



Mississippi
College

A CHRISTIAN UNIVERSITY

Club & Tribe Handbook

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Article I: Registered Organization Status for 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 Club or Tribe

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

Those proposing to form a new Club or Tribe may obtain a "Petition to Charter" from the Office of Student Development website. 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 Development.

The Office of Student Development will forward the Petition for Charter and the proposed Constitution to the Student Services Committee, The Council and the Student Senate for approval. Approval of all three 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 Development 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 Club or Tribe”). 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 Development website. This application is to be completed and returned to the Office of Student Development 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 and each spring semester on the date established by the Director of Student Development. A list will need to be compiled, including name and 700# of each active, and shared with the Director of Student Development by the deadline.

Membership in a Club or Tribe

Only persons whose biological sex aligns with female may be members of a Mississippi College tribe. Only persons whose biological sex aligns with male may be members of a Mississippi College club.

Article II: Financial Guidelines for Clubs & Tribes

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 Development 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 Procedures

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 \$300 from your on-campus account, you may check out an institutional credit card from the Student Life Center (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 Student Life Center.

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.
- **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.

Article III: Club and Tribe Event Guidelines

All on-campus and off-campus events/activities sponsored by Clubs and Tribes are to be registered with the Office of Student Development. 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 Development 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, Director of Event Services, 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 Development.

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
- 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 Development 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 Development the “Chaperone Expectations Agreement” each year. This form can be found in the Student Life Center (BCR Back Patio). All chaperones must be confirmed at the time of event registration.

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.

Chaperone Guidelines

University Approved Chaperones must meet the following criteria:

- Be a full time staff or faculty member of Mississippi College
- A minimum of two academic years must have elapsed since completion of a Bachelor's Degree. If a college degree has not been pursued, a prospective chaperone must be at least 25 years of age.

Expectations for Clubs & Tribes for Chaperones

- Chaperones should be confirmed at least two weeks prior to registered events. Therefore, event registration submissions should include the confirmed chaperone(s) for the event. Chaperones for formals and informals should be confirmed at least 30 days prior to the formal or informal, therefore event registrations for formals and informals should include the confirmed chaperone(s).
- For non-formal and informal events, a representative from the club or tribe (events chair, vice-president, etc) should clearly communicate the details of the event immediately following its approval by the Office of Student Development within 3 school days. Details include:
 - Date & time of the event
 - Location of the event
 - Directions to the event location
 - Contact phone number for the club or tribe representative
 - Any additional details
- For events outside the city of Clinton, a chaperone should be reimbursed for gasoline used to drive to and from the event.
- Before a formal or informal is submitted to the Office of Student Development for approval, the formal or informal chair should provide any prospective details with general information regarding the event. This information includes:

- Date of the event
 - Location of the event
 - Arrangement for reimbursement for gas, hotel and meals
 - Who will be reserving the hotel room? When will the chaperone(s) be reimbursed, etc.
- For formals and informals, a formal or informal chair should clearly communicate the details of the event immediately following approval by the Office of Student Development within 3 school days. Details include:
 - Date & time of the event
 - Location of the event
 - Directions to the event location
 - Contact phone number for the club or tribe representative
 - Hotel information- determine if the chaperone will be reimbursed for the hotel, or if the club/tribe will buy the room up front.
 - Details about reimbursement of food and gas. Chaperones should be reimbursed for meals purchased the day of the event, as well as the hotel room for the evening of the event.
 - Chaperones should be present for the entire event, in the same area as the club or tribe participating in the event. Chaperones should follow the policy outlined on the Chaperone Expectations sheet.
 - It is recommended that the club or tribe sponsoring an event show gratitude to a chaperone in some way (gift card, monetary gift, etc). For swaps and socials, this could be providing the chaperone(s) with the event t-shirt. For formals and informals, chaperones should receive a t-shirt.

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.

Article IV: General Guidelines for Clubs and Tribes

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 Development 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 Development. E-mail formal requests to the Director of Student Development at least two weeks prior to the event.

T-Shirt Policy

All t-shirts are to be approved through the Office of Student Development 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 Development.

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.

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 (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 Office of Student Life (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. Area Coordinators and Assistant Area Coordinators 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 national, regional, 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 Development (BCR Back Patio or by phone: 601-925-3248).**

Campus Sales / Fundraisers

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

Websites for Clubs and Tribes

There is a specific site for Clubs and Tribes on the Student Life website. Each organization has one page to list their basic information and a photo of the organization. A link to an external website for the organization can also be listed on this page.

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 nutt@mc.edu at the end of each semester.

Article V: Academic Standards for Clubs and Tribes

Overall Organization 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.

Club & Tribe Member Academic Standards

To remain a fully active member in any club or tribe, a student is to maintain a cumulative GPA of 2.0, as well as 2.0 GPA each semester.

Club & Tribe GPA Probation

If a club or tribe member falls below a 2.0 semester GPA, but maintains a 2.0 **cumulative** GPA, then the member will be put on Club & Tribe GPA Probation. A member put on Club & Tribe GPA Probation is only allowed to attend weekly club or tribe meetings. A member put on Club & Tribe GPA Probation is not allowed to attend any club or tribe functions, events or activities outside of weekly meetings, including swaps, socials, sisterhood/brotherhood events, formals, informals, etc. An individual on Club & Tribe GPA Probation may not hold an office in an organization. It is the responsibility of the president of each organization to make sure members on Club & Tribe GPA Probation abide by these guidelines.

GPA Probation is on a semester-by-semester basis. For a member to be taken off of Club & Tribe GPA Probation, they must have a minimum 2.0 GPA during the semester of their probation, as well as a 2.0 **cumulative** GPA.

Club & Tribe GPA Suspension

Any student whose **cumulative** GPA falls below a 2.0 will be put on Club & Tribe GPA Suspension for one semester.

Club & Tribe GPA Suspension is on a semester-by-semester basis. For a member to be taken off of Club & Tribe GPA Suspension, their **cumulative** GPA must rise to a 2.0 or higher after the semester of their suspension period.

Individuals on Club & Tribe GPA Suspension cannot attend any club or tribe functions, events or activities including weekly meetings, swaps, socials, sisterhood/brotherhood events, formals, informals, etc. They are also not allowed to attend events or activities sponsored by The Council.

Article VI: Pledging and Hazing Policy

Pledging

All Clubs and Tribes are to submit their Pledge Process Schedules to the Office of Student Development before the General Rush Meeting by the date and time set by the Director of Student Development. Schedules are to include the dates, times, locations, descriptions, and purposes of all pledge activities. *The Director of Student Development 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 pledge 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 residence hall room or house; all pledges must sleep in their assigned residence hall room or office campus house unless approved by the Director of Student Development.

No Alumni will be allowed to participate or attend ANY pledging process activity or function unless specifically approved by the Director of Student Development. No pledge is allowed to be at an 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.

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 D)
- 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.

*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

*Section D- Conduct on or off campus which reflects poorly on the mission of Mississippi College, or other conduct which is not becoming to the best interests of Mississippi College and/or members of the Mississippi College campus community

Article VII: Student Organization Conduct

Conduct Regulations for Student Organizations

Officers and members of student organizations are expected to know and abide by the regulations and procedures in the *Mississippi College Student Organization Handbook*, *Mississippi College Student Code of Conduct*, as well as the written or oral directions of any Mississippi College official at all times. Failure to abide by these policies and/or directions by a student organization will result in action by the Office of Student Life, as outlined in the procedures below.

Mississippi College's established procedure for considering alleged violations of University regulations by individual students is outlined in the *Mississippi College Student Code of Student Conduct*. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student organization does not eliminate the individual student's accountability under the provisions of the *Mississippi College Student Code of Student Conduct*. The fact that individual students are held accountable for actions taken while participating in an organization's activity, does not eliminate the accountability of the organization for its actions. Although the administrative procedure of the *Mississippi College Student Code of Student Conduct* is not to be used to hear charges of misconduct against registered student organizations, Mississippi College does hold student organizations accountable for acts or omissions taken by the organization that violate the Community Standards listed in the *Mississippi College Student Code of Student Conduct*.

Types of Student Organization Conduct Violations

Violations by a student organization of Mississippi College policy are divided into two categories: minor violations and substantial violations. The severity of a violation, whether minor or substantial, will be made by the Office of Student Life in determining the process for adjudication of a student organization conduct violation.

Adjudication of Minor Violations

When a minor conduct violation is brought to the attention of the Director of Student Development, he or she will meet with the two presidents of The Council to determine proper sanctions for the violation(s).

After sanctions have been determined, the Director of Student Development will meet with the organization president to discuss the violation and review the sanctions. The president will be asked to sign an agreement to the violations and sanctions.

Adjudication of Substantial Violations

Mississippi College has established two different models for the adjudication of substantial student organization conduct violations. These models are:

- Student Organization Accountability Model
- Hearing Board Adjudication Model

When a student organization violates a Mississippi College policy or does not follow the directions of a Mississippi College official, the Office of Student Life will determine which model will be used to adjudicate a substantial student organization conduct violation. The decision for determining which model to use will be based on a variety of criteria. The following are examples and are not intended to be an exhaustive list: the nature and severity of an incident, the history of the organization relative to their past compliance vs. noncompliance with policies, the current status of the organization, and any other factor deemed appropriate and reasonable by the institution.

Student Organization Accountability Model

1. Incident involving a student organization is reported to the Office of Student Life via the Student Organization Incident referral form, Office of Public Safety, on-campus complainant or a self-report.
2. The Office of Student Life will contact the president and faculty/staff sponsor of the student organization who allegedly violated Mississippi College policy to request a meeting.
3. At the meeting, the student organization will discuss the alleged violation(s) with a representative from the Office of Student Life. The organization will also receive information on how to conduct an internal investigation, and will be instructed to draft an internal report of their findings using the Student Organization Report & Enhancement Plan. The organization must supply a written report within five (5) class days of this meeting, unless otherwise directed by the representative from the Office of Student Life.
4. The student organization and the representative from the Office of Student Life will meet a second time to discuss the Student Organization Report.
 - a. If the student organization accepts responsibility at this point, the organization must submit a draft of the Enhancement Plan within five (5) class days of the meeting unless otherwise directed by the representative from the Office of Student Life.
 - b. If the organization does not accept responsibility and/or provides inaccurate/false information, the organization will go through the Hearing Board Adjudication Model.
5. The student organization and the representative from the Office of Student Life will continue to work toward a mutually agreed upon Enhancement Plan.
6. The approved Enhancement Plan must be presented to the organization membership at the next scheduled meeting. The goal of this step is to gain organizational support for the plan from the membership.
7. If found responsible, the organization will be issued an Outcome Letter which includes the policy violations and sanctions agreed upon in the Enhancement plan. The student organization will be notified and the president of the student organization will be required to sign

an official copy. Once signed, this letter will be kept as a part of the student organization's official record in the Office of Student Development.

8. The representative from the Office of Student Life will track the completion and/or compliance with the sanctions included in the Enhancement Plan and Outcome Letter.

9. If the organization misses any deadlines, fails to complete any sanction and/or has a subsequent violation, they may face additional charges and will be required to go through the Hearing Board Adjudication Model.

Hearing Board Adjudication Model

Filing a Complaint

Allegations of misconduct by registered student organizations should be made to the Office of Student Development. Such allegations may be made orally, however, a written statement is preferred. The statement should contain all pertinent information available to the person or persons making the allegation.

Investigation

A representative from the Office of Student Life, appointed by the Chief Conduct Officer, will conduct the investigation of alleged misconduct by a student organization.

When feasible, the following steps should be taken:

1. A personal interview with the person or persons making the allegation of misconduct.
2. A personal interview with officers or members of the student organization deemed relevant to the inquiry by the Office of Student Life.
3. A personal interview with other individuals, including members of the organization who might have pertinent information relating to the alleged misconduct.
4. Any pertinent information or data, written or oral statements and any other evidence will be collected.

Formal Charges

The investigator will present his or her instigative findings to the Chief Conduct Officer. If the preliminary investigation indicates that there is reasonable cause to believe that misconduct has occurred on the part of a student organization, formal charges will be made on behalf of the University by the Office of Student Life. These charges will be specifically stated in a letter addressed to the president of the organization. This letter shall also include a time, date and place for a prehearing conference with a representative from the Office of Student Life, to be held no sooner than three working days from the date of the letter. Such a letter mailed to the president of the organization at the address of record or email address of record maintained in the Office

Student Life shall constitute official notice of the filing of formal charges

Pre-Hearing Conference

The purpose of the prehearing conference is to determine how the formal charges against the organization are to be considered. The prehearing conference provides an opportunity for the organization to discuss the charges with a representative from the Office of Student Life. The organization must be represented at this conference by one or more of its officers. The faculty/staff sponsor may attend the prehearing conference in an advisory capacity only, however, one of the student officers must be designated as the official spokesperson for the organization. The procedures available for formal consideration of the charges are:

1. An administrative action.
2. Referral to a hearing board.

An Administrative Action

In the event the official spokesperson of the student organization wishes to waive the organization's right to a formal hearing, and is willing to accept the formal charges as being valid, the representative of the Office Student Life may act on the charge administratively. If an administrative action is desired, a form requesting that the charge against the organization be considered administratively, must be signed by the official spokesperson of the organization. After this form is signed, the Office of Student Life shall have the authority to administratively impose a sanction consistent with the provisions of this policy statement.

Hearing Board Procedure

If an organization does not choose to resolve a case with an administrative action, the representative from the Office of Student Life will refer the matter to a hearing board for resolution.

The composition of a hearing board shall be as follows: two students chosen from The Council, each from a different student organization not represented in the case; and one student organization sponsor from the list of sponsors of Mississippi College Student Organizations. All three members of a hearing panel must be present to constitute a quorum. Hearings shall be closed to the public.

The representative, from the Office of Student Life, that performed the investigation will be responsible for presenting the investigative findings to the hearing board. The representative will present any written findings, written or recorded statements and any other pertinent information relevant to the case and charges. The hearing board will have the opportunity to ask the representative from the Office of Student Life questions about the investigation and findings.

Decisions of the hearing board on the issue of a violation of University regulations shall be based solely upon the evidence introduced during the hearing. Legal rules of evidence do not apply to hearings under this policy; the hearing panel will use the preponderance of evidence standard, meaning is it more likely than not that the violation(s) occurred. The hearing board chair may

exclude irrelevant, immaterial, and unduly repetitious evidence. A majority vote of the members of the hearing board shall be required for a finding that a violation was committed. If the organization is found in violation, the hearing panel shall, by majority vote, arrive at a sanction that the members consider commensurate with the seriousness of the violation. In arriving at an appropriate recommendation on sanctions, the panel may consider evidence of past violations by the organization as well as any recommendations from the Office of Student Life.

Sanctions

1. **Warning**
An official written notice that the students organization has violated Mississippi College policies and/or rules and that more severe conduct action will result should the student organization be involved in other violations for a specified amount of time
2. **Restitution**
Compensation for damage caused to Mississippi College or any person's property. This could also include situations such as failure to return a reserved space to proper condition– labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines**
Reasonable fines may be imposed.
4. **Loss of Privileges**
The student organization will be denied specified privileges for a designated period of time, such as events, event locations, etc.
5. **Educational Program**
Requirement for officers or officers and members to attend, present and/or participate in a program or meeting related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
6. **Mississippi College Student Organization Probation**
Official notice that, should further violations of Mississippi College policies occur during a specified probationary period, the student organization may immediately be removed as a registered student organization. Regular probationary meetings may also be imposed. The Probationary Letter may specify certain events, activities or privileges revoked during the probationary period.

7. Eligibility Restriction

The student organization is deemed “not in good standing” with Mississippi College for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Development and terms of this conduct sanction may include, but are not limited to, the following:

- a. Ineligibility to participate in a General Rush period for a certain number of academic years.
- b. Ineligibility to represent *Mississippi College* to anyone outside *Mississippi College* community in any way.

8. Deferred Rescission of Student Organization Status

Rescission of the organization’s status as a registered student organization will be deferred pending any additional violations of Mississippi College policies. If any further violations occur during a specified period of time, Mississippi College Suspension will be automatic following a finding of “Responsible” for a time period set at the time of sanctioning.

9. Rescission of Student Organization Status

Separation from Mississippi College for a specified minimum period of time, after which the student organization is eligible to apply for registered student organization status again. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student organization is banned from holding any university function on or off campus. At the time of sanctioning, the rescission of student organization status may be for a specified period of time or permanent.

10. Other Sanctions

Additional or alternate sanctions may be created and designed as deemed appropriate to the violation with the approval of the Chief Conduct Officer.

Appeals

1. A decision reached by a hearing board or a sanction imposed by the Office of Student Life may be appealed by the student organization within five (5) school days of notification of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Life.
2. The Chief Conduct Officer may act as the Appellate Body or assign the case to an Appellate Body of his or her choosing.
3. An appeal is not a re-hearing of a matter to establish fact and therefore shall be limited to review of the verbatim record of the initial hearing and supporting documents, except as

required to explain the basis of new information. The basis for an appeal shall be for one of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that the Mississippi College policy was violated, and giving the responding student organization opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the responding student organization was based on actual information that is whether facts in the case were sufficient to establish that a violation of the Mississippi College policy occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of Mississippi College policy which the student organization was found to have committed, as well as, other substantiated considerations which may have also had a bearing on sanctions such as, but not limited to, past violations.
 - d. To consider new information sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
4. If an appeal is upheld by the Appellate Body, the body may review the case and recommend action to the Chief Conduct Officer, or recommend to the Chief Conduct Officer that the matter be remanded to the original hearing board for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
 5. Should an Appellate Body choose to review a case, without recommending that it be remanded to its original student conduct body and/or conduct Officer, the resulting action taken by the Appellate Body, if any, must be presented to the Chief conduct Officer in the form of a recommendation. The recommendation of the Appellate body shall be considered by the Chief Conduct Officer in determining and imposing final sanctions. Final decision of the Appellate Body and/or the Chief Conduct Officer acting as the appellate body will be reviewed and approved by the Vice President for Enrollment Services and Dean of Students. The decision is then final and binding.
 6. Appeals by a responding student organization may not result in more severe sanction(s). Instead, sanctions shall only be upheld or reduced.

Interim Suspension of Activities

When in the sole discretion of the University, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security or welfare of the University community and/or an obstruction to accomplishing the Mississippi College's mission, immediate action may be warranted. Under such circumstances, the Chief Conduct Officer has the authority to temporarily suspend all or some activities of the accused

organization until the other provisions of this policy statement are implemented. In the case of Interim Suspension of Activities, Mississippi College will make reasonable efforts to implement the procedures outlined above for considering a complaint as quickly as is feasible under the circumstances.

Article VIII: Interpretation and Revision

1. Any question of interpretation regarding the Student Organization Handbook shall be referred to the Director of Student Development for final determination.
2. The Student Organization Handbook shall be reviewed periodically under the direction of the Director of Student Development.