



Student Organization Handbook

**Non-Social Student Organizations
Mississippi College
2012 - 2013**



**Mississippi
College**
A CHRISTIAN UNIVERSITY

**STUDENT ORGANIZATION
HANDBOOK**

FOR

**ADVISORS AND STUDENT LEADERS
OF NON-SOCIAL CAMPUS ORGANIZATIONS**

Prepared by
Office of Student Development
2012-2013

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2012-2013 Student Organizations

| | |
|-----------------------------------------|-----------------------------|
| Accounting Society | Sandra Parks |
| Alpha Chi | David Magers |
| Alpha Epsilon Delta | Elizabeth Brandon |
| Alpha Lambda Delta | Jonathan Nutt |
| Alpha Mu Gamma (Iota Lambda) | Beth Stapleton |
| Alpha Psi Omega | Sandra Greyson |
| American Chemical Society | Dale Rosado |
| American Society for Microbiology | Robert Sample |
| Association for Computing Machinery | Steven O' Neal |
| Association of Student Social Workers | Mary Johnston/Laurie Lawson |
| Baptist Nursing Fellowship | Elizabeth Twiner |
| Beta Beta Beta | Stephanie Carmicle |
| Black Student Association Plus | Larry Logue |
| Criminal Justice Club (Phi Zeta Rho) | Harry Porter |
| Delta Mu Delta | Frank Hood |
| Kappa Delta Pi | Cindy Melton |
| Kappa Pi | Randy Jolly |
| Kinesiology Club | Carol Barnes |
| Lambda Pi Eta | Merle Ziegler |
| Mathematical Association of America | Charlotte McMath |
| MC Gospel Choir | Melinda Gann |
| MC Scouts | Michael Wright |
| Messengers | Mignon Kucia |
| Mortar Board | Jonathan Nutt |
| Music Educators National Conference | Bonnie Blu Williams |
| National Art Education Association | Stephanie Busbea |
| Omicron Delta Kappa | Susan Lassiter |
| Phi Alpha | Laurie Lawson/Debbie Holt |
| Phi Theta Kappa | Brandi Brown Chancellor |
| Pi Mu Epsilon | Melinda Gann |
| Public Relations Association of MS | Mignon Kucia |
| Sigma Tau Delta | James Potts |
| Student Nurses Association | Deb Welch, Denise Ferriss |
| Student-Athlete Advisory Council (SAAC) | Robin Rae Burns |
| Young Americans For Liberty | Jarrod Hill (Student Pres) |
| American Society of Interior Design | Mandy Berdami |
| College Republicans | Barry Campbell |
| MC Investment Club | Nancy Anderson |
| Scuba Association | Bob Sample |

Student Organizations POLICIES

STUDENT ORGANIZATIONS

Student organizations at Mississippi College help to facilitate students in their development academically, socially, emotionally, spiritually, and physically.

Any club organized at Mississippi College must be in keeping with the college's objective of intellectual excellence in an atmosphere of spiritual maturity. Student organizations are expected to contribute to a student's development in at least one of these four ways:

1. Complimenting classroom instruction or enhancing academic learning
2. Providing for a profitable use of leisure time
3. Encouraging better values and higher standards

All student organizations on the main campus are authorized by and operate under the supervision of the Student Activities and Student Services Committee according to regulations listed in this handbook. This committee is made up of administration, faculty, and students. Student organizations in the School of Law, which is located apart from the main campus, report directly to the Dean of the Law school, who is responsible for monitoring compliance with institutional policies. All student organizations operate under a charter agreement with Mississippi College and must be in keeping with the Mississippi College mission statement.

ESTABLISHING A NON-SOCIAL STUDENT ORGANIZATION

Besides the above conditions, an organization must fulfill one or more of the following requirements to be chartered as a Mississippi College organization:

1. Be closely related to an academic discipline
2. Be affiliated with a local, state, or nationally recognized service organization
3. Be sponsored by a church or a group of churches representing the religious affiliation of a significant number of Mississippi College students
4. Be affiliated with a nationally recognized (or Mississippi College) organization whose membership is based on high academic achievement at Mississippi College

Before being chartered, the proposed organization should have a signed statement of prior endorsement as follows:

1. A club related to an academic discipline is to have the approval of the academic division to which it is related.
2. A religious organization is to have the approval of the Vice President of Christian Development.
3. A non-social student organization is to have the approval of the Assistant Director of Student Life for Student Development.
4. A club under No. 3 above, is to have the approval of the Vice President of Academic Affairs and the appropriate college or faculty official listed below:
 - A. The chairman of the Academic Division from whose area the club originates.
 - B. The Assistant Director of Student Life for Student Development

After showing the endorsement of the proper authority, those proposing to form a new club may obtain a “Petition to Charter” from the Office of Student Development. 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.
- Provisions for sponsor or sponsors to be named from active, currently employed faculty or staff persons willing to serve and who have expressly consented to being a joint signer on all checks, payments, or withdrawals from any off-campus financial institution where the student organization’s funds may be deposited.

The Petition for Charter along with a copy of the organization’s proposed Constitution is to then be returned to the Office of Student Development.

The Office of Student Development will forward the Petition and the proposed constitution for the organization to both the Student Activities and 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 Student Organizations) is required before a charter may be granted. A period of time is typically required between the Petition for Charter and full recognition to insure an organization will remain an active and positive addition to the Mississippi College Community.

ANNUAL RENEWAL FOR REGISTERED STUDENT ORGANIZATIONS

Each spring, student organizations are to submit an Application for Renewal to continue operating as a campus organization for the following school year. This enables the Office of Student Development to keep an accurate record of organizations, their sponsors, and their leadership on campus. Failure to do so by the given deadline will result in a “Suspension of Charter”.

RE-ACTIVATION OF AN INACTIVE STUDENT ORGANIZATION

From time to time, membership in an organization may become low enough that an organization may choose not to remain active for the following year. After an organization has been inactive for more than 5 school years, that club will be dropped from the inactive list and will require the full charter process in order to be re-activated (see “Establishing a Student Organization”). To re-activate an inactive organization which has not been inactive for more than 5 years, the sponsor or re-activating student leaders must obtain an “Application for Re-Activation of a Campus Organization” from the Office of Student Development. 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 intends to carry out the same purpose for which the organization was originally chartered and that there is a need for the type of organization trying to re-activate.

ANNUAL MEMBERSHIP LISTS

Being able to track student involvement is very important for student organizations and for Mississippi College. Campus organizations are required to submit membership lists each spring to the Office of Student Development. These lists are entered into Banner to keep a record of what organizations each student belonged to during their tenure at Mississippi College. These lists will be due each spring semester by April 15th.

FINANCIAL REQUIREMENT FOR NON-SOCIAL STUDENT ORGANIZATIONS

Once chartered, all student organizations are to maintain accurate financial records of all income and disbursements. All clubs and organizations whose income is more than \$50.00 per semester must maintain an account in the name of the student organization either with the Mississippi College Business Office or with a federally-insured financial institution in the greater Jackson/Clinton area. This is critical to for record keeping and accountability and is essential for remaining recognized as a student organization at Mississippi College. Should the organization opt to use an off-campus bank account, the club 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 must be opened in such a manner that all checks will require two signatures to be valid for payment. One of these signatures must be that of the sponsor of the student organization.

Although some organizations may want to open off-campus accounts, most find that it is much more advantageous to open an account with the Mississippi College Business Office. Those organizations using on-campus accounts must abide by the procedures and regulations of the Mississippi College Business Office. The benefits of an internal account include:

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.

ANNUAL RECORD KEEPING

Whether using an off-campus or on-campus account, each organization is required to maintain accurate records and to report monthly to their sponsor, providing a copy of the monthly bank statement on the account at the bank or business office and a copy of the organization's records.

A "*Financial Disclosure Form*" (see appendix) will be submitted as a part of the renewal process for student organizations. Failure to submit this form may result in the organization losing their recognition.

BUDGET SHEETS

Each month the Mississippi College Business Office prints out Budget sheets for accounts on campus. These sheets will be sent to your sponsor or campus organization's mail room box. The recipient should ensure that the budget sheets are copied and given to the Treasurer or appropriate record keeper.

The first page/pages of the budget sheet are the "Trial Balance" sheets. If a "C" follows the balance, an account is overdrawn. If a "D" follows the number, then an account is in the positive. You will also want to pay close attention to the "General Ledger Detail Transaction" sheet. This lists out any debits or credits that have been made to the account during the month. You will want to check this to make sure that it matches up with your own organization records.

If you are having any trouble receiving your budget sheets or have any questions regarding your budget sheets, please call Cheryl Mobley at 601-925-3310.

PURCHASING

All purchases for which the University must make payment, regardless of whether the funds come from a departmental account or a campus organization's account, are considered "institutional purchases". These purchases are to be approved and documented in the correct manner. There are several different ways to make purchases using funds from your business office account. The following gives you information on these ways and how to use them.

Credit Card Purchases

For purchases under \$200 from your on-campus account, you may check out an institutional credit card from the Residence Life Office (Nelson 313). You must sign for the card and turn in all receipts from your purchases 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. Because purchases may not show up on your account for several weeks and when they do they will not be itemized, it is important that you retain copies of your receipts for budgeting purposes.

Purchase Orders

When 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 to them. **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 then turn it in to Accounts Payable in Nelson 208.

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 account number from which the funds will come.

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 noon are ready by 3:30pm that afternoon.
- Requisitions received after 12:00 noon are ready by 10:00am the following morning.

Purchase Orders have three copies. Two of these copies are important for you to know about, the Green Copy and the White Copy.

- The White Copy is given to the vendor as a promise of payment. This can be faxed or mailed to the business by the business office if you want them too, or you may pick it up and take it to the vendor yourself.
- The Green Copy is sent to you. It will be mailed to the name and address listed on the Requisition unless you note that you want to pick it up.

Once the merchandise is in or you are ready to pay for the service, return the Green Copy with your signature on it to Accounts Payable. The Green Copy must also be accompanied by a receipt or invoice in most cases showing the actual amount charged. **No payment will be made until the signed Green Copy and receipt have been returned to Accounts Payable.** Once the Green Copy is received, the Business Office will then make payment to the vendor.

On the next page, a Purchase Order Timeline has been included to give you a quick reference for dealing with purchase orders.

PURCHASE ORDER TIMELINE

- **Get an estimate of the amount you will need to spend.** This can be done by calling the business, going by the business, or just making an educated guess. (Your 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. The white copy may also be faxed directly to a business by Accounts Payable to signal that an order previously discussed with a business can be officially 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 will want 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 as a guide. Blank pay order forms may be obtained from the Office of Student Development. 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. At present, 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 can be ready after lunch on Monday.
- If the pay order is received by noon on Wednesday, the check can 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. If you wish for your treasurer to receive them directly, list their box number on the charge sheet.

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 must fill out the “Cash Received” form. (See “FORMS” section of this handbook for example form.) A business office employee will complete your deposit and give you a receipt.

REPRESENTING THE UNIVERSITY

In order to represent the University or student body in any of its organized activities such as musical organizations and athletics, 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 representing the University or student body in any of its organized activities and/or holding elective office as a result of failure to maintain satisfactory academic progress after two consecutive semesters; and/or disciplinary action, as stated in the Student Code.

STUDENT ACTIVITIES CALENDAR

All student activities, regardless of who the organizing group is, are to be placed on the Student Activities Calendar. Doing so helps to ensure that other student groups do not schedule over your events. This calendar may be accessed via the Mississippi College website (www.mc.edu) by clicking on “Calendars” at the top of the screen and then choosing “Student Activities” under the Events Calendars. Items may be placed on the calendar by e-mailing the Assistant Director of Student Life for Student Development (nutt@mc.edu), by submitting a written, dated request to his office (by e-mail or in person to Nelson 203B), or by choosing “Submit Event” on the calendar home page. Items should be submitted at least 5 days prior to the event. This is absolutely vital to the planning of physical plant, building managers, and other organizations. Student organizations not complying with this policy may be refused the services of the college facilities or have other action taken against them.

EVENT GUIDELINES

All on-campus and off-campus events sponsored by a student organization are to be registered in the Office of Student Development and Activities. These should be scheduled as far in advance as possible. Registration must be submitted at least five (5) days prior to the event for local events. This is done by submitting an “Off-Campus Event Registration Form” online.

With the exception of certain activities which involve the entire student body or the schedules of groups outside the College, a first come, first serve policy is followed.

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

- 1) Organizational or College 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 announcements (i.e. at a club meeting, through a group Facebook message, newsletter, etc)
- 4) The organization uses the name or logo of the College 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 (weekdays). On Wednesday nights there can be no events between 6:00 P.M. and 9:00 P.M.

Student organizations do not have the authority to commit the College to any contractual agreements with third parties. In cases when an organization incurs a debt, it is the responsibility of that organization to give a written statement to the outside party indicating that the outside party 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 a student organization, whether on or off campus, must adhere to the rules and standards of the University as listed in the Student Conduct Code (see the Student Conduct Code in the *Tomahawk*).

On-campus events:

Mississippi College does not have enough space to provide accommodations for individual students seeking meeting space. Therefore, individuals may not reserve space on campus without paying rental charges. Individuals who wish to host an event on campus are encouraged to partner with a student organization or an academic or administrative department. Otherwise, individuals may use common meeting places such as the cafeteria or Tuscany's patio. Lobby space and meeting rooms in the residence halls may also be used if approved by the Office of Residence Life.

Student organizations are encouraged to take advantage of many meeting rooms and venues on the Mississippi College campus. To reserve space, and as part of the event registration process, student organizations must submit their requests for space to the Office of Student Development. The request must be made online at the Student Activities Website and is due no later than **Tuesday at noon** the week 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)
- t-shirt design (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 Sherry Bobo, Campus Coordinator of Scheduling, who will handle the reservation specifics and contact the individual coordinating the event directly with any additional questions or to confirm the reservation. Ms.

Bobo will no longer take room requests directly from student organizations. All requests must be cleared by the Office of Student Development.

The following spaces may be available for student organizations to reserve:

Anderson Hall East, BCR

Seats about 250 w/round tables, 400 lecture style

Anderson Hall West, BCR

Seats about 250 w/round tables, 400 lecture style

Anderson Hall, BCR

Seats about 750 w/round tables, 800 + lecture style

President's Dining Room B, BCR

Seats 56 w/round tables, 100 lecture style

Board Meeting Room, BCR

Seats about 80 + w/round tables, 150 lecture style

Meeting Room A or B, BCR

Seats about 30 w/ tables, 50 lecture style

Alumni Gym

Jennings Courtyard

Piazza

Quad

Swor Auditorium, Nelson Hall

Seats 800

For events scheduled in BC Rogers Student Center, Campus Dining (Mississippi College's food service provider) is under contract to provide any and all food or drinks needed. Contact food services at 925-3995 for menus and prices. This information may also be found on Mississippi College's Website (www.mc.edu) under Campus Life/ food services. Currently, for events in Alumni Hall, Jennings, Piazza and Quad food may be brought in by an outside source.

Off-campus events:

All off-campus functions are to be registered with Office of Student Development at least five (5) days prior to the event for local events.

All off-campus events sponsored by a student organization are to have one *College Approved Chaperone* present to monitor and assist the students with the event.

Chaperones are required to read and sign the "Chaperone Expectations Agreement" prior to the event they are chaperoning. This form can be found in the Office of Student Development and Activities (Nelson 203).

All off-campus events sponsored by a registered student organization 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

student organizations that are in violations 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 college employee.

GROUP ENDORSEMENT

Student organizations must 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 that were not previously approved by the Office of Student Development.

T-SHIRT POLICY

All t-shirts must be approved through the Office of Student Development before they are printed. Organizations selling or distributing t-shirts that use trademarks without permission or that contain images or language that are in opposition with the College's values may lose privileges associated with being a registered student organization.

FLYERS

In order to keep a neat appearance on campus, various policies have been established pertaining to signs on campus. All promotional flyers must 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 (Nelson 203) 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 must get the approval of the Office of Residence Life (Nelson 313). 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 to hang up in designated areas of their buildings. Resident Directors in each building have the authority to remove flyers that have not been approved.

Be aware that approval may not be immediate. Please plan ahead. Students may post up to 75 copies of their flyer on approved academic and administrative buildings.

WHERE CAN I HANG SIGNS ON CAMPUS?

USE ONLY MASKING TAPE, CLEAR DISPENSER TAPE (NOT PACKAGING TAPE or DUCT TAPE), or STICKY TACK!!!

Common Areas (BC Rogers Student Center, Alumni Hall, Hampstead's)

Places to hang signs:

- Brick Walls
- Bulletin Strips and Cork Strips
- Stair Railings

Places NOT to Hang Signs:

- Painted Surfaces (Including walls, wood, metal, etc...)
- Windows
- Wood Surfaces
- Outdoor Walls
- Doors

Outdoor Areas

Places to Hang Signs:

- Free- Standing Signs
- Circular Sign Tower (Outside of Sky Ranch)
- Outdoor Trash Cans

Places NOT to Hang Signs:

- Trees
- Lightposts
- Outer walls or doors of buildings
- Benches

Academic Buildings

Each Academic building is different. Generally, you cannot hang signs anywhere in these buildings besides specified bulletin strips or cork strips. You will need to see the building manager for each building to determine correct places 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 – LaJune White (Provine 111)
- 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. The office of Public Relations seeks to be informed of special interest items and activities of College-sponsored groups and organizations for photo and news coverage.

All requests by campus organizations for media coverage should be made through the Office of Student Development (Nelson 203B or by phone 601-925-3248).

POLICY ON 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 (carried out by one or more individuals belonging to any student organization), whether physical, mental, emotional or psychological, or one that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate, endanger him or her, or 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 University's Alcohol and Drug Policy
 Any activity that is not in accordance with Mississippi University'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

CONCERTS / DJ's

As a Christian college, there is a higher standard expected at MC or MC organization's events involving bands or DJ's both on and off campus. The following guidelines must be expressed to and agreed upon by all bands and DJ's hired by campus organizations.

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 sung during the course of said performance.

One of the easiest ways to make sure that these standards are enforced is to 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. When using the contract rider, it should be signed at the same time as the band or DJ's contract is signed.

Also, note that anytime an outdoor concert is held on campus. These concerts must be approved for a noise ordinance from the city of Clinton. A noise ordinance may be obtained by contacting the Office of Student Development and Activities.

CAMPUS SALES/FUND-RAISERS

All campus sales of products, goods, services, or fund-raisers by any student organization, must be approved by the Office of Student Development and Activities. Proposals should be submitted at least a week prior to the proposed sale date.

The following policies will be followed:

1. No group may compete with the College Bookstore in items sold.
2. No group may compete directly with Sky Ranch, Jazzman's, or the Food Court.
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 College.

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 to do so and being granted 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 student organizations or student groups must seek and receive approval of non-institutional speakers from the President, or his designee, prior to offering them an invitation to speak on campus. Approval requests must be submitted to the Office of Student Development by e-mail (nutt@mc.edu).

WEBSITES FOR STUDENT ORGANIZATIONS

There is a specific site for Campus Organizations off of the Student Affairs homepage on the MC website. The names of each campus organization have been listed on this site with a link to the organization websites that are available. Each year campus organizations should name a member or members to serve as their organization's webmaster. This person must complete the "Application for Student Organization Web Directory Access" and turn it in to Computer Services. They will then be granted access to make changes to or start their organization's website. This form may be obtained in the Office of Student Activities (Nelson 203A) or online at <http://www.mc.edu/campuslife/webaccess.pdf>. 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 Development for consideration.**

FORMS

Appendix