be reimbursed for items less than \$50.00, you may use Petty Cash. (If the amount is over \$50.00, a Pay Order must be used.) A sample Petty Cash form has been included in the “FORMS” section of this handbook. After filling out the Petty Cash form, attach the receipts and take them to the Business Office on the first floor of Nelson Hall to receive your cash.

Printshop Charges

One of the privileges of an on-campus account is the ability to make charges in the MC Printshop. If there have been charges on your account during the quarter, a statement from the Printshop will be mailed to you. These statements are mailed to the box number which you

designate on the charge sheet. Because your treasurer may change from year to year, you may wish to have these statements sent to your sponsor. The organization treasurer can then get them from the sponsor.

Deposits

To make deposits into your on-campus account, simply take the deposits to the Business Office (first floor of Nelson Hall) along with your account number. For cash deposits, you are to fill out the “Cash Received” form (See “FORMS”). A representative will complete your deposit and give you a receipt.

REPRESENTING THE UNIVERSITY

In order to participate in a social organization a student must enter the fall semester with a 2.0 grade point average, be enrolled in a minimum of 12 semester hours, be in good academic standing and making satisfactory progress towards a degree at the time of such representation. A student may be denied the privilege of participating in a social organization and/or holding elective office as a result of failure to maintain satisfactory academic progress or disciplinary action, as stated in the Student Code.

EVENT GUIDELINES

All on-campus and off-campus events/activities sponsored by Clubs and Tribes are to be registered with the Office of Student Activities. These should be scheduled as far in advance as possible. Registration is to be submitted at least two (2) weeks prior to the event for local events and at least thirty (30) days prior to the event for Formals and Informals. This is done by submitting an “Event Registration Form” online. To find the event registration form go to www.mc.edu/student-life.

Events are considered officially sponsored events if any of the following apply:

1. Organizational or University money is spent to fund any or all of the event
2. The event is advertised on campus
3. The event is announced on campus, at any official function, or through official Club/Tribe announcements (i.e. at a Club/Tribe meeting, through a group Facebook message, newsletter, etc)
4. The organization uses the name or logo of the University on any of their promotional material, party favors, t-shirts, etc.

All on-campus and off-campus events are prohibited between the hours of midnight and 7:00 A.M. from Sunday night until Friday morning. On Wednesday nights, there are to be no events between 6:00 P.M. and 9:00 P.M.

When planning an off campus event, Clubs and Tribes do not have the authority to commit the University to any contractual agreements with third parties. In cases when a Club or Tribe incurs a debt, it is the responsibility of that organization to give a written statement to the outside party indicating that they may not look to the institution to perform the obligations of the contract, should the organization be unable to fulfill obligations.

Each person present at a function sponsored by Clubs and Tribes, whether on or off-campus, is to adhere to the rules and standards of the Institution as listed in the Student Conduct Code (see the Student Conduct Code in the *Tomahawk*) as well as the Social Organizations Code of Conduct.

On-Campus Events:

Clubs and Tribes are encouraged to take advantage of the many meeting rooms and venues on the Mississippi College campus. To reserve space, and as part of the event registration process, Clubs and Tribes are to submit their requests to the Office of Student Activities via the event registration site found at www.mc.edu/student-life. Events are to be submitted 2 weeks prior to the event. No last minute events will be accommodated.

When submitting an event, be sure to have the following information:

- Organization name
- Date of event
- Start and end times
- Desired location
- Approximate number of people attending
- Event description
- Theme (if applicable)
- Room set-up requests
- Catering needs
- Name of chaperone(s) and phone number(s) (if applicable)
- Name and phone number of the individual(s) coordinating the event.

Once the request has been submitted and reviewed, it will be sent to Laura Ann Hoffman, Campus Coordinator of Scheduling, who will handle the reservation specifics and contact the individual coordinating the event directly to confirm the reservation (Mrs. Hoffman will not take room requests directly from Clubs or Tribes). All requests are to be cleared by the Office of Student Activities.

The following spaces may be available for Clubs and Tribes to reserve:

- Anderson Hall East-Seats about 250 w/round tables, 400 lecture style
- Anderson Hall West- Seats about 250 w/round tables, 400 lecture style
- Anderson Hall- Seats about 750 w/round tables, 800 + lecture style
- President's Dining Room B- Seats 56 w/round tables, 100 lecture style
- Board Meeting Room- Seats about 80 + w/round tables, 150 lecture style
- Meeting Room A or B- Seats about 30 w/ tables, 50 lecture style
- Alumni Gym
- Jennings Courtyard
- Piazza
- Quad
- Swor- Seats 800

For events scheduled in BC Rogers Student Center, Campus Dining is under contract to provide any food or drinks needed. Contact Mike Prince with food services at 925-3995 for menus and prices. This information may also be found at www.mc.edu/offices/food. Events in Alumni Hall, Jennings, Piazza and Quad food may be brought in by an outside vendor.

Off-Campus Events:

All off-campus events are to be registered with the Office of Student Activities at least two (2) weeks prior to the event for local events and at least thirty (30) days prior to the event for Formals and Informals.

All off-campus events are to have one *University Approved Chaperone* present to monitor and assist the organization with the event.

Chaperones are required to read, sign, and turn into the Office of Student Activities the “Chaperone Expectations Agreement” each year. This form can be found in the Office of Student Activities (BCR Back Patio).

All off-campus events are to adhere to the Student Conduct Code found in the *Tomahawk* as well as all University policies. Mississippi College is not responsible for any injury, damage, debt, or other liability caused by the acts or omissions of Clubs and Tribes that are in violation of the Student Conduct Code or other University policies.

Travel Policies:

For events over 60 miles away from campus, organizations are to have 1 chaperone present for every 50 students, one of which must be a University approved chaperone.

Clubs and Tribes may travel approximately 200 miles away for Formals. Approved destinations include: New Orleans, Memphis, Mobile, Shreveport, Baton Rouge, Birmingham, Tuscaloosa, and the Mississippi Gulf Coast.

GROUP ENDORSEMENT

Clubs and Tribes are to seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval from the Office of Student Activities will ensure that all our organizations are affiliating with organizations that share similar values. The University reserves the right to cancel events or initiatives benefiting off-campus groups not previously approved by the Office of Student Activities. E-mail formal requests to the Director of Student Activities at least two weeks prior to the event.

T-SHIRT POLICY

All t-shirts are to be approved through the Office of Student Activities before they are printed. Clubs and Tribes selling or distributing t-shirts that use trademarks without permission or that contain images or language that are in opposition with the University’s values may lose privileges associated with being a recognized Club or Tribe. Email artwork for approval to the Director of Student Activities.

ACADEMIC STANDARDS

Clubs and Tribes are to maintain an average cumulative GPA of 2.5. If a Club or Tribe's GPA falls below a 2.5, the Club/Tribe must meet with the administration to create an action plan to bring their GPA back up.

To remain an active member in any Club or Tribe, each student is to maintain a cumulative GPA of 2.0.

SERVICE

For a Club or Tribe to renew their status as a recognized Club or Tribe, service is to be included and documented as a component of the organization's constitution. *Each organization should at the minimum do 2 organization wide service projects each year. Council wide or campus wide service days do not count.* All service hours must be emailed to Shari Barnes at sbarnes@mc.edu with CC to drwoods@mc.edu at the end of each semester.

PLEDGING

All Clubs and Tribes are to submit their Pledge Process Schedules to the Office of Student Activities before the General Rush Meeting. Schedules are to include the dates, times, locations, descriptions, and purposes of all rush activities. *The Director of Student Activities should be notified immediately if changes are made to the pledging schedule during the semester.*

The officers in each Club and Tribe will be required to attend an annual risk management/hazing seminar in order to participate in rush. This leadership team will be required to sign a contract with the University agreeing to uphold the Hazing Policy and taking responsibility for educating their members about the university's Hazing Policy and general risk management.

Each student participating in pledging process as well as every active member of a Club or Tribe must read, understand, and sign a Mississippi College Hazing Policy. All signed contracts are to be turned in by Pref Day in order for the Club or Tribe to participate in Rush.

All off-campus Rush activities must be attended by the Club/Tribe sponsor or a University approved chaperone.

All pledging activities must take place between the hours of 7 am and 12 am. Any activity or requirement outside of that time frame is prohibited. Club and tribe actives should have NO contact with a pledge before 7 am or after 12am each day. Pledges are prohibited to spend the night in actives dorm room or house; all pledges must sleep in their assigned dorm room or office campus house unless approved by the Director of Student Activities.

No Alumni will be allowed to participate or attend ANY pledging process activity or function unless specifically approved by the Director of Student Activities. No pledge is allowed to be at a Alumni's house under any circumstance. Pledges should not be required to get Alumni

signatures.

Any violation of any of these policies will result in immediate action by the Council.

POLICY ON HAZING

The purpose of Clubs and Tribes is to create and maintain a positive social environment at Mississippi College. Accordingly, all Mississippi College organizations should fully support the Hazing Policy of the University. In keeping with its commitment to maintaining a positive social environment at MC, and in accordance with Mississippi State Law, Clubs and Tribes should unconditionally oppose any hazing.

The Mississippi College Tomahawk defines hazing as an act which threatens the mental or physical health or safety of a student, causes embarrassment or humiliation, 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, a student's willingness to participate in such activity notwithstanding (See Student Conduct Code).

Mississippi College further defines hazing as any willful act done by one or more individuals belonging to a Tribe or Club, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate, or endanger him or her, or which may in any fashion compromise his or her inherent dignity as a person.

The following are some general examples of activities which are generally considered hazing (This list is meant to serve only as a resource and **DOES NOT** list every activity considered hazing):

- The application of food items or any other substances to an individual's body or property
- Coerced* or forced carrying or wearing of any items that causes embarrassment or humiliation
- Coerced or forced wearing of costumes or particular clothing that causes embarrassment or humiliation
- Any kind of physical exercise
- Coerced or forced consumption of food, drink, alcohol, tobacco, and/or illegal drugs
- Coerced or forced transporting of individuals
- Activities that include humiliation, ridicule, indecent exposure or threaten social exclusion
- Coercing or forcing illegal acts
- Coercing or forcing acts that are immoral and/or unethical*(see section W)
- Activities that negatively impact an individual's academic, social, physical, or personal success
- Personal servitude
- Mental harassment and/or sexual harassment
- Deception that causes embarrassment, humiliation or that threatens an individual's physical and/or mental wellbeing

- Any activity that involves the use of alcohol or any controlled substance in accordance
- with Mississippi College's Alcohol and Drug Policy
- Any activity that is not in accordance with Mississippi College's established policies

Note that it is the responsibility of **ALL** members of an organization to ensure that hazing is not taking place. Anyone who is aware of hazing should alert Student Life staff immediately. Should hazing occur in connection with any group or individual activity, disciplinary action will be taken.

*Section W-Conduct which adversely affects the student's suitability as a member of the University community or reflects negatively on the institution and the principles ascribed

*Definition of Coerce (according to Merriam-Webster's Dictionary)

1. To restrain or dominate by force
2. To compel to an act or choice
3. To achieve by force or threat

ALCOHOL POLICY

All clubs and tribes of Mississippi College are required to adhere to all Mississippi College policies.

Each person present at a function sponsored by the Clubs and Tribes, whether on or off-campus, is to adhere to the rules and standards of the Institution as listed in the Student Code of Conduct in the Tomahawk.

Use, possession, sale, or distribution of alcoholic beverages or alcoholic beverage containers on campus or while engaged in any College-related function, including functions sponsored by any MC organization. This includes intoxication, evidence of consumption, and/or irresponsible behavior involving the use of alcoholic beverages whether on or off campus.

Failure to adhere to these policies by an individual will result in the individual being handled by the Office of Student Development and be charged with:

Minimum Sanction: Strike Policy

- *First Offense: AlcoholEdu Course (30.00 Fee); Counseling Assessment (\$20.00 fee); and \$50.00 Fine*
- *Second Offense—additional counseling sessions and fines*
- *Third Offense: Permanent Removal from Housing*

Overall failure to comply to these policies by a group of members will result in the Club or Tribe being charged with the sanctions of:

- *The removal of the rights to hold the informal/formal (whichever has not happened) following the semester of breach of policy.*

FLYERS

Various policies have been established pertaining to the hanging of flyers. All promotional flyers are to be approved by the Office of Student Life before they can be hung on any of the administrative or academic buildings on campus. To gain approval, bring the original hardcopy of the flyer to the Office of Student Development and Activities (BCR Back Patio) to be reviewed and stamped. Once the flyer is stamped, copies can be made and flyers posted. If any flyers are hung without the approval stamp, they may be taken down.

To hang flyers or promotional materials in the residence halls, you are to get the approval of the Offices of Residence Life and Student Activities (BCR Back Patio). Once your flyer is approved, you may turn in up to sixty (60) copies to the Office of Residence Life to be distributed by their staff. Resident Directors have the authority to remove flyers that have not been approved.

Approval may not be immediate. Students may post up to 75 copies of their flyers on approved academic and administrative buildings.

When hanging signs on campus use only masking tape, clear dispenser tape (not packaging tape or duct tape), or sticky tack!

Where can I hang signs on campus?

BC Rogers Student Center, Alumni Hall, Hampstead's

- Brick walls
- Bulletin strips and cork strips
- Stair railings

Outdoor Areas

- Free-standing signs
- Circular sign tower (outside 1826)
- Outdoor trash cans

Academic Buildings

Each academic building is different. Generally, you are not to hang signs anywhere in these buildings other than bulletin boards or cork strips. You will need to see the Building Manager for each building to determine where to hang signs. Building Managers for each building and their office numbers are:

- Aven Hall - Linda Edwards (Aven 204)
- Cockroft Hall - Nursing School Area - Mary Jean Padgett (Cockroft 105)
- Family & Consumer Sciences Area - Kathy Gibbs (Cockroft 12)
- Coliseum - Missa Turman (Coliseum Offices)
- Hederman Science Building – Mary Beth Graves (Hederman 104)

- Jennings and Jennings Annex - Sue Farmer (Jennings 110)
- Library and Learning Resources Center – Ms.Hutchison (or Librarian on duty)
- Lowrey Hall – Shirley Tipton (Lowrey 201)
- MCC Building – Judy Hamilton (MCC 207)
- Nelson Hall - Patti Tadlock (Nelson 110)
- Provine – Sherry Bobo (Cafeteria)
- Self Hall - Shea Elkins (Self Basement - West End)

MEDIA COVERAGE

Public Relations, located on the third floor of Nelson Hall, supplies news releases for regional, national, and local papers. Public Relations seeks to be informed of special interest items and activities of University-sponsored organizations for photo and news coverage. **All requests by Clubs and Tribes for media coverage should be made through the Office of Student Activities (BCR Back Patio or by phone 3830).**

CONCERTS / DJ's

As a Christian University, a high standard is expected at MC events involving bands or DJ's whether on or off-campus. The following guidelines are to be expressed to and agreed upon by all bands and DJ's.

1. No profane, vulgar, or abusive language may be used in the course of the performance.
2. There shall be no consumption of alcoholic beverages or drugs by the band or DJ before, during, or after the performance.
3. The artist(s) shall not perform in any manner that might be considered lewd or sexually explicit. This includes actions on stage, as well as the lyrics of the songs performed.

To be sure these standards are upheld, use the "Contract Rider" included in the "FORMS" section of this handbook. This Rider may be copied or altered according to the circumstances of the performance. The contract rider should be signed at the same time as the band or DJ's contract is signed.

CAMPUS SALES/FUND-RAISERS

All campus sales of products, goods, services, or fund-raisers by any Club or Tribe, are to be approved by the Office of Student Activities. Proposals should be submitted at least 2 weeks prior to the proposed sale date via email to drwoods@mc.edu.

The following policies will be followed:

1. No group may compete with the University Bookstore in items sold.
2. No group may compete directly with 1826, Caf, or Pimentos.
3. No group shall engage in sales methods or procedures that would prove offensive, annoying, or embarrassing.

4. No group shall engage in selling activity that involves marketing any product or service inconsistent with the ideals of the University.
5. No group shall be permitted to engage in a selling activity that may jeopardize the financial integrity of that group.
6. No group shall be permitted to monopolize the marketing of special products at any particular series of events.
7. No group shall be permitted to sell any product or service without making a written request via email followed by written approval for the sale. Groups making requests to sell should include specific information about what will be sold, where, and when, and the purpose for which the funds gained from the sale will be used.
8. No outside businesses, individuals, or organizations may be solicited for donations without prior approval from the Office of Advancement via the Office of Student Activities.
9. No group shall hold a lottery or sell tickets for any prize drawn at random.

APPROVAL OF CAMPUS SPEAKERS

All Clubs and Tribes are to seek and receive approval of non-institutional speakers from the President of the University, or his designee, prior to offering them an invitation to speak on campus. Approval requests are to be submitted to the Office of Student Activities by e-mail (drwoods@mc.edu).

WEBSITES FOR CLUBS AND TRIBES

There is a specific site for Clubs and Tribes on the Student Life website. The names of each Club and Tribe have been listed on this site with a link to the organization websites that are available. Each year Clubs and Tribes should designate a member to serve as their organization's webmaster. (Any specific questions about your website should be directed to Justin Garcia at 601-925-3358 or garcia@mc.edu.)

***Any requests for exception to these policies may be submitted in writing to the Office of Student Activities for consideration. MISSISSIPPI COLLEGE**

FORMS
CONTRACT RIDER

This Rider is hereby attached to and made a part of the contract dated the ____ day of _____, _____, between Mississippi College (here in after called “employer”) and _____ (here in after called “Artist(s)”).

Mississippi College expects the Artist(s) to assure the employer that the Artist(s) will give the best performance possible that is conducive to a church-supported environment.

To do so, the employer expects the Artist(s) to adhere to the following stipulations:

1. Code of Ethics
 - A. There shall be no profane, vulgar, or abusive language used in the course of said performance.
 - B. There shall be no use or consumption of alcoholic beverages or drugs before, during, or after said performance while on Mississippi College property.
 - C. The Artist(s) shall not perform in any manner that might be considered lewd or sexually explicit. This includes actions on stage, as well as, the lyrics of the songs sung during the course of said performance.
2. If the supervisor of said performance representing employer deems the sound level to be uncomfortable to those persons viewing the performance, the Artist(s) shall be asked to make the proper adjustments to reduce the sound level to a level comfortable to those viewing said performance.
3. Transportation and housing arrangements will be made by the Artist(s) unless the employer agrees in writing to take care of such, prior to the performance. The employer will not be responsible for transporting any persons and/or equipment.
4. If any part or parts of the contract rider are broken, payment for said performance shall not be made.
5. The employer is not responsible for any equipment not specifically stated in the Artist(s) contract or rider. The Artist(s) agrees that if he does not use the equipment required in his contract or rider he shall pay for all rental costs or said equipment.
6. All additions and deletions in the Artist’s contract, the Artist’s Rider and the employer’s Rider must be initialed by both parties in order to be valid.
7. The contract will become null and void unless both the Artist’s Contract with Rider and

the employer's Rider are returned to Mississippi College, Post Office Box 4090, Clinton, Mississippi 39058, fully signed by the Artist(s) or his representative on or before the ____ day of _____, _____.

AGREED TO AN ACCEPTED:
THE ARTIST(S)

by _____

Print Name _____

Address _____

Title _____

Date _____

*Social Security Number _____

AGREED TO AND ACCEPTED:
MISSISSIPPI COLLEGE

by _____

Title _____

Date _____

*This is required only if the check is to be made out to an individual.