

Student Organization Handbook

for

Advistors and Student Leaders of Mississippi College Student Organizations

Prepared by
Office of Student Engagement

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Student Organization 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 three 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 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 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 the approval of:

1. A club related to an academic discipline is to have the approval of the academic division to which it is related.
2. A student organization is to have the approval of the Assistant Dean of Students

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 Engagement. 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 Engagement.

The Office of Student Engagement 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 of 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".

Reactivation 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 Engagement. This application is to be completed and returned to the Office of Student Engagement 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.

Financial Requirements for 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 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 Engagement 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. Ability to use the MC Purchasing Office (purchase orders, etc.)
3. No charge for account or checking services
4. Regular printouts of account activity when requested via email to the Assistant Dean of Students, Jonathan Nutt (nutt@mc.edu)

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.

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.

1. **Credit Card Purchases:** For purchases under \$300 from your on-campus account, you may check out an institutional credit card from the Office of Student Engagement (Back Patio Offices of BCR). 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 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. The office of Student Engagement recommends you take photos of your receipts for your own records.
2. **Purchase Orders;** When you need to make a purchase over \$50.00 to a vendor, 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, start with a Purchase Requisition. Contact the Assistant Dean of Students, Jonathan Nutt (nutt@mc.edu) to initiate this process. Email the following information:
 - a. Permission of organization sponsor (copy them on the email)
 - b. The name, address and contact/email (if applicable) for the business which you are purchasing items or receiving a service from
 - c. The item(s) you are purchasing and the prices. Each item should be listed separately. A quote from the vendor is acceptable.
 - d. The account number from which the funds will come for the purchase

Once this information is emailed, the Office of Student Engagement will work with the student organization to process the purchase.

3. **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.** Blank pay order forms may be obtained from the Office of Student Engagement. Once you have completed the form, attach your invoice (or, in some cases a contract) along with a W-9 form, 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.
4. **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 physical petty cash form may be obtained in the Office of Student Engagement. 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. 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.

Event Guidelines

All on-campus and off-campus events sponsored by a student organization are to be registered with the Office of Student Engagement. 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 or through campus channels (campus email, organizational social media accounts, etc)
3. The event is announced on campus, at any official function, or through official club announcements (i.e. at a club meeting, social media)
4. The organization uses the name or logo of the College on any of their promotional material, party favors, t-shirts, etc.

Registration must be submitted at least 14 days (2 weeks) prior to the event. This is done by submitting a request for space on the Student Organizations web page.

Note: 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. 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 outdoor areas.

Once the request has been submitted and reviewed, it will be sent to the Office of Event Services which handles the reservation specifics and contacts the individual coordinating the event directly with any additional questions or to confirm the reservation. **All requests must be cleared by the Office of Student Engagement.**

A list of available campus venues can be viewed at: <https://www.mc.edu/event-services/venues>

Please note, 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.

Guidelines for Student Organization Events

- 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 *Mississippi College Student Code of Conduct*.

Off-Campus Events:

All off-campus functions are to be registered with the Office of Student Engagement at least 14 days (2 weeks) prior to the event for local events.. All off-campus events sponsored by a student organization are to have one Mississippi 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 on the Student Organization page at mc.edu/students. All off-campus events sponsored by a registered student organization are to adhere to the *Mississippi College Student Code of Conduct* 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 violation of the *Mississippi College Student Conduct Code* or other university policies.

Group Endorsement

Student organizations must seek approval from the Office of Student Engagement prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval will ensure that all our organizations are affiliating with organizations that share similar values. The university reserves the right to cancel

T-Shirt Policy

All t-shirts must be approved through the Office of Student Engagement 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. T-shirts can be approved by emailing designs to the Assistant Dean of Students, Jonathan Nutt at nutt@mc.edu.

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 Engagement before they can be hung anywhere on campus. To gain approval, bring all copies of the flier to the Office of Student Engagement (Back Patio Offices of BCR) to be reviewed and stamped. All flyers can be stamped, or once one flier is stamped, copies can be made and flyers posted. If any flyers are hung without the approval stamp, they will be taken down.

To hang flyers or promotional materials in the residence halls, you must get approval from the Office of Student Engagement. Once your flier is approved, you may turn in up to 70 copies to the Office of Residence Life to be distributed by their staff to hang up in designated areas of their buildings. Residence Life staff 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.

Hanging Signs On Campus

- Use masking tape or painters tape for hanging signs (no duct tape or packaging tape)
- Hang signs on cork boards, cork strips, glass doors of the cafeteria, sign tower on the piazza,
- Do not hang signs on painted surfaces or inside of Alumni Hall, wood surfaces, trees, light posts, benches or outside walls of buildings
- Check with the academic office in each academic building to find out if signs are acceptable on the building

Media Coverage

The Office of Marketing & Communications, located on the third floor of Nelson Hall, supplies news releases for regional, national, and local papers. The Office of Marketing & Communications 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 Engagement.**

Hazing Policy

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 use of food items or any other substances or 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
- The use of blindfolds
- 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

Concerts / DJs

As a Christian college, there is a higher standard expected at MC or MC organization's events involving bands or DJs 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.

- No profane, vulgar, or abusive language may be used in the course of the performance.
- There shall be no consumption of alcoholic beverages or drugs by the band or DJ before, during, or after the performance.
- 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, a noise ordinance may be needed. Contact the Office of Student Engagement to discuss outdoor concerts specifically.

Campus Sales / Fundraisers

All campus sales of products, goods, services, or fundraisers by any student organization, must be approved by the Office of Student Engagement. Proposals should be submitted at least 14 days (2 weeks) before 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 a Campus Dining food service establishment.
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 Engagement.
 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 Office of Student Engagement. Approval requests must be submitted to the Assistant Dean of Students, Jonathan Nutt, by e-mail (nutt@mc.edu).

Social Media

All student organizations are expected to follow the social media guidelines outlined by the Office of Marketing & Communication at Mississippi College. These policies can be found here: <https://www.mc.edu/offices/marketing/social-media>.