

Co-Curricular Involvement Team

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Dear Student Leader:

Thank you for taking time to review the policies and procedures for student organizations at Missouri State University. The Office of Student Engagement believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 300 student organizations on campus. These organizations play a vital role at Missouri State as the primary source of co- curricular involvement. Co-curricular involvement supplements traditional education, helping to prepare students for life after graduation. The Office of Student Engagement believes that involved students are more likely to graduate; feel more connected to the university, the campus, people and community, as well as promote a wellrounded educational experience.

The Office of Student Engagement recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to enhance the success of each student organization. This handbook serves as a resource for students trying to start new student organizations and for alreadyestablished student organizations. It provides information on student organization recognition and funding, fiscal responsibility, and event planning. Also included are commonly-referred-to policies and commonly-used forms. The Office of Student Engagement hopes this handbook will increase your knowledge of the world of co-curricular involvement and provide tools needed for organization growth.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, the Office of Student Engagement is available to help student organizations achieve their goals. Best wishes to a successful year and Go Bears!



Tara E. Benson

Associate Director Plaster Student Union and Director, Office of Student Engagement

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# Starting a New Organization

Missouri State University offers students a wide variety of ways to get involved on campus. Student Organizations are a great way to make connections and find individuals who have similar ideas and goals. Not only can you learn from each other, but you have the opportunity to develop friendships and contacts. If you have an idea for an organization that is not currently developed, we’d love to help you get started.

Please be aware that this process is extensive and requires a substantial commitment from you. From start to finish, it could take several weeks or even months to get a new group officially recognized.

Students interested in starting a new organization should contact any member of the Co-Curricular Involvement team in the Office of Student Engagement. Please review the “Starting a New Organization” flowchart for a step-by-step guide to the process.

### Minimum Standards for Recognition

* Each organization must have a minimum of four currently enrolled Missouri State student members.
* The executive office of President must be filled; all other offices are optional and left up to the individual organization’s discretion.
* All officers must have and maintain at least a 2.0 cumulative GPA.
* Missouri State University students must hold all executive positions.
* Each executive position must be held by a different individual.
* A full time faculty/staff member is required to fulfill the position of advisor \*Note: Graduate Assistants and/or Teaching Assistants do not meet this requirement.
* The majority of the members must be Missouri State students.
* Each organization must develop a clearly stated lawful purpose, which must be a part of both a constitution and bylaws documents.
* An officer must attend a Student Organization Orientation meeting.
* Each organization must comply with University policies and regulations pertaining to student organizations.

# New Student Organization Process

If you are interested in starting a new organization on-campus, please follow the steps below. Please contact the Office of Student Engagement with questions.

#### Step 1: Attend a New Student Organization & SOFAC Meeting

Contact the Co-Curricular Involvement team in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) to set up a meeting in which the registration process and student organization funding (SOFAC) will be discussed.

#### Step 2: Select an Advisor and members for student organization

Student organizations must have one MSU full-time staff or faculty member serve as an advisor to the organization. Each organization must have a minimum of 4 MSU students as members.

Together you will develop a purpose for your organization.

#### Step 3: Complete and submit registration paperwork

Students will receive two (2) forms at the New Student Organization & SOFAC Meeting: the Annual Update Form and the Faculty/Staff Agreement Form. All paperwork must be submitted to the OSE in order to progress through the recognition process.

#### Step 4: Create and submit a Constitution and/or Bylaws document

Students must create a Constitution and/or Bylaws using the template provided. Completed constitutions and bylaws should be emailed to the Co- Curricular Involvement team in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) for review.

Student organization constitutions will be presented to the Missouri State University’s Student Government Association (SGA) for final review and approval. SGA will look to ensure that a prospective organization does not heavily overlap with other organizations, there isn’t a large amount of risk associated with the organization, and the group’s proposed constitution meets University standards. SGA will then approve the student organization for recognition by Missouri State University.

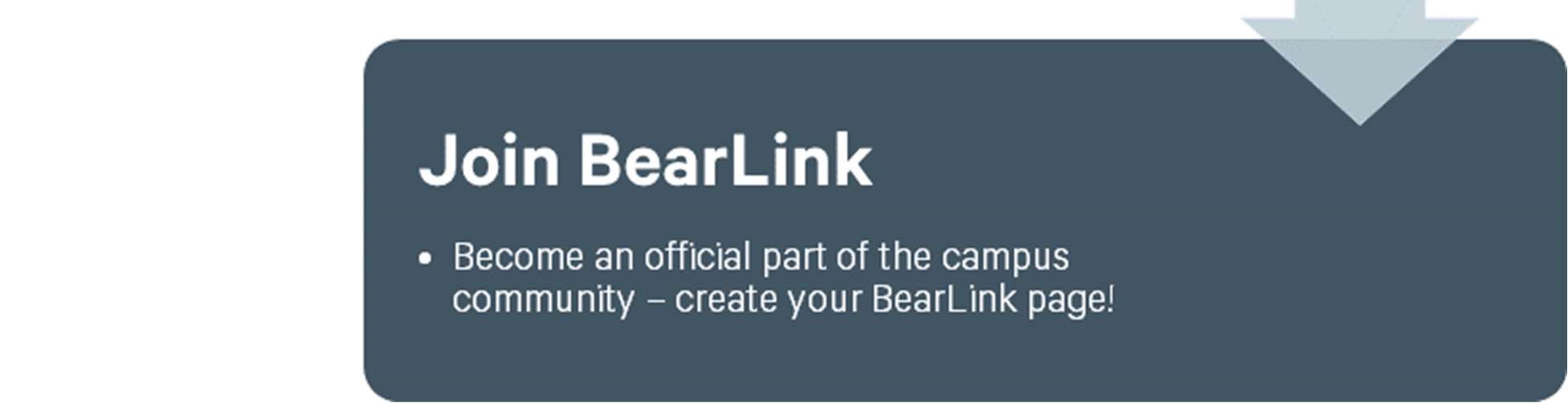
#### Step 5: Attend a BearLink Training

When approved by SGA, you will be contacted by the Coordinator of Co-Curricular Involvement for information to set up a BearLink page for your student organization.

BearLink is the online community for all registered student organizations on campus.

Only after final review and approval of the Constitution and Bylaw documents and the completed BearLink Training is the new organization officially recognized by the University. After completion of this process, student organizations are eligible to receive SOFAC funding and to reserve space through Event & Meeting Services.

New Student Organization Process Flowchart



# Annual Registration

Existing student organizations are required to register annually with the Office of Student Engagement. The Annual Registration process allows organizations to update contact information with the OSE and on BearLink for students to utilize for recruitment purposes.

Student organization presidents must complete the Annual Registration process each Fall semester to activate their organization for the current academic school year.

The following steps must be completed by the Annual Registration deadline noted above in order for the organization remain an active organization on campus:

* Attend a mandatory Student Organization Training: The president of the organization is required to attend this training session. In this training, you will learn about the policies/procedures which apply to student organizations, information on room reservations, and programs/services available to all registered student organizations and participate in a diversity education workshop. This training will introduce BearLink, the student organization management system for Missouri State University. It allows organizations the opportunity to maintain their organization records and participate in an electronic community that all students are encouraged to utilize to find out about events and organizations on campus. This training will walk you through the many capabilities of BearLink to best support your organization.
* Submit all required paperwork obtained at Student Organization Training. Presidents will receive information regarding registration documents at the Student Organization Training. The information and documents needed to complete can be found on BearLink. Further instructions to obtain those documents will be given out at the training.. The documents completed include: Advisor Agreement Form and Annual Update Form, among other more specific forms, depending on your organization.

Failure to complete requirements will result in organization being placed on a minimum two week probation. During the probationary time, organizations lose all privileges of registered student organizations, including, but not limited to, inability to participate in Homecoming activities. At the conclusion of the probationary period, student organizations will be allowed to become a registered organization by meeting the annual registration requirements during a limited one week time period set by the Office of Student Engagement. If the organization is still unable to meet the requirements, the organization will be frozen, meaning that they will lose all of their privileges of registered organizations for the year. The organization will have the opportunity to un-freeze themselves the following re-registration period.

# Student Organization Constitution & Bylaws

Review Process

Organizations are encouraged to review their constitution and/or bylaws annually. With each update to the organization’s constitution, it must be reviewed and approved by the Office of Student Engagement and the Student Government Association. Please follow the outlined steps below for ensuring a smooth review of your organization’s constitution and/or bylaws:

1. Review organization’s governing documents annually as directed in the most current document within your organization.
2. Submit your constitution and/or bylaws to the Office of Student Engagement via email to the Co-Curricular Involvement team.
3. The team will review the documents, ensuring their contents meet all requirements for the OSE.
   1. Once the constitution has been approved, a member of the team will forward it on to the Speaker Pro Tempore of Student Government Association. Committee members will review the document and provide any comments and suggestions for edits via email to the organization. The organization’s representative will review the comments and return the document to SGA for any necessary changes.
   2. \*Note: This process may occur multiple times until all requirements are met within the organization’s constitution and the Internal Affairs Committee has approved the final document. Do not get discouraged and respond quickly when you hear from a member of the CCI team. This will ensure the process moves as quickly and seamlessly as possible.\*
4. Once the Internal Affairs Committee has approved the constitution, they will submit a resolution for establishment to the Senate of the Student Government Association. At a weekly meeting, the Senate will vote on the resolution. If the resolution passes, our staff will receive notification and will be in contact with the organization with further instructions.

### Creating a Student Organization Constitution

Below you will find the Missouri State Student Organization Constitution template. Please include each Article in your constitution. If you have any questions in regards to the constitution process, please contact the Co-Curricular staff (StudentOrganizations@missouristate.edu).

1. Text that is in RED must be included in the organization’s constitution exactly as it appears in the template. The final constitution should not contain any red text.
2. Text that is underlined must be filled in with the appropriate information per the organization.
3. Article I-V must be completed thoroughly by the organization.

Constitution of Official name of organization

Date Created: Date

Date Modified: Date

PREAMBLE

We, the members of this organization, do ordain this constitution of {organization name}, of Missouri State University, Springfield, Missouri, as the Constitution for the members of the {Organization name}. {Organization name} will operate within the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.

\*The Office of Student Engagement may require you to add information about a law that applies specifically to your organization.

ARTICLE I

Purpose of Organization

Section 1. The name of the organization

Section 2. Purpose of the organization

Section 3. Affiliation with a regional or national association, if applicable

ARTICLE II

Membership

Section 1. Membership open to whom

Section 2. Qualifications for membership {ex: student status, GPA, attendance, etc.}

Section 3. Qualifications for Non-Missouri State or off campus members if applicable

ARTICLE III

The Executive Officers

List every officer of the organization and duties of each officer {officer positions may vary by organization, but must include a president}

Section 1. President

Section 2. Vice President

Section 3. Secretary

Section 4. Treasurer

Section 5. Other Officers

Section 6. Qualifications of Executive Officers {Must include that GPA must be at least 2.0, although individual organizations may make it higher at their discretion}

Section 7. All officers are required to be enrolled as Missouri State University students.

ARTICLE IV

Elections and Installation of Executive Officers

Section 1. Selection {nomination or application} process for the officers

Section 2. Specific date for the election of officers

Specific date can be explained in one of three ways (choose one):

1. Have a deadline that the organization must have elections by {ex: must be held by the last meeting in the spring semester}
2. Have a specific date the organization will hold elections on {ex: elections will be held on the third Sunday of May each year}
3. Have a two-week span in which elections can take place {ex: Elections must be held between the last weekend in April to the second weekend in May}.

Section 3. How officers are elected. Walk through the election process, what it looks like {Are there speeches given, is the voting by secret ballot, etc.}

1. Include the majority amount needed to win (choose one):
   1. 2/3 vote of all members
   2. 3/4 vote of all members
   3. 51% vote of all members
2. Election proceedings and installation of officers must include this phrase: Must include participation from and final approval by student members of the organization.

Section 4. Term of office. Must include two points:

1. Can executive officers serve more than one term?
2. When does the term begin and end

ARTICLE V

Resignation of Executive Officers

Section 1. Process for resignation

Section 2. If on academic or disciplinary probation, the officer must resign from their position

ARTICLE VI

Impeachment and Removal from Office

Section 1. Process for impeachment

Section 2. The process for the removal and/or the impeachment of officers must include participation from and final approval by student members of the organization

ARTICLE VII

Filling Executive Officer Vacancies

Section 1. Process for filling officer vacancies. Include specific procedure for special elections. Examples:

1. Appointment by executive board with final approval by student members via vote
2. Process for how special elections are run
3. Refer back to Article IV (Elections and Installation of Executive Officers): Section 1 and 3

Section 2. The process for filling vacancies of executive officer positions must include participation from and final approval by student members of the organization

ARTICLE VIII

Meetings

Section 1. Frequency of meetings

Section 2. How to convene meetings if not regularly scheduled, who contacts members if a special meeting is called

ARTICLE IX

Amendments to the Constitution Section 1. How to propose amendments Examples:

1. Member proposes amendment to Executive Officers; amendment is taken to organization at meeting
2. Member proposes amendment at meeting of organization

Section 2. How amendments are adopted (choose one):

1. 2/3 vote of all members
2. 3/4 vote of all members
3. 51% vote of all members

ARTICLE X

Ratification

Section 1. This constitution shall be fully ratified once approved by a {insert desired majority} majority vote of membership, after its submission to and approval by the Office of Student Engagement, and after its submission to and approval by the Student Government Association.

If the organization has an affiliation external to the University that requires approval of constitution, the organization may include that external affiliation in the enabling clause.

ARTICLE XI

Empowerment

Section 1. This constitution will take effect after it is accepted by both the Office of Student Engagement and Student Government Association of Missouri State University, and {by specific quorum vote} accepted by the members of {organization’s formal name}

{Organization Name} Bylaws

Date Created: {Date Created}

Last Modified: {Date of Last Modification}

ARTICLE I

Name & Purpose

Section A – Name

The name of this organization shall be {name of organization}

Section B – National Affiliation

{[If the organization is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document.] “The rule and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Missouri State University.”} Section C – Purpose

The purpose of this organization shall be:

1. {List in detail the purposes and objectives of the organization}
2. {etc.}
3. –

ARTICLE II

Membership & Dues

Section A – Eligibility

Membership shall be open to {define membership qualifications, i.e., majors in a particular academic area, GPA, etc.} upon payment of the dues, as outlined in Section C.

Section B – Restrictions

Voting members will be students.

Section C – Dues (if applicable)

Dues shall be {$\_\_} per {year/semester}. {List national/state dues separately, if applicable.}

ARTICLE III

Officers

Section A – Officers

The officers shall be a President, Vice President, Secretary, and Treasurer. {These are the usual officers. Additional officers may be added, dependent of the needs of the organization.} Section B – Eligibility

The President shall be a full-time Missouri State student. {If membership is open to persons outside the campus community, all officers and voting members must be Missouri State students.} {GPA requirement here.}

Section C – Election

The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D – Term

The officers shall serve for one year and their term of office shall begin at the commencement of the {fall/spring} semester.

Section E – Vacancy

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV

Duties of Officers

Section A – President

It shall be the duty of the President to:

1. Preside at meetings
2. Vote only in case of a tie
3. Represent the organization
4. Appoint committee chairpersons, subject to the approval of the Executive Committee
5. Serve as an ex-officio member of all committees except the nominating committee
6. Perform such other duties as ordinarily pertain to this office

Section B – Vice President

It shall be the duty of the Vice President to:

1. Preside in the absence of the President
2. Serve as Chairperson of the Program Committee

Section C – Secretary

It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the organization’s records
3. Maintain a current roster of membership
4. Issue notices of meetings an conduct the general correspondence of the organization

Section D – Treasurer

It shall be the duty of the treasurer to:

1. Receive all funds and pay out by order of the Executive Committee and signed by the President and faculty/staff advisor
2. Keep an itemized account of all receipts and expenditures and make reports, as directed
3. Make a yearly audit to the membership at the end of each school term

ARTICLE V

Meetings

Section A – Meetings

Regular meetings shall be held {bi-monthly} during the regular school year.

Section B – Special Meetings

Special meetings may be called by the President with the approval of the Executive Committee

Section C – Quorum

A quorum shall consist of {fifteen (15)} members or a majority of the voting membership. {The number required should be small enough to ensure that a quorum will usually be present and large enough to protect the organization against decisions being made by a small majority.}

Section D – Parliamentary Authority

Robert’s Rules of Order (example only), newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VI

Executive Committee

Section A – Responsibility

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these Bylaws.

Section B – Membership

This committee shall consist of the officers, as listed in Article III, and the faculty advisor.

Section C – Meetings

The committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

Section D – Quorum

A quorum of this committee shall consist of {2/3} members.

ARTICLE VII

Faculty Advisor

Section A – Selection

There shall be a faculty advisor who shall be selected each year by the membership

Section B – Duties

The responsibilities of the faculty advisor shall be to:

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities
3. Serve as liaison between the University and the organization, interpreting, if necessary, university policies or philosophies
4. Attend meetings and activities regularly
5. Monitor all expenditures of the organization along with the Treasurer

ARTICLE VIII

Committees

Section A – Vote

These Bylaws may be amended by a 2/3 majority vote of the chapter membership

Section B – Notice

All members shall receive advance notice of the proposed amendment at least {five (5)} days before the meeting

# Organization Status

Pending Organization

Students may start a new organization with the Office of Student Engagement. The new organizations will be considered in “Pending” status until all requirements are met to become an active registered student organization. To learn what is required to become a registered student organization, read below.

### Registered Student Organization

For a new student organization to be considered a registered organization, the following information must be made available to the Office of Student Engagement:

1. A constitution- upload to BearLink for approval
2. Register with BearLink - be completed annually starting each April
3. Have a full-time Missouri State faculty or staff member to serve as the advisor
4. Annual attendance by an officer at a Student Organization Orientation Meeting
5. Have a minimum of four Missouri State University student members Privileges:
   * Right to reserve space through Event & Meeting Services
   * Right to have a student organization mailbox located in Plaster Student Union

Assistance from the Office of Student Engagement o Use of open bulletin board space o Listing in University publications and /or web pages o Right to conduct fundraisers o Right to request funding from SOFAC

* + Right to function formally as an organization, including but not limited to: holding meetings, holding events, participation in university events, etc.

If the Office of Student Engagement becomes aware that a registered student organization does not have the minimum number of Missouri State student members, then the student organization will be put on probation for one semester and will become a transitional student organization for the semester with all the rights and privileges therein. Upon meeting the minimum requirement of four Missouri State student members, the student organization’s status will be restored to “registered” student organization. If the student organization does not meet the minimum requirement within one semester, they will maintain their transitional status until such time that they can meet the minimum requirements of a “registered” student organization.

### Frozen Student Organization

All student organizations who wish to remain registered with the Office of Student Engagement must meet the minimum standards for recognition and complete the Annual Registration process each Fall. Failure of a student organization to maintain the standards or register the organization in the Fall semester will become inactive.

### Inactive Student Organization

Student organizations who remain inactive status for 2 or more years will become inactive. Once a student organization becomes inactive the organization must complete the new student organization process including approval of the constitution by the Student Government Association.

# Student Organization Leadership Development

The Office of Student Engagement provides multiple trainings and workshop opportunities for the members, officers, and advisors of Registered Student Organizations. The following is a description of the programs available and suggested for student organizations to attend.

### Annual Registration

As a requirement to completing Annual Registration, all student organization presidents wishing to register for the next academic year must attend a Student Organization Orientation. Schedules will be posted on the Office of Student Engagement website and sent to all organization presidents and advisors each May. Each Orientation will cover various areas of interest to student organization members and leaders including: resources available to organizations, Event & Meeting Services and Campus Dining information, organization specific policies, funding opportunities, leadership tips, and more.

### Advisor Trainings

Advisors of student organizations are worth more than their weight in gold. An advisor can provide continuity, support student organizations, guide students through tough times, and enhance the good times. This supplement provides current Missouri State University advisors with the support and information needed to find success and satisfaction in the position. It also gives potential advisors a taste of what advising entails.

One semester this year, the Office of Student Engagement will conduct an Advisor Training to inform and assist staff/faculty that advise student organizations on campus. Check the Office of Student Engagement website for the upcoming training as well as documents and a training video to stay up to date on everything student organization related.

### Student Organization Leadership Development (SOLD) Training

This activity-based workshop series is a great way to kick off the semester as a student organization president. Learn ways to develop and grow your student organization on campus through. Gain knowledge on topics such as marketing tools, leadership styles, and member engagement. You will not want to miss this awesome opportunity. As a participant you will:

* Participate in leadership building activities
* Network with other student organization presidents
* Discuss common issues within student organizations and how to solve them: motivating members, conflict management, transitioning leadership, marketing/advertising
* Receive cords at graduation for successful completion of the program

o Student leaders must attend at least six of 8 SOLD sessions and be an organization’s officer for at least two years

# Leadership Opportunities

Emerging Leaders

Emerging Leaders equips students to excel in campus and community leadership roles by further understanding leadership principles.

2023 Program Dates

Wednesdays, 4:00 – 6:00 pm; February 8 – March 8, 2023

Benefits of Emerging Leaders Program:

* Hands on leadership experience.
* Mentor relationships with upperclassmen facilitators.

Invaluable skills needed to be a successful campus and community leader.

* Leave a lasting impression on the MSU campus.
* All expenses paid retreat including meals, transportation and high/low ropes course.
* Lasting friendships with cohort of participants.

### How to apply

Each year over 150 students apply for the Emerging Leaders Program and approximately 100 are selected. Students will apply for acceptance into the program and will be placed into Group 1/2 that will meet on Thursdays or Group 3/4 that will meet on Mondays based on class and schedule availability. You must be available for ALL dates in requested group in order to be selected. The application process consists of a written application along with a face to face interview with facilitators and staff. Applicants will sign up for a 10 minute interview when they turn in their application to the Office of Student Engagement (PSU 101).

### Student Organization Leadership Development (SOLD) Council

As we continue to work through pandemic and its lasting effects on our campus and all over the world, the student engagement staff wants to hear YOUR voice to identify ways to best support all student organizations on our campus. This fall 2022 semester, the Co-Curricular Involvement team will host monthly meetings with a team of student organization leaders in an effort to get to know our student leaders, expand our support services for student organizations, and improve our cocurricular community.

Why apply?

* Meet other student leaders and bounce ideas off of one another to best serve your student organization(s)
* Help improve Missouri State’s co-curricular community
* Receive cords at graduation for your service!
* Free food and drinks every month!!

Interested students can submit an application to serve on this council, which can be found on BearLink. Applications will be due August 29, 2022 by 5:00 pm.

### Student Activities Council

Student Activities Council (SAC) is the student programming board on campus. We are responsible for planning social, cultural and diverse events open to the entire student body. Our activities are funded through the student involvement fee, so we program for everyone and most of our events are free. SAC consists of an All Council, executive board, and committees, so there are many levels to become involved with and a lot of leadership opportunities. The executive board members are the people who run SAC. These 13 students are the “go to” people when it comes to SAC. They do it all, from running meetings and planning events to gaining experience with budgeting and growing as student leaders. They work closely with an advisor and really take charge to make events happen and SAC a great organization. If you are interested in SAC, come to our meetings in PSU 313 on Tuesdays at 4:00, stop by our office in PSU 115, or email us at sac@missouristate.edu

### Student Government Association

Student Government Association serves as the official voice of the student body, and offers numerous ways for students to get involved in bringing positive changes to Missouri State. Students interested in joining Senate can serve as a representative for any student organization or as a “senator at large” from their respective class. As a senator, students can become involved in a wide range of projects, ranging anywhere from sustainability to academic affairs. SGA also offers students the opportunity to serve on one of three commissions (Sustainability, Elections, Wyrick), each of which has a large impact on the campus community each year. A final opportunity offered to students through SGA is the chance to serve as one of seven members of the Campus Judicial Board, which is the highest acting judicial board for students.

# Student Organization Recognition

Organization Spotlight

The Office of Student Engagement supports and recognizes the efforts of student organizations by promoting Student Organization Spotlight. Every week, a different student organization will be featured on various social networking sites for one week. To sign up for spotlight, complete the submission on the homepage of BearLink; the organization MUST be an official Missouri State University student organization.

The contact person will be notified via email of the week your organization will be spotlighted. All information will be seen on the Office of Student Engagement's Twitter, BearLink, Facebook group, Blog, and Missouri State's homepage. If you have any questions please feel free to email the CoCurricular Involvement Student Specialist.

### STAR Awards

In 1996 Missouri State University hosted the first ever Student Talent and Recognition (STAR) Awards Ceremony. Each year the STAR Awards ceremony honors twenty-five outstanding student leaders and student organizations which have been nominated by various organizations, students, faculty, and staff. Since its beginning, STAR Awards has recognized roughly 350 students, organizations, and advisors at Missouri State. Application/Nomination packet is available the first week of the spring semester.

STAR Awards 2023:

Monday, April 24th; 5:30 pm

Plaster Student Union Ballroom

This occasion is best described as a business formal/cocktail event which provides an appetizer buffet and surrounds its guests with elegant décor.

For more information check out the STAR Awards page on the Office of Student Engagement website.

# Audio Visual Rental Price

### Equipment Rental cost

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Computers & Projectors | |  | DVD/TV | |
| Computer | $20.00 | DVD Player | $15.00 |
| Projector | $25.00 | DVD Cart (Player & Projector) | $45.00 |
| Computer/Projector Cart | $45.00 | Marker Boards & Easels | |
| Miscellaneous | | Flipchart Pad/Markers & Stand | $14.00 |
| Screens | No charge | Prop Easel | No charge |
| Piano Grand/Upright | No charge | Microphones & Sound Systems | |
| Speaker Phone | $5.00 | Wired Handheld Microphone | No charge |
| Lighting | | Wireless Handheld Microphone | $2.00 |
| Spotlight | $10.00 | Wireless Lavaliere Microphone | $2.00 |
| Stage Lights | $50.00 | Podium with Microphone | No charge |
| Stage Lights in Theater | No charge | Outdoor Sound System | $80.00 |
| Labor | | Lecturer’s Sound Package | $55.00 |
| Set Up Labor (2 people/hr) | $32.00 | Risers | |
| Tech Support (per hr) | $16.50 | Stage Section – Short | $5.00 |
| Building Manager\* (per hr) | $15.00 | Stage Section – Tall | $5.00 |

### Cancellation Policy/Fees

|  |  |
| --- | --- |
| Days Out | % of Estimated Costs to be Paid |
| 0 – 15 Days | 100% of Estimated Charges |
| 16 – 30 Days | 75% of Estimated Charges |
| 31 – 60 Days | 50% of Estimated Charges |
| 61 – 90 Days | 25% of Estimated Charges |
| 91 + Days Out | No Charges |

# Room Profiles & Set-up Options

There are many rooms available to student organization use in the Plaster Student Union. Additionally, there are many options for set up depending on the type of event, the number of attendees, etc. Below you will find a profile for meeting and event spaces in the PSU as well as setup options.

### Small Meeting Rooms

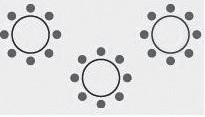
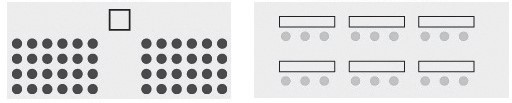
For small meetings, these rooms are set up with a large conference table for groups of 10 to 12. Seating Style

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | | Small Conference Rooms | Seating Count | | 309 | 12 | | 310 | 10 | | 311 | 8 | |

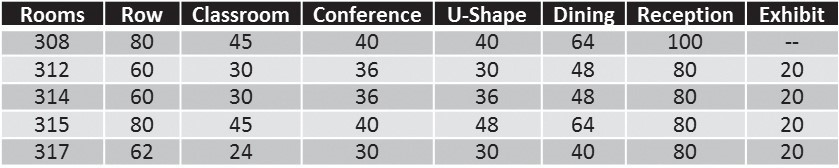
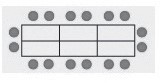
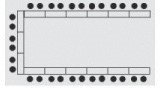
### Flexible Meeting Rooms

These rooms are utilized most for meetings of organizations. These rooms can hold between 20- 100 people depending on the setup and provide almost endless possibilities for your event.

#### Row Style Class Room Style Dining Style



#### U-Shape Style Conference Style



75



75

60

### Special Events Space

The following rooms are considered special events space and are available to larger events.

#### The Union Club

Consider the Union Club for an intimate gathering of dinner for up to 100 or a reception for up to 150 guests, located on the fourth floor of the Plaster Student union. This lovely space with oak accents and furnishings as well as a gas fireplace, has a nice view of the campus outside its many windows.

#### Theater

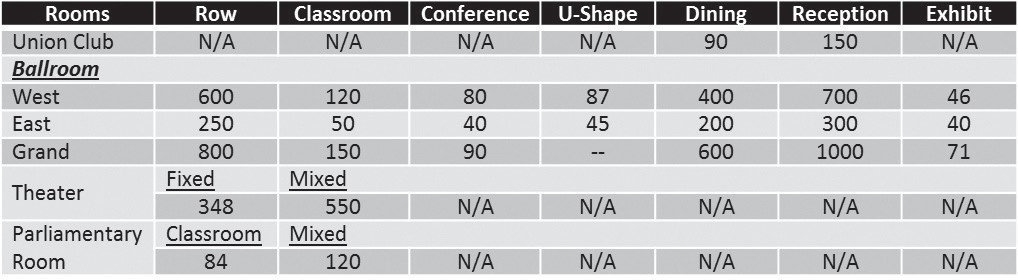
The Theater includes a permanent 1,000-square-foot stage and has full sound and theatrical lights, and a projection system with Blu-ray, DVD, and computer input capability. The Theater seats 348 in raised seating with a capacity of 550 when chairs are added to the open floor area in front of the stage.

#### The Grand Ballroom

The Grand Ballroom provides a beautiful large space that can be set for banquets, presentations, workshops, or receptions with dancing. In banquet seating with round tables, the Grand Ballroom accommodates up to 600, or divides into two sections: Ballroom East seats 150 and Ballroom West seats 400. The lighting in this space has a variety of settings to help create just the right mood for your event.

#### Traywick Parliamentary Room

The Parliamentary Room features tiered seating and technical enhancements for a great presentation location. Up to 100 participants can be comfortably seated at its gently curved tables.



# Organization Finances

Finances play a major role in the life of a student organization. Therefore it is crucial for organizations to know the basics about finances in a student organization. The following sections will cover student organization banking, tax exempt status, funding resources, organization budgeting, and fundraising.

### Organization Banking

Each organization has the opportunity to receive a university budget number in order to charge university expenses to their account. For example, if an organization orders food from catering services, it can be billed to the organization account. In order to receive a budget number, the organization advisor must contact the Accounts Receivable Office at 836–5635.

### Employer Identification Number

An Employer Identification Number (EIN) is a nine-digit number that the Internal Revenue Service uses to identify those required to file various business tax returns. EINs are used by a wide variety of employers, sole proprietors and corporations, as well as non-profit organizations, as most organizations at Missouri State University are considered. For more information on establishing a bank account see Establishing a Federal Identification Number for Bank Accounts.

### Tax Exempt Status

Since the clubs of Missouri State University operate with a social, recreational, charitable or educational purpose, your organization may be eligible for tax-exempt status as a 501 (c)(3) organization with the government. There are various exemption requirements based on your category of organization. You need to determine the appropriate requirements for exemption based on your own organization. All tax-exempt/nonprofit status processes are carried out through the state and federal government. Missouri State University and the Office of Student Engagement are not involved with this process.

### Organization Checking Account

The Plaster Student Union houses a Commerce Bank branch to serve the campus community. This may be a convenient bank for many student organizations to use. Feel free to stop by or contact Amy Steele, Missouri State University banking center manager, to set up your organization’s account.

Student organizations are STRONGLY discouraged to open a checking account using an individual’s social security number. The financial burden of that account then rests with that individual and they become responsible for claiming any interest on the account on their own taxes. They also become responsible if there is a problem with the account, such as extra fees or unpaid bills. With such consequences in mind, the following process is a viable alternative without the personal financial burden.

Opening a checking account for your organization requires a two-step process:

Once you have received your organization’s EIN, you will then need to do the following:

1. Update your organization’s records with your financial institution [i.e. Commerce Bank located on the 2nd floor in the Plaster Student Union]. Please bring with you a copy of your EIN letter as well as your approved Constitution/Bylaws
2. Update your organization’s financial information for the university with the Office of Student Engagement (PSU 101). Please bring with you a copy of your EIN letter.

# Funding Resources

There are a variety of funding resources at Missouri State University. Student organizations may consider partnering with organizations on campus such as Student Activities Council (SAC) and Residence Hall Association (RHA). Student organizations may also apply annually for SOFAC funding as well as the Diversity Fund on campus.

### Student Activities Council Co-Programming Opportunities

The Student Activities Council’s (SAC) purpose is to bring educational, entertaining, cultural, and leisure opportunities via programs and events for the students of Missouri State University. Part of that purpose includes the ability for SAC to work with other student organizations to provide quality programs. A portion of each year’s budget is allotted for co-programs, which means that SAC may be able to help student organizations present programs via programmatic and monetary assistance. SAC co-programs are designed to be a working partnership between SAC and other student organizations, offices and departments.

Any registered student organization or Missouri State office/department is eligible to apply to coprogram. Student organizations must be currently registered with the Office of Student

Engagement. Co-programming proposals are evaluated on a case-by-case basis. When evaluating proposals, SAC will strongly consider the degree to which the organization’s event purpose meets the mission, goals, and objectives of SAC. Other factors SAC may consider in determining support: the organization’s participating in University events, the organization’s overall contribution to the University, and the organization’s demonstrated willingness and ability to assist in the funding and implementation of its proposed program.

Funding for the approved event may be in any amount deemed reasonable by SAC, up to $2000 (the maximum allowance per academic year per organization). Organizations are not eligible to receive funding from SOFAC and SAC for the same event. Furthermore, an organization may not receive funding from SAC if the organization previously violated SOFAC and/or SAC co-programming guidelines. SAC will not be the sole funding source for an organization’s event. Outside funding can include organization funds or fundraising, outside contributions, departmental contributions and local business contributions. For more information contact SACPresident@MissouriState.edu.

### Residence Hall Association

If an organization focuses a program on residence hall students then the Residence Hall Association can help with funding. Their main focus is to develop and sponsor programming for on-campus students. For more information call 836–6880.

### Student Organization Funding Allocation Council (SOFAC)

The Student Organization Funding Allocation Council was established, as part of the Memorandum of Agreement, to receive proposals and allocate funding to registered student organizations at Missouri State University. SOFAC is authorized to distribute 30% of the Student Involvement Fee, as indicated in the Memorandum of Agreement. The intent of SOFAC is to spread the available funds throughout the academic year to ensure that contingency funds are available and the funds are best used by a variety of organizations. For more information contact SOFAC@MissouriState.edu

### Diversity Fund

Created in the 2016-2017 academic year, the Diversity Fund is an initiative between the Division of Student Affairs and the unit of Multicultural Services. The fund was created specifically to encourage and promote programming, travel, collaborations, and community work seeking to promote diversity, inclusion, and social justice at Missouri State University.

Interested parties must attend an information session for the diversity fund before applying. After the session, individuals, groups, or student organizations interested in receiving funds are required to submit a funding request, including description and a budget outline.

Examples of past funding:

* Travel costs for Spectrum and Advocates to attend the Midwest Bisexual, Lesbian, Gay, Transgender, and Ally College Conference
* Food, decorations, and room reservations for the Black History Month and Asian Heritage Month banquets
* Travel and honorarium for PanHellenic Association speakers
* Supplies and reservations for the Indian Student Association's Holi Festival Please email the Diversity Fund (Diversitygrant@missouristate.edu) with any questions.

# Preparing and Planning a Budget

One task registered student organizations face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of organization funds. Check out this general budget that can be edited to fit the needs of your organization.

A budget is:

* A tool for planning and controlling organization funds
* A formal written guideline describing the organization’s future goals expressed in financial terms within a set period of time
* A detailed statement of estimated income and expenses
* A historical record of the organization’s activities during a given period

A budget can:

* Help refine goals that reflect the realistic resource environment
* Compel organization members to use funds efficiently and appropriately
* Provide accurate information to adjust, analyze and evaluate programs and activities
* Aid in decision making
* Provide a historical reference to be used for future planning

Adapted from Student Organization Advisor Guide, University of Nebraska

### Developing a Budget

* Begin preparations a month or more before the close of the current year.
* Prepare an outline of the organization’s planned activities for the coming year.
* Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.).
* Estimate expected income and when it is expected to be available (dues, sales, etc.).
* Get price quotations on big expenditures, delegate responsibilities to members.
* Rank order by their relative importance, which activities/programs are the greatest expenditures of funds.
* Choose programs to initiate; ask how much is available to allocate
* Negotiate as necessary; eliminate or limit less essential expenditures.
* Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning.
* Vote to approve the budget.

### Managing the Budget

* Set and maintain a minimum cash balance.
* Formulate procedures and policies needed to achieve objectives.
* Keep an accurate log of financial transactions (income/expenses); maintain a record book (check and balance records regularly).
* Set up internal controls designed for safeguards and accurate accounting data.
* Assess budget regularly

Adapted from ACPA Advisor Manual on 5/2011

# Event Planning Timeline

Two months before event

### A. Get a room reserved

1. Email eventsmeetingservices@missouristate.edu for PSU or academic spaces
2. Foster Rec Center- Fill out the form at http://www.missouristate.edu/assets/recreation/FacilityReservationFormWritabl

e.pdf and contact Campus Recreation at CampusRecreation@missouristate.edu 3. Make sure you ask for tech which will be an additional charge

### B. Publicity

1. Contact PSU Graphic design to get publicity started.
2. Fill out the PSU Graphic Design Request form
3. Get the form at https://www.missouristate.edu/assets/union/PSU\_Design\_Graphic\_Request In teractive\_.pdf and email it to PSUGraphicDesign@missouristate.edu
4. Reminder: $50 of free printing through the Office of Student Engagement.

#### C. Risk Management

1. If alcohol is present at event, the organization must complete Social Event Registration Form on OSE CampusLINK page. President will be contacted via email to setup a meeting with OSE staff prior to event.

#### One month before event A. Publicity

1. Get the Publicity out!
2. Want it in the Residence Halls? Go to Hammons 101 and print off the appropriate amount for each hall in each Residence Hall.
3. Want it in the PSU? Go to the info desk and drop off your publicity
4. Want it in the academic halls? Look at page to see where all the open bulletin boards are!

### B. Catering/Food

1. Use any of the PSU Vendors and Missouri State Catering to enhance your event. Those catering forms can be found at https://www.missouristate.edu/conferences/FoodService.htm.
2. Do you want to have food off campus, fill out a food waiver form found at https://www.missouristate.edu/assets/conferences/Food\_Service\_Waiver\_Reque st\_form.pdf
3. Buy all the items that you need for your event

#### Two – three weeks before event

1. Performers or Talent? Make sure they have rides and/or a place to stay while they are here for their event
2. Set up a marketing plan
3. Start using Social Media to promote your events. Use Facebook Events, promote your Tweets, and try to tell a story while marketing your event.
4. Double check your reservations, equipment, catering, items, etc.

#### Week of event

1. Start delegating roles to know who is doing what
2. Start to organize your materials
3. Set up an itinerary and notify people that are helping you.
4. Start to kill it with Social Media. Tweet once a day, send notifications on your Facebook event, etc.
5. Triple check everything!

#### Day of event

1. Email your volunteers remind them of the event. Do this the night before so they see it that morning.
2. Go speak with your advisor or president to make sure everything is going as planned.
3. Arrive early to set up
4. Make it welcoming and inviting.
5. Don’t freak out if things don’t go as planned.
6. Remember to have fun!

#### After the event

1. Take down publicity
2. Send thank you notes to all that helped you
3. Evaluate & debrief your event with your team

# Fundraising

Many student organizations have big plans and excellent ideas for programs or services. However, few organizations have the finances to make these plans real. It is important for student organizations to have some kind of fundraising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy. Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind. Members of your organization will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

### Planning Your Fundraiser

* Set a goal.
* Ask for suggestions from your members. What do the members want to do? Brain storm for ideas.
* Find out what has been done before. What worked? What didn’t? Why? How can you improve?
* Check into local and state regulations. Check University policy.
* Involve all segments of your group, not just the officers. People contribute to what they create. Get as many volunteers for your project as possible. Make sure they understand the cause and are willing to contribute their time and effort.
* Determine your market: college students, community, parents, etc.
* Know your overhead. What will be the upfront cost?
* Advertise wisely.
* Let everyone know your expectations in advance and update on progress. Using a goal poster is a great idea; make sure the poster is displayed prominently.
* Recognize everyone involved in planning and implementation of the fundraising project. Reward those who achieve. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project.
* That supporters. Give your big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
* Complete a written evaluation or report. Make sure you include:
  + Contact names, address, and phone numbers
  + Time lines and important dates
  + Suggestions of things to do differently

Adapted from ACPA Advisor Manual on 5/2011

### Finding Corporate Sponsorship

One of the best ways to increase fundraising efforts is to obtain corporate sponsorship for an event, either through underwriting or direct contributions from companies.

Corporations will help to fund an event if it is in their marketing plan. Are their customers likely to come to this event? Will sponsorship in an event help them attract new customers and get their name seen?

### How to ask for Corporate Funding

* Plan far in advance. Most corporations plan their donation budgets six to twelve months in advance. Talk to a company as early as possible. Do not expect to get donations in a month.
* Try to target a specific company who could definitely benefit from your cause rather than sending out blanket letters to everyone. By matching your cause and the company, there are better chances for a positive answer.
* Learn as much about the organization you are soliciting before you actually ask for a dime. Knowledge of the company, their products and services, and their past charitable events will help see if they are the right match for you.
* Address your pitch letter to the person in charge. Do NOT just write “To Whom it May Concern” or “Dear Sir/Madam.” Call and obtain the person’s appropriate name and title.
* Put your proposal in writing. Enlist the help of your marketing and business majors to write the proposal in marketing terms.
* State your cause in terms of benefits to the company. For example, a $25 ad in an ad book or a $25 poster that is going to be seen by 1,000 students at an event is inexpensive advertising for even small businesses.

### Who to Ask

Since so many organizations are in need of the same kinds of donations and will be asking the same companies, it is a good idea to think of all the different possibilities. Your best efforts will be made with those firms and companies that primarily market their products or services to college-age students. Some examples are:

* Businesses located around campus are good, but sometimes they are overused and get approached a great deal. Be creative.
* Fast food companies. You may need to ask the local manager or may need to write their district office. Many local fast food chains will provide free punch and drink cups if you are having a sporting event or project to benefit a local charity.
* Real estate companies that specialize in rentals to college students
* Beauty supply distributors. Beauty shops may get ten requests for free gift certificates, but the distributors that sell them their products may not get any requests. As for the distributor’s name and address, contact them directly.
* Soft drink companies. Look for the local distributor.
* Sportswear and clothing manufacturers.
* Health clubs.
* Cosmetic companies.

### What to Ask For

* Product: Straight-product contributions for samples to give to participants or for door prizes. Most companies have their products in trial sizes just for this purpose.
* Printing: Underwriting the cost of printing posters, flyers, or t-shirts. In return, you will put their name and logo on all printed material.
* Ads for Ad Books, Calendar or Program: Sell ad space in a campus calendar or program that is given out at the event you are sponsoring. You may want to give companies who donate products or supplies and materials free ad space.
* At an Event: Hang ads with logos on banners or posters for a fee. This is an excellent source of income at sporting events or anywhere there is a place to hang a poster during an event.

Adapted from ACPA Advisor Manual on 5/2011

# How to Lead a Meeting

Meeting Planning Checklist

#### 1. Set goals for the meeting and prepare an agenda

* Prepare yourself – prioritize issues to be discussed, issues from previous meetings
* Consult with other members and executive board to finalize agenda
* Research information necessary for making important decisions

#### 2. Arrange all logistics

* Find a comfortable and convenient meeting place
* Arrange in advance for AV equipment, dry erase markers, and other supplies
* Arrive early to set up and greet attendees
* Set up seating arrangement
* Prepare directional signs and place in key places around the building
* Provide nametags
* Provide sign-in sheets

#### 3. Send out announcements, invitations, and reminders for meeting

* Invite guest speakers to present on special topics or issues
* Invite all relevant constituents, target audience
* Send general and personal invitations early, send reminders
* Supply attendees with agenda, minutes, and background information in advance

#### 4. Be courteous, respectful, and inclusive

* Start and finish the meeting on time
* Set a welcoming tone; consider an icebreaker activity
* Engage all participants during the meeting

#### 5. Bring closure

* Come to resolutions
* Prepare an action plan
* Summarize the main points, emphasizing on follow-up tasks
* Plan or confirm the next meeting’s time, place, and location

### Being Productive

O – Objective: If you are having a meeting just to impart information, don’t waste time with a meeting. Send them a newsletter. The objective should have an active component and if possible, a product to show for it.

A – Agenda: The agenda is a list of the topics you’ll address to get to that objective, with a time limit to keep you on track.

R – Roles: Determine who is running the meeting, who is keeping notes, and who will assign “to do” items from the meeting.

### Debriefing

At the end of the meeting, discuss:

To what degree did the meeting accomplish its desired outcomes?

What contributed to the meeting’s success?

Does each team member have a sense of how the group is working together, and can each make ongoing improvement?

Did all team members have an opportunity to give and/or receive feedback?

Adapted from Jonathan Powell – Running an Effective Meeting. The Leadership Workshop Series. October 15, 2008, Via Center for Leadership and Community Engagement, University of Arkansas

# Student Organization Officer Roles & Responsibilities

Each student organization should outline the roles of each organization office in its constitution. These roles may vary from organization to organization, but below is a list of possible responsibilities. This list includes only the most standard officer roles, President, Vice President, Treasurer, and Secretary.

Many organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks. While it does not matter who is responsible for each duty, it is important that someone be assigned the task.

Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Further, traditional titles, such as “president” or “vice president” are not required; be creative – if you have a film club, perhaps you’d like for your leadership titles to reflect your interest (i.e. Director, Producer, Editor).

Another example would be a BBQ club (i.e. Grill Master in lieu of President).

Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

### President

* Presides over meetings of the organization
* Calls special meetings of the organization
* Facilitates executive board meetings
* Prepares and files any report required
* Appoints committee chair people
* Maintains contact with organization adviser
* Maintains contact with organization alumni
* Maintains contact with affiliated university department or community partner
* Maintains contact with (inter)national organization
* Represents the organization to the University  Serves as a spokesperson for the organization
* Serves as a secondary signatory on financial accounts
* Assists all executive officers
* Provides follow‐up to organizational tasks
* Organizes executive board retreats
* Coordinates executive board officer transitions
* Represents organization at official functions
* Remains fair and impartial during organization decision making processes
* Provides encouragement and motivation to fellow officers and organization members

### Vice President

* Assumes the duties of the President in his or her absence
* Serves as an ex‐officio member of standing committees
* Directs Constitutional updating and revisions
* Facilitates election of officers
* Recruits new members
* Prepares and files any report required
* Handles all official correspondence of the organization
* Collects organization mail from the adviser or wherever mail is received
* Represents organization at official functions
* Remains fair and impartial during
* Performs other duties as directed by the President

### Treasurer

* Is familiar with accounting procedures and policies
* Serves as the primary signatory on financial accounts
* Serves as chair of the finance committee
* Pays organization bills
* Collects organization dues
* Keeps all financial records of the organization
* Prepares an annual budget
* Prepares all budget requests for funds
* Prepares and submits financial reports to the members
* Maintains a financial history of the organization
* Provides advisor with summary of financial records at the end of the academic year

* Advises members on financial matters (i.e. vendors, ticket selling procedures)
* Prepares purchase orders, requisition forms, or supply requests
* Coordinates fundraising drive
* Coordinates solicitations
* Files reports on all stolen or lost equipment
* Maintains an inventory of all equipment and its condition
* Represents organization at official functions
* Remains fair and impartial during organization decision making processes
* Performs other duties as directed by the President

Other possible officer positions:

* Parliamentarian
* Programming
* Recruitment/Retention Director
* Marketing/Public Relations
* Community Service Director
* Historian

Adapted from: Dunkely, N. W. & Schuh, J. H. (1997). Advising student groups and organizations. Jossey‐ Bass, 53‐54. University of Washington Tacoma. Student organization officer roles. Retrieved

August 3, 2009, from

http://www.tacoma.washington.edu/studentaffairs/SI/documents/Officer\_roles.pdf

# Retaining Members

Best way to retain members is by being interactive with those new members and also with the existing members. Provide your members with opportunities to get to know one another and build relationships.

Continually recruiting and training new members takes a lot of time and energy. Set new members up for continued involvement. A “Getting to Know You Packet” gives new members information about the organization and current member’s information about the new members.

### “Getting To Know You” Packet

Interest Form – Personal data, skills, experience, expectations, class/work schedule, interest areas Statement of Organizational Philosophy and Goals - Copy of Constitution. Description of what your organization does, for who, and why. Providing a picture of the individual will also help members to establish names with the individual faces.

Committee and Position Description – Should be specific without limiting creativity and individuality.

Organizational Flow Chart – Shows leadership positions. Helps people understand how the organization functions.

Analyze the needs of your members. Remember why people get involved in the first place and then meet those needs. Provide your members with all opportunities to get involved within your organization and also with other organizations throughout campus.

Adapted from Thunder Bolts, NDSU on 5/2011

# Leadership Transition

Implementing an effective officer transition for the organization is a critical responsibility of the outgoing leadership. There are many reasons why leadership transition is important, including:

* Providing new leader with significant organizational knowledge
* Minimizing the confusion of leadership change throughout the entire organization
* Outgoing leaders gaining a sense of accomplishment and closure
* Sharing the expertise of the outgoing leaders with the incoming leadership
* Increasing the knowledge and confidence of the new leadership
* Minimizing the loss of momentum and accomplishments of the organization
* Providing a sense of continuity among the membership

There are a few things to consider when preparing a successful leadership transition program in the organization. By following some simple notes of advice, the organization can create a transition program which leaves your incoming officers feeling prepared and the outgoing officers a sense of finality.

### Start Early

* Identify potential leaders in your organization early in the year.
* Encourage these potential leadership through personal contact.
* Have the officers help develop skills by delegating responsibility to potential leadership.
* Share with them the benefits of leadership.
* Clarify job responsibilities.
* Model effective leadership styles.
* Develop an organizational structure to support leadership development.
* Develop a mentoring program.
* Develop leadership notebooks.
* Create a shadowing program.
* Orient the new officers together with the outgoing officers so they can understand each other’s roles and start building their own team.
* Transfer the knowledge, information, and materials necessary for the new officers to function well.

### Make the Transition Smooth

* Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
* Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
* Review your constitution and bylaws to reflect changes made during your administration.
* Review the job descriptions to make sure they accurately describe the duties of each officer.
* Encourage informal meetings between incoming and outgoing officers.
* Plan a transition retreat.
* Review and update your mailing list or membership records
* Leave behind organized files that will be helpful to the new person.
* Introduce the incoming officers to advisors, Office of Student Engagement staff, other student leaders and university administrators your organization works with.
* Orient incoming officers to resources used in the past.
* Update the officer titles in the roster for the organization on CampusLINK.

### Add Your Personal Touches

* Share the effective leadership qualities and skills you learned on the job.
* Share problems, helpful ideas, procedures, and recommendations.
* Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
* Have the officers go through organizational files together.
* Acquaint new officers with physical environment, supplies, and equipment.

### Share the Organization’s Structure and Documents

* Constitution and bylaws
* Job descriptions/role classifications
* Organizational goals and objectives
* Status reports on ongoing projects
* Evaluations of previous projects and programs
* Previous minutes and reports
* Resources and contact lists
* Financial books and records
* Mailing lists
* Historical records, scrapbooks and equipment

# Transition Materials

One of the easiest and most effective methods in creating a smooth transition is the use of Officer Transition Notebooks. If your organization officers do not already have a notebook, provide an inexpensive one with an outline of what they should include in the notebook they are preparing to pass on. You can add a calendar for the year, member roster, budget, and constitution & bylaws. Below are some other areas they may want to consider:

* Job Description
* Listing out specific responsibility of the position and any changes that should be considered in the job description
* Job Time-Line
* Current year calendar that indicates when the outgoing officer did each job task and recommends dates by which specific job tasks should be completed.
* Event/Project Documentation
* Records of how each project, event, or activity was implemented, including files on a disk and as hard copies. For example:
* Scholarship Program Chair: facility, facility cost, when reservation must be made; guest speaker, invitations, thank you letters; award categories and criteria; application and application timeline; gifts for award winners, vendor, address, phone cost, invoice, how far in advance to order; guest list; invitations, printer, number of copies, cost, invoice, alternative sources, production schedule, invitation distribution timetable; etc.
* Evaluation of Event/Project
* Written evaluation from participants if collected as well as the outgoing officer’s feedback ad recommendations
* Budget
* Account of how allocated funds were spent
* Resources
* Listing of key resource people helpful in fulfilling responsibilities and how to contact them.
* Other essentials
* Keys, account transfers, P.O. Box number, etc. information which the incoming officer would need to know

The Officer Transition Notebook can be shared during officer transitions. It should cover all aspects of the officer’s responsibilities and how those tasks fit into the organization’s big picture. Recommend that the new officer file “historical” documents in the notebook, such as meeting minutes, when he/she has become comfortable with the information. This way, the notebook can be used as a working tool rather than something to be completed at the end of the year.

Check out this PowerPoint for tips on a smooth transition. Download these resources for further assistance.

* 2018-2018 Transition Checklist
* Officer Transition Resources

# Code of Student Rights and Responsibilities

Article I: Student Rights

1.1

1.1 The following enumeration of rights shall not be construed to deny or disparage other rights not in conflict with this Code of Student Rights and retained by students in their capacity as members of the university community or as citizens of the State or of the United States. This Code shall not be construed in any manner which might run counter to a reasonable construction of the policies of the university and the direction of the Board of Governors; nor shall it be construed, interpreted or applied in any manner which would seem detrimental to the privileges, purposes, aims and goals of Missouri State University as a public institution of higher learning with a statewide mission in Public Affairs.

1.2

Federal and State constitutional guarantees of free inquiry, expression and assembly are specifically restated as guarantees on this campus.

1.3

Students are free to pursue their educational goals and to have appropriate opportunities for learning in the classroom and on the campus as shall be provided by the university.

1.4

No conduct consequences may be imposed upon any student without following minimal procedural due process, as described in Article VI of this Code.

1.5

Within the limits of its facilities, the university shall be open to all applicants who are qualified according to the admission requirements, which may be adopted and established from time to time. The university does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, or gender expression), age, disability, veteran status, genetic information or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the university.

1.6

Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject only to the responsibility of the instructor to maintain order and a climate conducive to learning, within the stated goals and purposes of the university.

1.7

All students shall have the right to be protected from prejudiced academic evaluations unrelated to academic performance based on the student’s views, opinions, political associations, organizational memberships or the instructor’s biases based on the character of the student. Furthermore, all students shall have the right to appeal a grade to the instructor, the department head, the college dean and the provost. All grade remedies under other existing policies shall be protected under this Code.

1.8

Discussion and expression consistent with the laws of the State and the United States, and in the manner, time and place prescribed by university policy, are permitted within the institution. Support of any cause by orderly means is permitted, subject to the paramount rights of the university, the safety and rights of individuals, the protection of property and the continuity of the educational process.

1.9

The university encourages expression of informative and differing viewpoints on issues and will support the presence on the campus of responsible persons representing various views. The university reserves the right to specify the conditions of time, place and manner of speakers through the university’s Expressive Activity Policy. See G5.02 Expressive Activity Policy.

1.10

Organizations and groups may be established within the university for any lawful purpose. Affiliation with an extramural organization shall not, in itself, qualify or disqualify the university branch or chapter from institutional privileges. A group shall become an organization when formally recognized by the university according to the procedures and regulations established by the office of student engagement. No group may be so recognized or continue to be recognized if its purposes or programs are in conflict with this Code of Student Rights or with the laws of the State or of the United States.

1.11

A student group or organization may distribute written material on campus without prior approval provided that such distribution is consistent with the policies of the university, including the university’s Advertising, Distribution, Solicitation and Facilities Usage Policy, and the applicable laws of the State and of the United States, and provided that it does not disrupt the operation of the university.

1.12

The student press is to be free of censorship. The editors and managers shall not arbitrarily be suspended because of student, faculty, administration, alumni or community disapproval of editorial policy or content.

1.13

All students shall have the right to be represented in the Student Senate of the Student Government Association, and they further shall have all rights that constituents in democratic societies have including, but not limited to, the right of petition and recall of their representatives.

1.14

Students have limited rights of privacy while on university premises, which extend to living quarters in residence halls. The following activities shall not be considered to impinge upon such rights of privacy: the entry of a room to provide maintenance inspections or repair services; entry when there is reasonable cause to believe that a health or safety issue exists; entry when there is reasonable evidence of a disruption of peace that substantially interrupts the daily operations of the residence hall and/or floor community; entry of a room when a student permanently vacates the room; entry of a room when a student vacates a room for a break period; the search of student rooms by civil authorities in accordance with local, state, or federal laws; the removal of substances or property in violation of university policy or law during a routine health or safety inspection; the removal of substances or property in violation of university policy or law when in plain view; and the removal of substances or property in violation of university policy or law during a situation when a university official, in the course of the official’s duties, believes an emergency situation exists which poses threat of harm to a member of the campus community or to university property. Students should not expect these limited rights of privacy to extend to computer accounts and electronic mail. The university reserves the right to access student files and accounts as a part of normal routine tasks and for the purposes of investigating alleged wrongdoing.

1.15

All students shall have the right to have their academic and conduct records protected from unauthorized access by any person without the written consent of the student involved, except as allowed by state and federal law.

1.16

All students shall have the right to access, according to published university regulations and/or procedures, all university structures where student fees or fines directly contribute to the upkeep of said buildings, except private offices and other areas where student access could compromise privacy. These buildings shall include, but are not limited to, Plaster Student Union, Hammons Student Center, McDonald Arena, Meyer Library, Robert W. Plaster Stadium, Betty and Bobby Allison North Stadium, Betty and Bobby Allison South Stadium, Betty and Bobby Allison Recreational Fields, Betty and Bobby Allison Sand Volleyball Courts, Student Exhibition Center and Magers Health and Wellness Center.

1.17

All students shall have the right to be secure from having these rights infringed upon by university administrators, faculty, support staff or fellow students.

1.18

All students have a right to be offered reasonable protection from retaliation, intimidation and/or harassment. Students who believe they have experienced retaliation, intimidation and/or harassment are encouraged to seek assistance from one of a number of campus resources. The dean of students office, the office of student conduct, the office of the Title IX coordinator and the office for institutional equity and compliance all have staff and resources available to assist students who believe they may be the victim of retaliation, intimidation and/or harassment.

1.19

The university community is a community of people with respect for diversity. The university emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff and students. In accord with federal law and applicable Missouri statutes, the university does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the university. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972

### Article II: Responsibilities

Missouri State University has a single purpose: to develop educated persons. It is thus committed to the search for knowledge. It recognizes that human curiosity explores unknown intellectual worlds as well as unknown physical worlds. In a world where knowledge can become outdated in less than a decade, the university is committed to the discovery and dissemination of knowledge that serves the future.

Educated persons are developed through the interaction of competent, caring faculty and capable, motivated students, supported by dedicated professional staff. It is assumed that the three components of the university, faculty, students and staff, come together as a community in pursuit of the single purpose of the university. In joining this community, students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming members of the university community.

2.1

Academic integrity and honesty are the foundation of the university community. Students are expected to practice academic integrity in all assigned work. Students are expected to be honest in all interactions with other students, faculty and staff.

2.2

The university has the inherent right to promulgate appropriate rules and regulations for the orderly conduct of university business and the protection of the health and safety of the university community. Students are expected to comply with all published and stated rules and regulations.

2.3

Members of the faculty and staff have the authority to properly direct student conduct in concert with the authority stated above. Students are expected to comply with directives of university officials who are acting in performance of their duties. Students must comply with directives even when they disagree with the directives. A student retains the right to appeal an issued directive through the administrative structure that exists for the faculty or staff member who issued the directive, through established policies.

2.4

The search for knowledge can only take place within an atmosphere of open exchange. Open exchange can only take place in an environment of respect and civility. The university has an economically, culturally and ethnically diverse population. Students are encouraged to respect differences of culture, lifestyles and religions as well as to respect freedom of expression. Additionally, students are encouraged to behave in a manner that is both respectful and civil.

2.5

The campus and its grounds, facilities and equipment are provided largely by the people of the State of Missouri for the students of the university. Students are expected to protect and guard these resources.

2.6

Individual compliance with university rules and regulations can only partially ensure a safe and orderly environment. Being a responsible member of the community also implies encouraging behaviors in others which are consistent with these rights and responsibilities, discouraging behaviors which are inconsistent, and taking positive action in the face of violations. Minimally, students are expected to participate in the process of adjudicating violations of university expectations, rules and/or regulations. This implies that students will report violations for which they have knowledge and participate in the conduct process as necessary.

2.7

Good Citizen Policy. The welfare of our students is of the highest importance to Missouri State University. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. Missouri State University hopes that these students will seek help, and that other students will respond to obtain the help that their fellow student needs. To that end, Missouri State University intends to minimize any hesitation that students might have in obtaining help due to concern that their own behavior might be a violation of university policy.

The university pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the university, to the extent possible, will consider the positive impact of reporting an incident on the welfare of students when determining the appropriate response for university policy violations by the reporter of the incident. Any possible negative consequences for the reporter of the problem should be weighed against the possible negative consequences for the student who needs intervention. At a minimum, Missouri State University suggests that a student anonymously report any situation that would put the student in need in touch with professional help. To report an incident, contact the Office of Student Conduct, Plaster Student Union, Room 405 (417-836-6937). Incidents may also be reported through the office of student conduct website.

2.8

Attending classes becomes a responsibility of students when they are admitted to the university and for as long as they are in good standing. Students are expected to attend class in accordance with the rights and responsibilities afforded them by the university’s Attendance Policy.

2.9

The primary interaction between faculty and students, which produces educated persons, is in the classroom in the individual course setting. Requirements of participation in classroom discussion and submission of written exercises are consistent with this document.

2.10

Pursuant to the university’s Class Disruption policy, the course instructor has original jurisdiction over the class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the Grade Appeals and Academic Grievances policy.

2.11

Pursuant to the university’s Non-Discrimination Policy Statement, students are not permitted to discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information or any other basis protected by applicable law in connection with their activities as members of the university community.

2.12

Students will be held responsible, pursuant to this Code, for the behavioral acts of their guests when such acts are in violation of the Code and occur on university premises or in conjunction with university-sponsored or supervised activities.

### Article III: Authority and Jurisdiction

3.1

The State of Missouri has delegated, by statute, authority for the governance of Missouri State University to the Board of Governors. This includes "full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all students while enrolled as such" and the authority to enforce obedience to those rules and regulations. It also has the power to delegate student conduct authority.

3.2

Generally, jurisdiction and the conduct process will be limited to behavior which occurs on university premises or at university-sponsored activities. Jurisdiction and the conduct process will apply to the conduct of students, student groups and student organization which occurs off of university premises when such conduct adversely affects the university, a member of the university community or the reflects a clear disregard for the rights and responsibilities found herein.

3.3

Each student will be responsible for complying with this Code from the time of application for admission through the actual awarding of a degree as well as during the academic year and during periods between terms of actual enrollment (even if their conduct is not discovered until after a degree is awarded). The Code shall apply to a student’s conduct violation even though the conduct violation may have occurred before classes begin or after classes end. The Conduct Officer may choose to purse conduct charges even if the student withdraws from school while a conduct matter is pending.

### Article IV: Proscribed Conduct

Any student found by the University to have committed any of the following misconduct is subject to the consequences outlined in Article VII. The authority to determine if a specific act is subject to consequences shall be determined pursuant to the procedures set forth in this Code or university policy, as applicable.

4.1

Non-Academic Acts of Dishonesty: Non-Academic Acts of Dishonesty are acts of dishonesty not related to the student’s academic performance. Non-Academic Acts of Dishonesty may include, but are not limited to, the following:

1. Furnishing false information to any university official, faculty member or office, or the use or possession of any form of false identification.
2. Forgery, alteration, or misuse of any university document, record or instrument of identification.
3. Tampering with the election of any student organization.

Acts of dishonesty that are related to a student’s academic performance, and any incident of alleged academic dishonesty committed by any student at Missouri State University outside of the context of enrollment in any particular course, are not governed by this Code, but are instead governed by the Student Academic Integrity Policies and Procedures. This document is available in the office of the provost and in the office of academic affairs.

4.2

Disruption or obstruction of teaching, research, administration, conduct proceedings, other university activities, including its public-service functions on or off campus or university-sponsored or supervised activities.

4.3

Discriminatory Harassment, which is unwelcome conduct directed toward another person or an identifiable group of persons on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information or any other basis protected by applicable law, which is severe, or pervasive in nature, and objectionably offensive, such that it undermines and detracts from the person or identifiable group’s education experience such that the student(s) are effectively denied equal access to the university’s resources and/or opportunities. See Op1.02-2 Discrimination Complaint and Investigation Procedures. For additional information regarding the adjudication of allegations of discriminatory harassment, see Article VI.

4.4

Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property.

4.5

Hazing, an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with or as a condition of continued membership in a group or organization. The express or implied consent of the student will not be a defense to a violation of hazing. The willing participation or acquiescence of the student subject to the hazing activity is no defense and is still a violation of this policy.

4.6

Failure to comply with directives of university officials or law enforcement officers acting in performance of their duties (including, without limitation, failure to comply with a no-contact directive) and/or failure to identify oneself to these persons when requested to do so.

4.7

Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises that have restricted access.

4.8

Violation of university policies, rules or regulations including but not limited to: The University Catalog, Policy and Ethics for Student Computer Use and Computer Network Use, The Guide to Residence Hall Living and the University Policy Library.

4.9

Violation of federal, state or local laws and ordinances on university premises or at universitysponsored or -supervised activities. Violations of federal, state or local laws and ordinances that occur off campus when the conduct adversely affects a member of the university community or the behavior reflects a clear disregard for this Code, state law or federal law.

4.10

Use, possession or distribution of narcotics or other controlled substances, or related paraphernalia, except as expressly permitted by federal law. Including the use of prescription medications without proper prescription or used counter to the directions of a valid prescription. Additionally, the misuse of any products for the purposes of obtaining a similar effect as illegal drugs. Recommended minimum consequences for a violation of this, Section 4.10 are outlined in Section 7.11.

4.11

Use, possession, or distribution of alcoholic beverages or alcohol paraphernalia (as defined in this Code) except as expressly permitted by the law and university regulations, or public intoxication on university premises. Recommended minimum consequences for violations of the alcohol policy are outlined in Section 7.11.

4.12

Possession and/or use of firearms, fireworks, explosive weapons and other weapons, as defined by university policy and Missouri law, on university premises.

4.13

Tampering with fire alarms, extinguishers and/or other safety equipment.

4.14

Participation in a campus demonstration which disrupts the normal operations of the university and infringes on the rights of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on university premises or at a university sponsored or sanctioned event.

4.15

Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at universitysponsored or -supervised functions.

4.16

Unauthorized Surveillance: making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms and restrooms. Also prohibited is the intentional or knowingly viewing, storing, sharing and/or other distribution of such unauthorized images by any means.

4.17

Unauthorized distribution of sexually explicit images, sharing, displaying or otherwise distributing nude or sexually explicit images of another individual without that individual’s consent, even if the image was lawfully made or taken with consent. The knowing or intentionally viewing of an image by a third-party when the third party knows or has reason to know that the subject of the image has not consented to such viewing or distribution is likewise a violation of this section.

4.18

Abuse of computing resources, including but not limited to:

1. Sharing a university account password with others, allowing anyone else to use your account or use someone else’s account.
2. Copying, sharing, uploading, downloading, sending or knowingly receive copyrighted or trade/service marked materials without authorization.
3. Fraudulently accessing and interfering with computer systems, resources, data or other users.
4. Examining, altering or attempting to examine or alter another computer user’s private files or electronic communications without authorization.
5. Using or altering electronic communications to hide identity or impersonate another party.
6. Disrupting, attempting to disrupt or supporting the disruption of university or external information technology services, systems or users.
7. Violating Missouri State University’s Acceptable Use and/or Computers/Networks policies.

4.19

Physical Misconduct, including but not limited to:

1. Inflicting bodily harm or unwanted physical contact upon any person.
2. Taking any action for the purpose of inflicting harm upon any person.

4.20

Sexual Harassment as defined in the university's Title IX Sexual Harassment Grievance Procedure policy, Op1.02-11.

Note: Unlike other prohibited conduct outlined in this Article IV, allegations of Sexual Harassment are processed through Op1.02-11, the university’s Title IX Sexual Harassment Grievance Procedure policy. As discussed in more detail below in Article VI, the Office of Student Conduct may address allegations of Sexual Harassment that do not meet the definition or jurisdictional requirements of the Title IX Sexual Harassment Grievance Procedure. Allegations of Sexual Harassment, as defined by Op.1.02-11 should be filed with the Title IX Coordinator, 901 S. National Ave., Springfield, Missouri 65897, 417-836-6810, TitleIX@MissouriState.edu.

4.21

Abuse of the Conduct System, including but not limited to:

1. Failure to obey the summons of a conduct officer or university official.
2. Providing false, distorted or misrepresenting information before an adjudicator in a university process determining responsibility (e.g., conduct officer, university official, hearing authority, and/or decision maker).
3. Disruption or interference with the orderly conduct of a conduct proceeding.
4. Institution of a conduct proceeding knowingly without cause.
5. Attempting to discourage an individual’s proper participation in, or use of, the conduct system.
6. Attempting to influence the impartiality of any member of a conduct proceeding prior to, during and/or after a conduct meeting and/or hearing.
7. Retaliation against any person participating in the conduct process.
8. Failure to comply with consequences imposed following a conduct proceeding.
9. Influencing or attempting to influence another person to commit an abuse of the conduct system.

4.22

Violations of Missouri State University’s Tobacco Use/Smoking Policy.

4.23

Assisting, facilitating or encouraging, through act or omission, any person or group with committing or attempting to commit a violation of this Code or federal/state laws and regulations. Failure to leave or report a situation where any person is committing or attempting to commit a violation of this Code.

### Article V: Violation of Law and University Conduct

5.1

University student conduct proceedings may be instituted against a student charged with conduct that potentially is a violation of both criminal law and this Code. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceeding off-campus at the discretion of the office of student conduct. Determinations made or consequences imposed under this Code shall not be subject to change because criminal charges were dismissed, reduced or resolved in favor of or against the criminal law defendant. In cases involving potential criminal conduct the office of student conduct, in conjunction with the dean of students and other appropriate university officials, will determine whether law enforcement shall be notified.

5.2

When a student is charged by federal, state or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the Code, or other university policy, however, the university may advise off-campus authorities of the existence of university policy and of how such matters will be handled internally within the university community. The university will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff members and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### Article VI: Student Conduct Adjudication Policies

The development of self-discipline is a goal of education, and the student conduct process is intended to be educational in nature. The student conduct adjudication process described herein is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. Therefore, formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the student conduct adjudication process described in this Code. The student conduct adjudication process outlined below is designed to balance the rights and responsibilities of the student accused of wrong doing with the rights of the university community, including but not limited to, the complaining student, other students, faculty, staff and the public.

6.1

Subject to other university policy, any member of the university community may file a complaint against any student or student organization for alleged violations of this Code. The complaint may be prepared in writing or notice may be given in another manner and directed to the office of student conduct, which has been given responsibility of the administration of the university conduct system. Any complaint should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than twelve (12) months from the date the person knew or should have known of the alleged violation. In most cases students will not undergo more than one conduct process within the university for the same incident.

6.2

Violations of Code policies (other than violations of Op1.02-2 and Op1.02-11): After receiving an incident report or other indication of Code violations, the office of student conduct, or their designee, may proceed as follows:

1. Assign appropriate conduct officer.
2. Conduct officer conducts an investigation of the allegations, or other validation of the allegations received.
3. If appropriate, send a charge letter indicating:
   1. The sections of the Code or other university policies allegedly violated
   2. Date, time and place the alleged violation occurred (if available)
   3. A concise summary of the alleged violation
   4. A list of witnesses (to be supplemented later if necessary)
   5. A date, time and location for the respondent to meet with the conduct officer. The respondent’s class schedule shall be consulted; the respondent may ask the conduct officer for an alternate date and time to meet within the deadline listed in the letter. The decision to alter the meeting time and date is at the discretion of the conduct officer.

6.3

Alleged Violations of Title IX Sexual Harassment Grievance Procedure policy: If the university receives an allegation of sex discrimination, including sexual harassment, the university will address such allegations through the Governing Policy and the Grievance Procedure Policy. The conduct officer will forward any allegations of sex discrimination to the appropriate official as indicated in university policy. Allegations of Sexual Harassment that fall within the scope of the Op1.02-11 will be handled entirely through that policy, unless dismissed pursuant to that policy.

6.4

Allegations of Discrimination Based on a Protected Class: All allegations and complaints of discrimination based on a protected class that fall outside of Op 1.02-11 either due to the jurisdictional limitations or due to a dismissal pursuant to that policy will be investigated pursuant to Op1.02-2 Discrimination Complaint and Investigation Procedures policy. After completing an investigation, the investigator will prepare a document summarizing the investigation and the finding from the investigation. Such document will be provided to the office of student conduct. After receiving the document from the equity investigator, the conduct officer assigned to the complaint will proceed as follows:

1. Prepare and send correspondence to the individual identified as the respondent in the Investigative Report scheduling a Conduct Meeting where the assigned conduct officer will discuss situation described in the document, the proposed charges against the Respondent, the consequences proposed by the conduct officer, and the Respondent’s position on responsibility. At this Conduct Meeting, the Respondent will be given the opportunity to review the document prepared by the equity investigator, conduct officer charges and give a summary of information to be presented as to allow preparation of refutation. The Respondent will be given the opportunity to review any materials referenced by the equity investigator in the document including but not limited to: audio recordings, and exhibits;
2. Answer questions and provide any necessary clarification of the Code and/or its procedures;
3. Discuss the respondent’s level of responsibility in the conduct situation. The Respondent may give additional information, present additional pertinent documents, or records pertaining to the incident, and present additional witnesses which were not provided during the investigative phase.

6.5

Unless otherwise required by other university policy, the office of student conduct will facilitate a Conduct Meeting, at which time the following matters may be discussed:

1. The conduct officer will go over the charges and give a summary of the information to be presented.
2. The conduct officer will answer any questions and provide any requested clarification of the Code and/or its procedures.
3. The respondent may respond to the charges and provide any information the respondent believes to be relevant in determining responsibility. The respondent has the opportunity to present information, ask questions, present records or documentation pertaining to the incident, present witnesses and provide explanations to the conduct officer.
4. The conduct officer and the respondent will discuss the respondent’s level of responsibility relating to the allegations and attempt to come to an agreement regarding responsibility (or lack of responsibility) and consequences as necessary. If an agreement is reached, a Case Resolution Form (CRF) will be filled out by the conduct officer.
5. If the respondent fails to attend the scheduled conduct meeting, the conduct officer may, at his or her discretion, conduct the meeting in the respondent’s absence and render a finding of responsibility or no responsibility. In these cases, the conduct officer will complete a CRF and send a findings letter to the respondent; the respondent is responsible for fulfilling or upholding the consequences listed within the letter. The respondent may appeal the conduct decision but must follow the appeals processes outlined in Article VIII of this document.
6. In matters concerning hearings and where the director of student conduct is not serving in a hearing authority capacity, the director of student conduct and/or office of student conduct staff will assist both the respondent and the complainant in understanding the hearing process.
7. The conduct officer’s determination will be made by a preponderance of evidence, on the basis of whether or not it is more likely than not that the respondent violated the Code of Student Rights and Responsibilities.
8. The Respondent may be accompanied by an advisor. The advisor may be an attorney, but is not required to be an attorney. The advisor will not be permitted to actively participate in any Conduct meeting. In consideration of the limited role of advisors and of the compelling interest of the university to expeditiously resolve allegations of violations of the Code, the work of a conduct officer will not, as a general practice, be delayed due to the unavailability of an advisor. The responding student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

6.6

Where appropriate, following a Conduct Meeting, the parties may have a right to a hearing as set forth below:

1. In cases where the conduct officer and the respondent are unable to come to an agreement on responsibility and/or consequence, or the respondent fails to appear for the conduct meeting, and the conduct officer’s chosen consequence does not include any separation between the student and the university (e.g. 7.1h, 7.1k, 7.1l, 7.1m, 7.1n, 7.1o, or 7.1p), then the finding of the conduct officer will be applicable, unless the respondent submits an appeal to the dean of students pursuant to Section VIII below.
2. In cases where the conduct officer and the respondent are unable to come to an agreement on responsibility and/or consequence, and the conduct officer’s chosen consequence includes a sanction separating the student from the university (e.g. 7.1h, 7.1k, 7.1l, 7.1m, 7.1n,

7.1o, or 7.1p), the respondent shall have the right to request a hearing in front of a hearing authority.

1. In cases where the respondent fails to appear for the conduct meeting and the recommended consequence includes separation between the student and the university (e.g. 7.1h, 7.1k, 7.1l, 7.1m, 7.1n, 7.1o, or 7.1p) the conduct officer will designate an entry of not responsible and set up a hearing with a hearing authority.

6.7

Any hearing conducted pursuant to the Code shall be conducted in order to provide a fair opportunity for hearing of every participant’s position, explanations and information according to the following guidelines:

1. Hearings will be conducted in private. Only individuals serving a defined purpose will be allowed to participate (e.g., complaining and responding students, identified witnesses, advisors to participants, emotional support individuals), and only to the extent necessary for that defined role (i.e., emotional support individuals may sit in close proximity to a witness while being questioned, but then must leave for all other aspects of the hearing).
2. The parties to a hearing must each inform the office of student conduct of witnesses who they intend to have provide information at the hearing at least five (5) business days in advance of the hearing. The hearing authority may determine that there are other relevant persons who know information about the situation and invite them to participate in the hearing to share their information.
3. The hearing authority may cause to be removed from the hearing any person who disrupts or impedes the hearing, or who fails to adhere to the rulings of the hearing authority.
4. Unless prior arrangements have been approved by the hearing authority, the complaining party should appear as part of the conduct officer’s presentation of charge(s) before the hearing authority.
5. If the respondent has been properly notified of the hearing, but fails to appear, the hearing may take place in the respondent’s absence and the findings and consequences will be binding on the respondent, subject to the respondent’s right to appeal pursuant to Article

VIII.

1. In hearings involving more than one accused student, the hearing authority, at his or her discretion, may decide to separately conduct the hearings concerning each student.
2. Both parties to a hearing have the right to be assisted by an advisor of their choosing and at their own expense. A party is allowed only one (1) advisor, unless otherwise approved by the hearing authority. The party’s advisor may be an attorney. Participants are each responsible for presenting their own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing. It is the responsibility of the participants to notify the office of student conduct of the identity of their advisor no later than five (5) business days in advance of the hearing date.
3. In consideration of the limited role of advisors and of the compelling interest of the university to efficiently resolve allegations of violations of the Code, the work of a hearing authority will not, as a general practice, be delayed due to the unavailability of an individual’s advisor.
4. Presenting information and rebutting information presented at a hearing are rights available to both parties. However, certain circumstances may make it prudent to limit either party from submitting direct questions to a witness or participant. Therefore, at the discretion of the hearing authority, all questions may be submitted in writing to the hearing authority to ask the questions on the parties’ behalf. Only those questions appropriate and relevant will be allowed by the hearing authority.
5. It is the responsibility of the person desiring the presence of a witness before a hearing to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot reasonably be expected to appear. Any written statement must be dated, signed, and include verification that the individual submitting the statement is in fact the author of the statement (e.g., notarized, signed in front of a university official). The work of a hearing authority will not, as a general practice, be delayed due to the unavailability of a witness.
6. The hearing authority may accept for consideration all information which reasonable persons would accept as having relevance to the allegations. Unduly repetitious, personally abusive information, or evidence overly extraneous to the charges under consideration should be excluded.
7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the hearing authority. The office of student conduct must receive such pertinent records, exhibits and written statements at least five (5) business days prior to a hearing for a party to include such evidence in the hearing, unless as otherwise allowed by the hearing authority. All parties will be allowed similar and timely access to materials introduced during a Hearing.
8. All procedural questions during the hearing are subject to the final decision of the hearing authority.
9. The hearing authority will conduct deliberations in private as to a Respondent’s responsibility and, if necessary, appropriate consequences. The hearing authority shall determine whether the respondent has violated each of the charged sections of the Code.
10. The hearing authority’s determination shall be made on the preponderance of evidence, on the basis of whether it is more likely than not that the respondent violated the Code.
11. Any participant in a hearing who has a disability and requires accommodation in order to fully participate in the hearing should arrange accommodations from the Disability Resource Center in advance of the hearing.
12. There may be circumstances in which participants to a hearing may request that individuals are visually blocked from view during the hearing. Such a request will be evaluated on a case by case basis by the hearing authority. If such a request is granted, every effort will be made to ensure that all parties have the ability to present questions to any individual, regardless of that individual being physically present or visible.
13. The hearing authority will conduct separate deliberations in private as to the appropriate consequences for those violations it has determined the respondent has violated. The hearing authority will entertain recommendations from both parties as to appropriate consequence. A respondent’s past violations and consequences (including past violations and consequences that occurred at any of the university’s campuses or at another institution of higher education) may be relevant and considered when determining action or appropriate consequences.

6.8

A digital recording of all hearings will be recorded by the office of student conduct and the hearing authority. The record shall be the property of the university. No other party will be allowed to make a separate recording of any type. Both parties to the proceeding will have access to inspect the digital recording, at the office and the discretion of the office of student conduct, and pursuant to the restrictions applied by the office of student conduct and this Code.

6.9

The hearing authority will provide the parties CRF which will outline the hearing authority’s finding on responsibility and consequences. The CRF will also include a written summary of the hearing authority’s rationale for its finding of responsibility and consequences. Following completion of a CRF, the respondent will receive an office of student conduct outcome letter, summarizing any charges and consequences resulting from the conduct adjudication process.

6.10

Except in the case of a student charged with failing to obey the summons of a hearing authority or University official, no student may be found to have violated the Code solely because the student failed to appear for a hearing. In all cases, the information in support of the charges shall be presented and considered.

6.11

The University records of a student may be placed on a hold under this Code when a student:

1. Is given sufficient notice to respond to a letter of conduct charges and fails to respond.
2. Does not fulfill a conduct consequence within the deadline established by a hearing authority or by agreement with a conduct officer.
3. Has received a consequence that prohibits future enrollment.
4. Has indicated a criminal charge or conviction on the application for admission and must provide requested information to the dean of students that is relevant to reaching an admissions decision.
5. Has been summoned by the dean of students, office of student conduct staff or a designee for a meeting concerning the student’s alleged misconduct and will not comply with the request.

6.12

The purpose of a hold is to compel a student to fulfill an obligation to the dean of students office (including the office of student conduct). A Student Life (SL) hold on records denies the student the right to register for future classes or change class registration until cleared by the office of student conduct staff, conduct officer, hearing authority, or dean of students. A hold on records will be removed by the office of student conduct when the student fulfills the required conditions. A student receiving a hold may seek relief from the vice president for student affairs. The student shall request relief in writing. Upon review, the vice president can amend the conditions of the hold or remove the hold.

6.13

Through the course of the conduct process, the university will maintain records relating to an individual’s participation in the conduct process. This conduct file, including the outcome of a conduct meeting or a hearing and the consequences imposed, are educational records, and are protected from release under the Federal Education Rights and Privacy Act (FERPA), except as otherwise required or permitted by law.

1. The office of student conduct will facilitate the disclosure of the student’s conduct file upon written request. In order to request a copy of the conduct file an individual (or their next of kin) should submit a request to the office of student conduct.
2. Following release of an acceptable written request, the office of student conduct will release a redacted version of the student’s conduct file. Such redaction will still include the name of the respondent party, the charges pursued in the conduct process, and any consequence imposed against the respondent.
3. Conduct records of student organizations may be requested through the university’s custodian of records office.

### Article VII: Consequences

7.1

In the discretion of the conduct officer or hearing authority, the following educational consequences may be imposed upon any student found to have violated any provision of this Code:

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Loss of Privileges – Denial of specified privileges for a designated period of time.
3. Fines – Fines may be imposed consistent with the schedule of fines adopted by the Board of Governors.
4. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Discretionary Consequences – Work assignments, service to the university, or other related discretionary assignments which may include, but are not limited to, an apology, restriction upon privileges, a research paper or written statement, evaluation for alcohol/drug abuse, completion of university programming or other consequences deemed appropriate.
6. Level One Probation – Is imposed for a specific period of time and affects the student’s good standing in the university. While on level one probation, the student may be declared ineligible to campaign for or hold office or other leadership roles in a student organization,

or represent the university in any intercollegiate activity. If found responsible for a violation of the Code while on level one probation, this may result in suspension or dismissal.

1. Level Two Probation – Is imposed for a specific period of time and affects the student’s good standing in the university. While on level two probation the student shall be declared ineligible to campaign for or hold office or other leadership roles in a student organization. The student shall not represent the university in any university sponsored activity or position. While on Level Two probation students are prohibited from participating in the Education Abroad program, attending conferences on behalf of the university, or representing the university at an official function, event, or intercollegiate competition as a player, manager or student coach. If found responsible for a violation of the Code while on level two probation, it may result in separation from the university (e.g., denial of privilege to re-enroll, suspension or dismissal) at the discretion of the conduct officer.
2. Denial of Privilege to Re-enroll – This places the student on level two probation, permits the student to complete the current semester barring further violations, but prohibits the individual from enrolling for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. While prohibited from enrolling, the student is denied access to university owned or leased grounds, facilities and vehicles, and all university planned, promoted or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization’s activities on or off-campus. A hold is placed on the student’s records.
3. University Housing Probation – Probation is for a specified period of time and includes the probability of suspension or expulsion from university housing if the student is found to be in violation of university policy during the probationary period.
4. Parental Notification – The Family Educational Rights and Privacy Act (FERPA) permits an institution of higher education to disclose to parents or legal guardians the results of conduct hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 may be notified of all violations of university narcotic or other controlled substance policies (Section 4.10) and those alcohol violations (Section 4.11) that result in an assessment for chemical dependency, residence hall probation or a more severe consequence, as allowed under FERPA regulations.
5. University Housing Suspension – Separation of the student from occupancy in university housing for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. The student may be denied access to dining facilities connected to university housing during the suspension. A permanent conduct record is maintained.
6. University Housing Expulsion – Permanent separation of the student from university housing. The student shall be permanently denied access to occupancy in university housing, and access to all university housing (including dining facilities connected to university housing). A permanent conduct record is maintained.
7. Suspension – Separation of the student from the university for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. While on suspension, the student is denied access to university owned or leased grounds, facilities, equipment, computer networks and vehicles, and all university planned, promoted or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization’s activities on or off campus. An SL (Student Life) hold is placed on the student’s records. A permanent conduct record is maintained.
8. Dismissal – Permanent separation of a student from the university. When dismissed, a student is denied access to university owned or leased grounds, facilities and vehicles, and all university planned, promoted or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending any student organization activity. There is a permanent SL (Student Life) hold on the student’s records. A notation is made on the student’s permanent academic record with removal resulting only from action by the president of the university. A permanent conduct record is maintained.
9. Revocation of Admission and/or Degree – Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation or other violation of university standards in obtaining admission or the degree, or for other serious violations committed by a student prior to graduation.
10. Withholding Degree – The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all consequences assigned, if any.

7.2

More than one of the consequences listed above may be assigned for any single violation.

7.3

Other than dismissal, 7.1n, conduct consequences shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential conduct record, which will be maintained in a specified area of the dean of students office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA). Conduct records are maintained in the office of student conduct for seven (7) years from imposition of the most recent consequence, except in cases where the consequence is residence hall expulsion, suspension and dismissal. Residence hall expulsion and suspension cases will be kept as a permanent conduct record but will not be noted on the academic transcript. Cases of dismissal are permanent and, unlike other conduct records, appear as a notation on the academic transcript. The Conduct Records Policy is in compliance with the state’s Records Retention Schedule. All conduct records concerning student organizations are maintained permanently for archival purposes.

7.4

Conduct cases that are incomplete, due to factors such as the student’s not responding to conduct charges or not fulfilling an educational consequence, remain a conduct record until required actions are completed by the student. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.

7.5

In addition to the consequences set forth in Section 7.1, the following educational consequences may be imposed upon student groups or student organizations following a finding of responsibility for a conduct violation:

1. Revocation of University Recognition – Loss of all privileges, including university recognition, for a specified period of time. Conditions for recognition may be imposed.
2. Dismissal – permanent revocation of university recognition.

7.6

Temporary or Provisional Orders – In addition to the authority granted in Section 2.3 of this Code, the dean of students is empowered to impose temporary or provisional orders to preserve the status quo or to prevent the potential endangerment of persons or property. Such temporary or provisional orders are not intended to replace the university’s conduct adjudication process. Generally, such orders should be limited to those circumstances where the dean has good cause to believe that the student, or the student’s behavior, poses a threat to the status quo of the university community or member(s). A student shall receive a written copy of the order, which specifies the conditions of the order, the duration of the order, the consequence for violation of the order and how the record of the order will be maintained.

7.7

A student receiving a temporary or provisional order may seek relief from the vice president for student affairs. The student shall request relief in writing. Upon review, the vice president can affirm the order, amend the conditions of the order or remove the order.

7.8

Interim Suspension – In certain circumstances, the university may impose a university or residence hall suspension prior to a hearing before a hearing authority or other university adjudication (e.g., Title IX Grievance Process).

7.9

Interim Suspension may be imposed only:

1. To ensure the safety and well-being of members of the university community or preservation of university property.
2. To ensure the student’s own physical or emotional safety and well-being.
3. If the student has violated a provisional order put into effect to ensure the safety and wellbeing of members of the university community or preservation of university property.
4. If the student poses a threat of disruption of, or interference with, the normal operations of the university.
5. Following an individualized safety and risk analysis in which the dean of students determines that based on the allegations of sexual harassment, there is an immediate threat to the physical health or safety of any student or other individual.

7.10

During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or computing and networking facilities and resources and/or all other university activities or privileges for which the student might otherwise be eligible, as the dean of students or conduct officer may determine to be appropriate. The student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the date, time and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat or may contest whether a campus policy was violated.

7.11

Violations of university drug and alcohol policies are cumulative over the duration of a student’s tenure at the university and a schedule of minimum consequences will be assigned. All monetary fines for alcohol and other drug violations go into an alcohol education account that supports classes, assessments and other educational efforts. A schedule of fines will be approved yearly by the Board of Governors and placed on the office of student conduct website:

1. Use or Possession of Drug Paraphernalia and/or Marijuana:

First Violation: Participation in CASICS education program; fine; Level Two Probation for a period of one year; Level One Probation for one year following the previous probation; and parental notification, as allowed under FERPA regulations.

Second Violation: Separation from the university for one semester (e.g. suspension, or denial of privileges to re-enroll) and parental notification, as allowed under FERPA regulations.

1. Use or Possession of a Controlled Substance Other Than Marijuana:

First Violation: Participation in CASICS education program; fine; parental notification, as allowed under FERPA regulations, Level Two Probation for a period of two years; and any additional consequence as deemed appropriate by the conduct officer.

Second Violation: Separation from the university for one year (e.g. suspension or denial of privileges to re-enroll) and parental notification, as allowed under FERPA regulations.

1. Possession of a Controlled Substance with Intent to Sell or Distribute: First Violation: Dismissal from the university.
2. Use, Possession or Distribution of Alcohol:

First Violation: fine; participation in BASICS education program; and 2 reflection papers. Second Violation: fine; participation in BASICS education program; at least fifteen (15) hours of approved community service; university housing probation for one (1) year; and/or Level One probation for a period of one (1) year; Parental notification, as allowed under FERPA regulations.

Third Violation: Parental notification, as allowed under FERPA regulations; university housing suspension; assessment for chemical dependency; Level Two Probation for a period of one year; and a fine.

Fourth Violation: Separation from the university (e.g. suspension or denial of privileges to re-enroll) for one semester. Prior to re-admittance, the student will be required to meet with the dean of students (or designee) to discuss and demonstrate readiness to be at the university. The student may be asked to submit documentation of successful substance abuse treatment. Students readmitted after a Fourth Violation will not be eligible for university housing.

1. Possession of Alcohol Paraphernalia:

First Violation: warning and removal of paraphernalia item.

Second Violation: paper and removal of paraphernalia item.

Third Violation: Parental notification, as allowed under FERPA regulations; university housing probation; and removal of item.

Fourth Violation: University housing suspension (e.g. suspension or denial of privileges to re-enroll) for one semester. Prior to re-admittance, the student will be required to meet with the dean of students (or designee) to discuss and demonstrate readiness to be at the university.

### Article VIII: Appeals

8.1

Within five (5) business days of issuing the office of student conduct’s outcome letter, the complaining student or the respondent may appeal the decision of the conduct officer or hearing authority by submitting a request for appeal to the dean of students through the office of student conduct’s website.

Subject to Section 8.6, the dean of students may choose a designee to review an appeal. In the event a conduct decision was made by the dean of students, the appeal shall be delivered to the vice president for student affairs who will designate an appeal authority to review the appeal.

8.2

Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following two (2) bases:

1. Procedural Error: 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 complainant a reasonable opportunity to prepare and present information that the Code was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations, or
2. New Information: 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.

8.3

In the event the student appealing a decision or a consequence wishes to review the verbatim record of the Hearing, they may make application to the office of student conduct. The verbatim record will remain in the possession of the university during the review. Under no circumstances will a copy of the recording be released. The period for appealing the decision of the hearing authority will not be extended for purposes of reviewing the verbatim record.

8.4

In the event a verbatim recording is not available due to mechanical failure or otherwise, the absence of the verbatim record shall not, in itself, be cause for appeal. In such cases the office of student conduct staff will provide the hearing record, which will be considered sufficient for review by an appeal authority.

8.5

The Appeal Authority reviewing the appeal may do any of the following:

1. Remand the matter to the original hearing authority for reopening of the hearing to allow consideration of the original determination and/or consequence(s).
2. Affirm the finding of responsibility or no responsibility.
3. Reverse the finding of responsibility or no responsibility.
4. Deny the appeal because it does not fall within the parameters of or comply with the requirements set forth in this Code.

8.6

In cases where the consequence is either of Suspension or Dismissal, the President of the University will be designated as the Appellate Authority.

8.7

The students’ right to appeal ends at the Appellate Authority.

### Article IX: Interpretation & Revision

9.1

Any question of interpretation regarding the Code shall be referred to the dean of students or their designee for final determination, subject to appeal to the vice president for student affairs.

9.2

The Code should be reviewed periodically under the direction of the director of student conduct. In all cases, review of this document should be done by bodies which include students appointed by the Student Government Association.

9.3

Changes in the Code which are editorial in nature and do not affect the fundamental nature of the document, or are required to insure the Code is consistent with state or federal law, can be made by the dean of students and become effective upon approval by the president of the university.

9.4

Substantive changes recommended for the Code as a result of the review process shall be submitted to the Board of Governors for approval and adoption.

### Article X: Definition of Terms

For purposes of this Code, the following terms have the following meaning:

10.1

"Academic Dishonesty": Any one of the following acts constitutes academic dishonesty:

1. Cheating: The term "cheating" refers to using or attempting to use unauthorized materials, information or study aids in any academic exercise.
2. Fabrication: The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise.
3. Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of the Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.
4. Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet.

10.2

The term "Adjudication" means the process of reaching a determination of responsibility and consequences under this Code.

10.3

The term "Appeal Authority" means any person authorized by the dean of students to consider an appeal from a conduct officer and/or a hearing authority’s determination that a student has violated the Code or from the consequences assigned by the conduct officer and/or hearing authority.

10.4

The term "business day" means any day in which university offices are open, regardless as to whether classes are in session.

10.5

The term "Code" refers to the Code of Student Rights and Responsibilities.

10.6

The term "complainant" refers to any member of the university community who files a complaint for charges against a student or student organization.

10.7

The term "conduct advisor" means a university official authorized to serve in an advisory role in a hearing to the conduct officer.

10.8

The term "conduct officer" means a university official authorized by the dean of students to recommend consequences for students found to have violated the Code. The dean may authorize a conduct officer to serve simultaneously as a conduct advisor and the sole member or one of the members of a hearing authority. Nothing shall prevent the dean from authorizing the same conduct officer to recommend consequences in all cases.

10.9

For the definition of "consent" and other terms related to sexual violence, as well as further explanation of University policy, see Op1.02-11 Title IX Sexual Harassment Grievance Procedure policy.

10.10

The term "consequence" or "educational consequence" refers to the outcomes or terms that a student must fulfill in the event they are found responsible for policy and/or code violations.

10.11

The "dean of students" is that person designated by the university to be responsible for the administration of the Code.

10.12

The term "explosive weapons" means any explosive, incendiary or poison gas bomb or similar device designated or adapted for the purpose of inflicting death, serious physical injury or substantial property damage, or any device designed or adapted for delivering or shooting such a weapon.

10.13

The term "faculty member" means any person hired by the university to conduct classroom or other learning/teaching activities.

10.14

The term "firearms" means any weapon that is designed or adapted to expel a projectile by the action of an explosive.

10.15

The term "hearing advisor" means a university official authorized to serve in an advisory role to the hearing authority during a hearing. The hearing advisor will uphold the policies, practices, and procedures of a hearing.

10.16

The term "hearing authority" means any person authorized to determine whether a student has violated the Code and to recommend educational consequences.

10.17

The terms "may" and "should" are used in the permissive sense.

10.18

The term "member of the university community" includes any person who is a student, faculty member, university official or any other person employed by the university. A person’s status in a particular situation shall be determined by the dean of students.

10.19

The terms "must" and "shall" are used in the imperative sense.

10.20

The term "organization" means any number of persons who have complied with the formal requirements for university recognition/registration.

10.21

The term "other weapons" is to include, but not be limited to, a blackjack, switchblade knife, other than an ordinary pocketknife with no blade more than two inches in length, brass knuckles and projectile weapon such as a bow, crossbow, pellet gun, slingshot or any other weapon as defined by Missouri law.

10.22

The term "paraphernalia" includes any object that: i) contains the residue of alcohol or of an illegal drug, ii) is manufactured or sold for the consumption of alcoholic beverages or an illegal drug; or iii) is designed for the rapid consumption of alcohol. Examples of paraphernalia under this definition include, but are not limited to, a marijuana pipe or bong, blow tube, a beer bong and empty beer cans, liquor bottles or empty case of beer.

10.23

The term "respondent" refers to any student or student organization of the university community who is alleged to have violated the Code of Conduct or who is charged with violation of the Code of Conduct.

10.24 For purposes of the Code the term "student" includes all persons who have been notified of their acceptance for admission and for whom the university maintains education records or personally identifiable information and who is or who has been in attendance at the university.

10.25

The term "university" means Missouri State University.

10.26

The term "university community" means Missouri State University students, faculty and staff.

10.27

The term "university premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university.

10.28

The term "university official" includes any person employed by the university performing assigned administrative or professional responsibilities. This term specifically includes residence hall resident assistants and graduate assistants.

Effective date

Approved by Board of Governors: August 7, 2020

# Expressive Activity Policy

G5.02 Expressive Activity Policy

Missouri State University is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the university. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily university functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of others.

All individuals may exercise the right of assembly, free speech, and expression throughout the outdoor areas of campus, when doing so does not disrupt the academic mission or daily university functions, and is consistent with university policy regarding time, place, and manner limitations. Expressive activities will not be limited to any specific outdoor areas on the university campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys university property. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy.

The following three locations on campus are most appropriate for outdoor forums, rallies, demonstrations and other similar activities:

The Bear Paw, located in the North Mall

Trottier Plaza, located at the northwest entrance to Robert W. Plaster Stadium

Strong Hall Amphitheater, located outside the east entrance to Strong Hall

Individuals are not restricted to these outdoor locations for expressive activities. Priority to use the aforementioned locations will be as follows:

Members of the university community with a reservation

Other individuals or groups with a reservation

Members of the university community without a reservation on a first come, first serve basis

Other individuals or groups without a reservation on a first come, first serve basis

Any member of the university community may reserve one of these locations through the Event and Meeting Services Office (417-836-5653). All other individuals or groups may reserve one of these locations by registering with the Office of University Safety (417-836-5509). The university encourages everyone to coordinate with the Office of University Safety before conducting expressive activity on campus so appropriate arrangements can be made.

Amplification shall be limited to activities held at the Bear Paw and will be permitted only for individuals or groups who have reserved the Bear Paw. Amplification levels must not unreasonably interfere with the university's daily operations, and shall not be permitted during the university's final examination periods.

### Time, place and manner parameters

This policy will be construed and applied on a content neutral basis. The following is a list of parameters for the time, place, and manner of activities that apply to all expressive activities on campus:

The activity may not violate local ordinances or state or federal laws.

The activity may not unduly disrupt traffic, either vehicular or pedestrian, or interfere with the ingress or egress to or from any building.

The activity may not create unreasonable safety risks.

Participants in the activity must not carry or bring to the activity the following items: weapons of any kind (including but not limited to those defined in Missouri Revised Statute § 571.010), ammunition, explosives, body armor, helmets, mace/pepper spray, masks, vehicles (including but not limited to motorcycles, automobiles, all-terrain vehicles, golf carts and bicycles), torches, and any other item identified by the university as increasing the risk of injury to event attendees and the campus community, including without limitation, any item identified in Op1.01-1 University Rules for Speakers and Facilities Usage.

The activity may not deface or destroy, or create an unreasonable risk of defacing or destroying, university or other property.

Noise levels are not to interfere with classes, meetings, campus events or operations and activities on campus. Amplification equipment shall be limited to activity held at the Bear Paw with a reservation. Moreover, amplification shall not be permitted during the university’s final examination periods.

No event may exceed 8 hours in length in a 24 hour day.

The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.

Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, incites imminent lawless action, or is otherwise not entitled to protection as expression is not permitted.

Generally, indoor university spaces are not appropriate for forums, rallies, demonstrations, or similar activities; however, such activities may be permitted inside university facilities (excluding university residence halls and apartments, Greenwood Laboratory School, and university’s entertainment and athletic facilities) to the extent that such activities:

Are silent demonstrations (e.g., “sit-ins”)

Do not interfere with the reasonable operations of the specific indoor space

Comply with campus instruction

Do not extend beyond the business hours of the university’s indoor space, or

Do not otherwise violate any policy of the university, including this Expressive Activity Policy.

### Objections to expressive activities

The university recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or university policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

### Response to violations

Violations of this policy may result in removal from campus, police arrest, and/or criminal charges. Members of the university community are subject to judicial review and disciplinary sanctions. Students will be subject to procedures established in the Code of Student Rights and Responsibilities. Faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the Employee Handbook. Any police arrest and criminal charges of students, faculty, or staff are separate from university judicial review or disciplinary sanction.

### Related policies

All commercial expressive activities will be subject to the restrictions found in this policy and the restrictions found in the Commercial Advertising, Sales, Solicitation and Facilities Usage Policy.

### Line of authority

Responsible administrator and office: President

Contact person in that office: Chief of Staff and Assistant to the President for Governmental Relations

Effective date

Approved by Board of Governors: October 27, 2017

# Commercial Advertising, Sales, Solicitation and Facilities Usage Policy

Op1.01 Commercial Advertising, Sales, Solicitation and Facilities Usage Policy

Missouri State University recognizes the importance of its campuses as locations for the advertisement of events, products, and services. In order to balance the interests of the university in maintaining a campus environment that is aesthetically pleasing, free from rampant commercial activity, and consistent with the university’s public affairs mission, the university has established this policy detailing the permissible nature in which advertising, sales, solicitations and facilities may be used for commercial purposes.

Note: This policy does not apply to non-commercial expressive activity, which is instead subject to G5.02 Expressive Activity Policy.

### Advertising on university campus or through university owned and controlled distribution

For the purpose of this policy, advertising is defined as the dissemination of commercial informational or promotional materials regardless of the medium or method. The university retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. The university reserves the right to prohibit or remove advertising from campus which violates university policy or the procedures adopted pursuant to this policy. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University.

#### C. Physical advertisements

The tangible display of advertisements within university facilities or affixed to university structures shall be done in a manner consistent with this policy and the procedures set forth herein. Administrative services will coordinate with university facilities that contain bulletin boards designated for the dissemination of information to adopt procedures for the posting of material to such bulletin boards. Such procedures will be content neutral and will be limited to a time, place and manner regulation consistent with university policy and applicable law.

1. Bulletin boards

Designated bulletin boards are the primary means for displaying printed material on campus. Bulletin boards in university buildings are reserved for the purpose of notices and other materials related to the programs and goals of the university. While there are numerous open bulletin boards across campus, there are also Departmental Bulletin Boards solely for the use of the designated department. With the exception of the Plaster Student Union, commercial advertisements and publicity may not be displayed on bulletin boards. Only university departments and recognized student, faculty, and staff organizations are authorized to post materials on bulletin boards in university buildings other than the Plaster Student Union.

1. Sidewalk chalking

Chalk advertisements by members of the university community are permitted on concrete horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters, benches, or similar locations. Only washable sidewalk chalk may be used. The university reserves the right to wash off any and all chalk advertisements and messages within six (6) hours of any event held.

#### D. Electronic advertisements

The electronic dissemination of advertisements through the university’s electronic resources (e.g. email system, network or other information services infrastructure), shall be done in a manner consistent with this policy and the procedures set forth herein.

* Use of the mainframe computer, web pages or electronic mail resources for paid consulting, for business purposes or for political gain is prohibited.
* Electronic “mass mailings” or the sending of large files through the university’s network for commercial purposes is not permitted.

For additional information regarding the university’s computers and networks, please read the Computer and Information Services Policies.

Non-university businesses, agencies and individuals may advertise their products or events on campus through paid advertisements on The Standard newsstands and in student publications such as The Standard, athletics brochures or similar publications. Such publications have established policies for advertising standards, and inquiries should be made directly with personnel responsible for those publications.

All advertisements must be otherwise consistent with university policy.

### Commercial sales and solicitations

Except as set forth in this policy, the university prohibits all direct sales, solicitations, and distribution of commercial sales and solicitation materials in university facilities, or on university owned and/or controlled property, as well as all uses of the university for the commercial or promotional purpose of an independent third-party.

As used in this policy, solicitation means the i) attempted sale, lease or rental of any property, product, merchandise, publication, membership, or service, whether for immediate or future delivery; ii) request for any gift or contribution; or iii) the distribution of information in support of the activities described in (i) and (ii).

As used in this policy, sales means the transfer by any person of tangible goods to a purchaser for use or consumption for the exchange of payment or the promise of payment (including in-kind payment).

Except as provided below, all individuals engaged in business for any product, service, or location whatsoever are prohibited from soliciting members of the faculty, staff or student body in any premises owned or controlled by the university, or by any electronic means, except as provided herein.

Plaster Student Union provides for limited space for sales and solicitation; however, such space must be reserved through the event and meeting services office, 417-836-5653.

Events otherwise approved according to the university’s policies that commonly sell merchandise, such as BearFest Village, Tent Theater, approved fundraising activities and camps/conferences may be permitted to do so if approved according to an underlying contract or other arrangements for the event.

### A. No prohibition for registered student organizations and university departments

The university’s prohibition on solicitation does not apply to registered student organizations, university organization, and university colleges and departments. Registered student organizations, university organization, and university colleges and departments may solicit on campus. All solicitation activities on campus of registered student organizations, university organization, and university colleges and departments must comply with the procedures outlined in this policy. Solicitation activities on behalf of registered student organizations, university organization, and university colleges and departments are acceptable so long as the solicitation activities:

* do not violate or conflict with university policies or local, state or federal law;
* do not conflict with the educational purposes of the university;
* do not negatively impact other university development activities;
* do not infringe upon the university’s trademarks or other intellectual property rights;
* do not disrupt traffic, either vehicular or pedestrian;
* do not result in a breach of university contracts or university-contracted operations;
* do not jeopardize public or individual safety;
* are conducted by members of the student organization, university organization, or university college and department;
* are approved by the Food Services Director if food products are under consideration;
* are facilitated in an approved, designated location;
* are conducted as a fundraiser and not as independent commercial activity;
* are covered by such insurance as may be deemed necessary;
* are related to official university business if facilitated through telephone or electronic communication systems; other solicitations through the university telephone or computer/electronic systems are prohibited;
* are through paid United States Postal Service and delivered to the university, if by mail; or as permitted by the campus mail system.

### A. Limited commercial solicitations with non-university commercial entities

Registered student organizations, university organization, and university colleges and departments may, pursuant to a written agreement, partner with a non-university commercial entity to engage in product, promotion, advertisement, and engagement on the university campus. Such action must be consistent with this policy and cannot include any direct sales on behalf of the third-party entity.

Prior to any activity described in this section, an appropriate administrator must approve the proposed solicitation activity in writing. The appropriate administrator will vary based on the particular organization submitting the request. The appropriate administrator for a registered student organization is the faculty/staff advisor for that organization and the director of student engagement. The appropriate administrator for a non-academic university department/organization (e.g., The Standard) is the vice president responsible for the department / organization, or designee. The appropriate administrator for an academic department or college is the dean of the college, or designee.

If the non-university commercial entity in which the university student organization, university organization, or university college or department wants to partner with directly competes with a university commercial enterprise, or an enterprise with which the university has entered into a contractual arrangement then an additional level of approval is required. In such case, the vice president for marketing and communications and the vice president for student affairs must both approve prior to the proposed activity. For purposes of this policy, a university commercial enterprise includes, without limitation, the following activities: student housing; campus catering; textbook sales; and university licensed apparel.

The requirements of Section 2 of this policy do not apply to the traditional advertising (e.g. print, radio and television) of the university’s various news and/or publications outlets, including but not limited to: The Standard, OPT -- Ozarks Public Television, KSMU – Ozarks Public Radio and The Black Bear.

### B. Charitable organizations

The university retains the exclusive right to determine the appropriateness of allowing a charitable solicitation on a case-by-case basis. Inquiries for charitable solicitations can be made through the office of university advancement (417-836-6666). The office of university advancement will then collaborate with the appropriate vice president related to the proposed charitable solicitation. The university acknowledges the appropriateness of solicitations, such as the support of the annual solicitation by the United Way, sponsored by the President’s Office, the frequent blood drives on campus, sponsored by the division of student affairs; the American Cancer Society Relay for Life sponsored by the Student Government Association; and the Denim Day sponsored by the staff senate.

#### Facilities usage

Arrangements for the use of university facilities, including both buildings and grounds consistent with this and other university policies, must be made in advance through event and meeting services office in Plaster Student Union 302, phone 417-836-5653.

For press conferences on university-owned property contact strategic communication in Alumni Center 600, phone 417-836-6397.

# Residence Life, Housing and Dining Services Publicity Policy

Advertising (and publicity) shall be defined as any method or device for disseminating commercial informational/promotional materials on the campus of Missouri State University. The University retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University. The University reserves the right to prohibit or remove advertising and distribution from campus which, is obscene, defamatory, consists of fighting words, threats of physical harm, incites imminent lawless action, vulgar to the extent not entitled to protection as expression, promotes illegal use of alcohol or drugs, or is otherwise in violation of University policy.

### Posting on University Bulletin Boards

Posting materials are usually limited to a maximum size of 11” x 17”, and must include the name of responsible organization and a visible expiration date

Posting of materials in residence halls must be posted by Residence Life, Housing and Dining Services Staff only.

### Distribution of Published Materials on Campus

All members of the University community defined as faculty, staff, students, and members of recognized student organizations may distribute written materials on campus with the understanding that they accept responsibility for the materials and information printed on them. The materials should be labeled to indicate sponsorship and are to be distributed in accordance with this policy.

Advertising or other published materials not sponsored by a member of the University community may be left with the Department of Residence Life, Housing and Dining Services—Education and Development (Hammons House #101) for distribution. These items will be taken to the residence halls and places in locations where students may voluntarily pick them up.

#### PLEASE COUNT THE NUMBER OF COPIES NEEDED PER RESIDENCE HALL, BUNDLE AND LABEL THEM ACCORDINGLY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Residence Hall | Hall Code | Male Floors | Female  Floors | Coed Floors | Lobby/ies | RAs | Hall Total |
| Blair-Shannon House | BLSH | 0 | 0 | 15 | 1 | 15 | 16 |
| Freudenberger House | FRED | 7 | 11 | 0 | 1 | 18 | 19 |
| Hammons House | HAMH | 0 | 0 | 8 | 1 | 14 | 9 |
| Hutchens House | HUTC | 0 | 0 | 9 | 1 | 15 | 10 |
| Monroe Apartments | MONR | 0 | 0 | 4 | 4 | 2 | 4 |
| Scholars House | SCHO | 0 | 0 | 3 | 1 | 3 | 4 |
| Sunvilla Tower | SUNV | 0 | 0 | 18 | 5 | 4 | 5 |
| Wells House | WELL | 7 | 9 | 0 | 1 | 16 | 14 |
| Woods House | WOOD | 0 | 0 | 8 | 1 | 8 | 9 |
| TOTAL |  | 14 | 20 | 65 | 16 | 95 | 90 |

# SOFAC Guidelines

Op5.16 SOFAC Guidelines

The Student Organization Funding Allocation Council (SOFAC) was established to receive proposals from and allocate funding to Missouri State University registered student organizations. SOFAC is authorized to distribute approximately 30% of the Student Involvement Fee, as indicated in the Student Involvement Fee Memorandum of Agreement between the Student Government

Association, the Student Activities Council, and SOFAC. The intent of SOFAC is to distribute available funds throughout the academic year and ensure such funds are best used by a variety of registered student organizations in accordance with SOFAC guidelines. View the current SOFAC Guidelines.

# Drug and Alcohol Policies

Op5.06 Drug and Alcohol Policies

Use, possession or distribution of narcotic or other controlled substances, or drug paraphernalia except as expressly permitted by law.

Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and university regulations, or public intoxication.

Violations of these policies are cumulative over the duration of a student's tenure at the university and the listed sanctions are the minimum that will be imposed.

A schedule of fines will be approved yearly by the Board of Governors and placed on the office of student conduct website.

1. Use or Possession of Drug Paraphernalia and/or Marijuana:

First Violation: Participation in the CASICS education program; fine Level Two Probation for a period of one year; Level One Probation for one year following the previous probation; assessment for chemical dependency; and parental notification, as allowed under FERPA regulations.

Second Violation: Suspension from the university for one semester (e.g. suspension, or denial of privileges to re-enroll) and parental notification, as allowed under FERPA regulations.

1. Use or Possession of a Controlled Substance Other Than Marijuana:

First Violation: Participation in the CASICS education program; fine;; assessment for chemical dependency; Level Two Probation for a period of two years; and parental notification, as allowed under FERPA regulations; and any additional consequences as deemed appropriate by the Conduct Officer.

Second Violation: Separation from the university for one year (e.g. suspension or denial of privileges to re-enroll)and parental notification, as allowed under FERPA regulations.

1. Possession of a Controlled Substance with Intent to Sell or Distribute:

First Violation: Dismissal from the university.

1. Use, Possession or Distribution of Alcohol:

First Violation: Fine; participation in the BASICS education program; and 2 reflection papers. Second Violation: Fine; participation in BASICS education program, at least fifteen (15) hours of approved community service; university housing probation for one (1) year; and/or Level One probation for a period of one (1) year Parental notification, as allowed under FERPA regulations.

Third Violation: Parental notification, as allowed under FERPA regulations; university housing suspension; assessment for chemical dependency; Level Two Probation for a period of one year; and a fine.

Fourth Violation: Separation from the university (e.g. suspension or denial of privileges to re-enroll) for one semester. Prior to readmittance, the student will be required to meet with the Dean of Students (or designee) to discuss and demonstrate readiness to be at the university. The student may be asked to submit documentation of successful substance abuse treatment. Students readmitted after a Fourth Violation will not be eligible for university housing.

1. Possession of Alcohol Paraphernalia:

First Violation: Warning and removal of paraphernalia item.

Second Violation: Paper and removal of paraphernalia item.

Third Violation: Parental notification, as allowed under FERPA regulations; university housing probation; and removal of item.

Fourth Violation: University housing suspension (e.g. suspension or denial of privileges to re-enroll) for one semester. Prior to re-admittance, the student will be required to meet with the Dean of Students (or designee) to discuss and demonstrate readiness to be at the university.

### Fake IDs

"Any person who is less than twenty-one years of age who uses a reproduced, modified license or identification card" "for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, shall be guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense."

### Minor in possession of alcohol (MIP) or minor in possession by consumption (MIC)

"Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in their possession, any intoxicating liquor or who is visibly intoxicated or has a detectable blood alcohol content" is guilty of a misdemeanor. Persons found guilty "shall be subject to a fine of five hundred dollars for each separate offense".

### Supplying alcohol to minors (even if you are a minor)

"Any owner, occupant, or other person or legal entity with a lawful right of property who knowingly allows a person under the age of twenty-one to drink or possess intoxicating liquor or knowingly fails to stop a person under the age of twenty-one from drinking or possessing intoxicating liquor on such property", is guilty of a class B misdemeanor. Any second or subsequent violation of this subsection is a class A misdemeanor.

### Making a fake ID

Any person who shall reproduce, alter, modify, or misrepresent any driver's license or identification card shall be deemed guilty of a misdemeanor. Upon conviction shall be subject to a fine of not more than one thousand dollars, and confinement for not more than one year, or by both such fine and imprisonment.

### Questions

Questions concerning university policies and sanctions for violations should be directed to the Office of Student Conduct, PSU 405, 417-836-6937.

Questions concerning state laws and city ordinances should be directed to the Springfield Police Department - Missouri State University Substation, 636 E. Elm, 417-836-5327.

### Sanctions

Review sanction for drug and alcohol policy violations in the Code of Student Rights and Responsibilities.

Effective date

Presidential approval: July 16, 2018

# Office of Student Engagement Policies

Advertising on Campus

Op5.12-1 Advertising on Campus

There are very specific guidelines for those wishing to advertise at Missouri State. The advertising policy is on the Student Conduct website. Student organizations may post on campus in the designated locations. Flyers may also be posted in residence halls with the approval of the residence life, housing and dining services staff. Flyers may be posted in academic buildings only in appropriate locations and with the approval of the appropriate academic department. All postings in Plaster Student Union should be taken to the information desk and the PSU staff will post them in the appropriate locations. There are also several open bulletin boards throughout campus available for postings. Be sure to check with the Plaster Student Union information desk staff to find the locations of the open bulletin boards. Flyers that are posted without proper approval will be removed.

### Fundraising

Op5.12-2 Fundraising

Student groups wishing to sell items or promote themselves are encouraged to make use of the designated campus contact areas in the Plaster Student Union. There are several locations throughout the Union where contact tables are set up. All fundraisers must be registered with Event and Meeting Services prior to making a reservation for a table. Registering your fundraiser will ensure that you maximize your efforts and have a successful sale. All requests for contact or fundraising tables are made through event and meeting services.

### Missing Person Policy

Op5.12-3 Missing Person Policy

#### Policy Statement

Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the student is missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

#### Reason for Policy

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

#### Organizations or Persons to Whom a Report should be made

The organization or persons to which individuals should report a student as missing includes: residence hall directors, Residence Life, Housing and Dining Services, Office of Student Conduct, Dean of Students Office, University Safety, and the Office of the Vice President for Student Affairs.

#### Procedure for Informing Students

During the first floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA will meet with all new students to provide missing person policy information. Written information describing the process of submitting the confidential contact will be included along with the form for students to complete. Students can submit the form at the front desk of their residence hall at which time a date will be placed on the form. A file will be kept in each residence hall director’s office until the beginning of the next academic year when the forms will be shredded. Students can change the information on their form at any time by asking for a new form at the front desk. The new form will be placed in the file, and the old form will be shredded.

#### Procedure for Determining if a Student is Missing

If a student is reported missing to a Residence Life, Housing and Dining Services staff member, the staff member should be sure to obtain the reporting person’s name, relationship to the student, and contact information where the reporting person can be reliably reached. The staff member should obtain local directory information about the missing student and immediately notify the missing student’s residence hall director or the staff member on call.

The hall director should refer to the Reported Missing Student Checklist and contact the reporting person to obtain the additional information needed. If the hall director determines at any point that there is a credible threat to the well-being of the student reported as missing, the hall director should call and request Springfield Police assistance and make a report to supervisory staff. The hall director should then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student’s resident assistant. The hall director should also use direct and indirect methods of leaving messages for the student to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The hall director may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not yielded confirmation that the student is not missing, the hall director should contact an assistant director and the Dean of Students, reporting all obtained information, and follow verbal notification with an Incident Report (IR). The assistant director or Dean of Students may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

* Building card access report
* Meal plan utilization
* Mailbox activity
* Class attendance
* In-plain-sight examination of room to see signs of recent use or planned departure

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Dean of Students or designee will immediately notify the Director of University Safety and request law enforcement investigation. All information obtained about the missing student through the Residence Life, Housing and Dining Services investigation should be shared with University Safety and law enforcement representatives. The Director of University Safety is responsible for notification of the missing student’s identified contact if the student has been missing for 24 hours. If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the Director of University Safety shall immediately contact the custodial parent or guardian.

#### Procedure for Notification of Missing Student

If University Safety officials determine that a student for whom a missing person report has been field has been missing for 24 hours, then within the next 24 hours, they must:

* Notify the individual identified by the student to be contacted in this circumstance,
* If the student is under 18 years old, notify a custodial parent/guardian and any other designated contact person, and  Notify law enforcement.

The above procedures do not preclude University officials from making a determination that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

#### Entities Affected by this Policy

Vice President for Student Affairs, Dean of Students, Residence Life, Housing and Dining Services, Registrar, University Safety, and General Counsel.

#### Line of Authority

Responsible Administrator and Office: Residence Life, Housing and Dining Services, Dean of Students, University Safety.

Contact Person in that Office: Director of Residence Life, Housing and Dining Services, Associate Dean of Student, Director of University Safety.

### Travel

Op5.12-5 Travel

When a student organization travels off campus, they must follow the appropriate travel procedures to ensure the safety of all involved. A trip registration form with pertinent travel and emergency contact information must be signed by the organization’s advisor and turned in to the Office of Student Engagement by 4:00 p.m. on Friday, at least one week before the departure date. Every person traveling with the group must also complete a trip activity release form. This form is also turned in to the Office of Student Engagement. The forms will help the organization and the University respond in case of emergency. Of course, when student organizations travel, they always represent the University. It is expected that all University policies be followed even when traveling. View travel forms.

# Social Event Risk Management Policy

Op5.15 Social Event Risk Management Policy

This Student Organization Event Risk Management Policy applies to all Missouri State University (University) student organization (recognized, registered and/or university sponsored), and their events, and activities; including events at which alcohol may be present. University student organizations are expected to abide by the following list of responsibilities in connection with the scheduling of organizational activities, and specifically those activities that involve alcohol. Failure to comply could result in individuals and/or organizational conduct charges under the university’s Code of Student Rights and Responsibilities (Code).

1. All student organization on-campus events (regardless of the presence of alcohol) must be scheduled through the university’s event and meeting services. Any event (on-campus and off-campus) where alcohol will be provided must be registered with the university’s office of student engagement; the form may be found on CampusLink under the Office of Student Engagement-Social Event Registration form.
2. For all events where alcohol is present, in addition to the other requirements of this policy, guests must be limited to organization members or a guest list must be maintained. “Open Parties” defined in this policy as events with unrestricted access by non-members of the organization, without specific invitations, are expressly prohibited.
3. For all events where alcohol is present, in addition to the other requirements of this policy, the organization must either i) hold the event at a third-party establishment licensed to distribute alcohol or ii) hire professional security (e.g. security firms, off-duty police officers) to monitor the entrance to the event, to assist the organization in coordinating and supervising the event and to facilitate any necessary communication with law enforcement personnel.
4. Any possession, use, and/or consumption of alcoholic beverages, during organizational events, or in any situation sponsored, endorsed, or advertised by the student organization (or its members), must be in compliance with university policy, as well as all applicable laws and ordinances of the state, county and city.
5. No student organization can use alcohol in connection with member recruitment, intake, initiation or any element of obtaining or retaining membership in the student organization.
6. Alcoholic beverages may not be purchased through the student organization treasury nor may the purchase of alcoholic beverages for members or guests be coordinated by any member in the name of or on behalf of the organization.
7. No organization member/members, collectively or individually, can purchase for, serve to, or sell alcoholic beverages to any individual under twenty-one (21) years of age.
8. No student organization (or individual member) shall permit, tolerate, encourage, or participate in drinking games, binge drinking, or drinking and driving in any activity related to the student organization.
9. No student organization (or individual member) shall permit, tolerate, encourage or participate in the use of narcotics, controlled substances or prescription medications (used outside the directions of a valid prescription as well as other substances used to gain a similar effect as illegal drugs).
10. It is the responsibility of student organization leadership to review with the faculty or staff advisor any activity or event, including events where alcoholic beverages may be/will be present. It is the responsibility of the student organization leadership to establish risk management safeguards which comply with university policy, organization policy (as described below) and to report violations of policy to the office of student engagement or to the office of student conduct.
11. Individual students whose conduct is in violation of university policy on university premises or off-campus at student organization sponsored activities, or who engage in behavior which adversely affects the university community and/or the pursuit of its objectives, are subject

to university disciplinary actions. Student organizations inviting third-parties to campus including, but not limited to, guests, visitors, speakers and/or entertainers, must ensure that said third-party is aware of, and complies with, all university policy. Student organizations may be responsible for the conduct of invited third-parties. In determining whether a student organization may be held collectively responsible for the individual acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated by the director of student conduct and/or his/her designee.

1. Failure to comply with any similar or additional guidance of any national, regional or local affiliate of a student organization (e.g., a National Fraternity) relating to risk management practices, especially risk management practices relating to alcohol will be interpreted as a failure to abide by this policy.

Consultation and recommended social function guidelines for student organizations are available from the office of student engagement, Plaster Student Union.

This policy applies to all university student organizations. Fraternity and sorority student organizations are also subject to the Fraternity & Sorority Governance Statement of Missouri State University (Governance Statement). The Governance Statement addresses additional policies that reflect their national policies and unique characteristics such as corporate ownership of group housing for members. To the extent there is a conflict between this policy and the Governance Statement, this policy will control.

Note that the requirements set forth in Sections 1, 2, and 3 above will not apply to a student organization’s registered participation in the university’s BearFest Village. Failure to comply with those sections in connection with official participation in BearFest Village will not result in a violation of this policy. All other sections of this policy will apply to a student organization’s participation in BearFest Village.

### Social Event Registration Procedures

Per the Social Event Risk Management Policy (Op5.15), all registered student organizations who host off-campus events where alcohol is present are required to register the event with the Office of Student Engagement.

1. The student organization president must complete the Social Event Registration Form on the Office of Student Engagement CampusLINK page under Forms.
2. Choose the type of event in which you are hosting.
3. Third Party Vendor Event (a closed, alcoholic event that takes place in a bar or tavern where bartenders provided by the venue are responsible for serving alcohol) Must be submitted 10 business days prior to event.
4. BYOB Event (an event where guests of legal drinking age [21 or over] are permitted to bring their own alcoholic beverages within the BYOB guidelines) Must be submitted 21 days prior to event.
5. Once complete, a copy of the registration form will be emailed to the on-campus faculty/staff advisor for reference.
6. Upon completion, the student will be emailed by the Co-Curricular GA or the Assistant Director of Co-Curricular Involvement to setup a Risk Management meeting.
7. On the day of the event, the student organization president must come to the OSE with the roster of names and birth dates of students attending the event. The president will be provided wristbands for students over 21 years of age.

Line of authority

Responsible administrator and office: Student Affairs, VPSA

Effective date

April 30, 2018

# MSU Logo Usage

To protect the image of Missouri State University, the royalty fee for use of any Missouri State and/or Bear logo is 8% of the cost of the item. However, this fee can be waived in approved circumstances. Student organizations can fill out an application with the Director of the Office of Student Engagement for royalty fee waiver for the use of Missouri State logos on custom-made items (shirts, hats, bags, etc.). The application must include a design displaying how the Missouri State logo will be used. The fee will be waived only if organizations are distributing and/ or selling the items internally (within the organization’s membership only). Those items that are being sold to other organizations, people in the community, etc., will be charged the 8% logo usage fee.

If an organization’s application is approved, the student organization must use either the Missouri State Bookstore or one of the university-approved CLC companies to produce the items. If an organization does not use the bookstore or uses a non-CLC company, the organization will be charged a $100 fine.

### MSU Logo Usage Procedures

Student organizations must complete the Logo Royalty Waiver Form for the use of Missouri State logos on custom-made items (shirts, hats, bags, etc.). You can make an appointment to fill out that application with the Director of the Office of Student Engagement.

Before printing the items, the Logo Royalty Waiver Form and a final design from the printing company needs to be emailed to Art Haines in University Relations and the Assistant Director of Co-Curricular Involvement. Until the final approval on the company’s alterations of the design and the way the Missouri State logos will appear, your items should not be printed. Once the organization receives approval, the company can print the items and the royalty fee for the use of the Missouri State logo will be waived. If the student organization is found to be selling these items to individuals outside of the organization, they will be charged a $100 fine.

# Event and Meeting Services Office ABC’s

Op11.04-1 Event and Meeting Services Office ABCs

### Academic use of PSU

The Union is NOT used for academic class purposes. Bowling classes are an exception to this rule, as are student teaching meetings. Exceptions for other groups are approved by the Director.

### Academic buildings: Locking and unlocking

On weekdays within normal university operating hours, academic custodial unlocks classrooms in academic buildings. On weeknights, weekends, holidays, and breaks, University Safety unlocks the buildings.

### Accessibility

The Plaster Student Union conforms to ADA standards and is accessible to all. Wheelchair accessible water fountains and restrooms are available throughout the building. The closest van accessible parking is found on Madison Avenue just south of the Baker Bookstore, or in Lot 1 between Cheek and Ellis Halls.

### Alcohol policy

There are a number of campus facilities that are frequently available for rental or the hosting of university special events, namely Plaster Student Union, the Kentwood Hall Crystal Room, and the Meyer Alumni Center Hospitality Room. Groups and organizations that reserve university facilities for special events through Event and Meeting Services may request that the event catering include the service of beer and/or wine. Such catering may only be performed by the university’s dining services provider. Requests for alcoholic beverage service will only be considered when access to the event is limited and can be carefully monitored for compliance with alcohol beverage laws and ordinances

### Animal policy

With the exception of guide or service dogs, or security dogs with handlers, no animals are allowed within Plaster Student Union. The Director must approve exceptions to this policy, such as requests to allow animals into the Union for educational purposes.

### Banners

#### Indoor banners

University departments and organizations can reserve space to hang a banner within the PSU. A maximum of 6 banners may be hung in the inside locations. Inside locations are indicated with a number from 1-6 to block sufficient space, but the numbers do not correspond to specific locations within the banner area. Each banner needs to specify the organization or department that has sponsored it. Banners are allowed for a one week period and can be extended up to an additional week if other requests have not been received. The size for the indoor banners is 3ft tall by 8ft long. The PSU has 1 outside banner space located over the east entrance. The maximum outside banner size is 3ft tall by 16ft long.

### Bicycles, skates and skateboards policy

For the safety of all, the use of bicycles, skateboards, in-line or roller skates is not allowed within the Union. Bicycles may be ridden on university bike paths and should be parked in the bicycle racks provided by the university. Skating is allowed on campus, but must not present any risk of injury to persons or damage to property. Skateboarding is not allowed on the Missouri State University campus. MSU Police officers may park bicycles inside the building, behind the information desk. This exception was approved to help secure the equipment carried on the bicycles.

### Billing

Costs associated with holding an event on campus are billed to a Missouri State University budget number (if applicable) or are invoiced to the billing address indicated on the reservation. Invoices for campus organizations or departments with budget numbers are sent simultaneously to the client and to Financial Services; resulting in a budget transfer to immediately pay the invoice. Off-campus clients are billed and payment is expected within 30 days of the issuance of a university monthly statement. In the case of off-campus clients, payment is made through the Missouri State University Bursar’s Office.

### Building hours - PSU

Normal operating hours will be Monday through Friday, 7 a.m. until 11 p.m. and Saturday and Sunday, 11 a.m. until 11 p.m. During breaks, the Union is open 7am – 5pm weekdays and there are no normal operating hours for weekends. In special circumstances, groups may access the facility before or after scheduled opening or closing times but must be set up with Event and Meeting Services at least 10 working days prior. Standard labor fees will be applied for any extended time to keep the facility open. This coverage must be secured before the reservation is confirmed.

### Bulletin boards

Fliers to be hung on PSU Bulletin boards must be stamped at the PSU Information Desk. The desk will date the flier with a removal date of the day after the event advertised or 2 weeks after the current date if the flier does not promote an individual event. PSU Student Managers clear the bulletin boards of outdated or unstamped materials daily. Maximum size is 11 x 17 inches. One flier may be hung on each bulletin board – a total of 3 in the building.

### Cancellation/no show policy and associated fees

Due to the increasing demand for the limited event space in the Plaster Student Union the Event and Meeting Services Offices will be enforcing a Cancellation/No Show Policy in order to maximize space and allow more groups opportunity to have events inside the PSU.

#### For Registered Student Organizations

If a reserved space in the Plaster Student Union is not used (no show) and was not cancelled through the Event and Meeting Services Office (through email, telephone, voicemail, or visiting the office) within 72 hours of event, the sponsoring student organization will receive a written warning. A second such occurrence will result in a second written warning. For a third occurrence, student organizations will lose Plaster Student Union reservation privileges for the remainder of the academic semester. If the third no show occurrence happens on or after midterm of the current semester, then the organization will lose reservation privileges in the Student Union for the following semester. Existing reservations will be reassigned to an academic facility where appropriate.

Additionally, if any PSU reserved event is not cancelled within 72 hours of event, all additional labor and set-up charges associated with the event will be charged to the sponsoring organization.

#### For University Departments

If a reserved space in the Plaster Student Union is not used (no show) and was not cancelled through the Event and Meeting Services Office (through email, telephone, voicemail, or visiting the office) within 72 hours of event, the sponsoring department will receive a written warning. A second such no show occurrence will result in a second written warning. A third no show occurrence will result in a cancellation fee of $25, to be charged to the sponsoring university department in addition to any other fees associated with the event.

Additionally, if any PSU reserved event if not cancelled within 72 hours of event, all additional labor and set-up charges associated with the event will be charged to the sponsoring department.

#### Inclement Weather

The Event and Meeting Services Office does not automatically cancel events should the university cancel classes due to weather. For inclement weather cancellations, groups must contact the Event and Meeting Services office at least two hours prior to the scheduled reserved time and cancel their event. Failure to cancel an event that has any charges (i.e., labor and/or audio/visual fees) associated with the event will result in those charges being assessed to the sponsoring group.

#### Missouri State Dining Services Catering

Missouri State Dining Services requires a catering cancellation to occur no later than three business days before your scheduled event or sponsoring group will be responsible for 100% of your food bill. However, if the cancellation is due to inclement weather, Missouri State Dining Services will work with sponsoring group on an individual basis.

### Capacities - fire code

Plaster Student Union rooms and other campus locations have capacity limitations designed according to the fire code, which may limit the maximum number of people who can enter an event. Any limitations will be discussed, and alternative plans will be made when necessary and possible.

### Chalking

Chalk advertisements by members of the university community are permitted on concrete horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters, benches, or similar locations. Only washable sidewalk chalk may be used and may not convey obscene or defamatory messages, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.

### Computer accessibility

The Plaster Student Union provides plug-in access to the university network. Students, faculty, and staff of the university may access their accounts easily from the Union. Off-campus clients who want to access the Internet, or connect to the campus network to use software may arrange to do so through Event and Meeting Services. The need for network connections must be specified in advance to ensure that rooms with active connections are reserved.

### Contact table

#### Information tables

Information tables are only available to student organizations or departments providing information or services of interest to Missouri State University students. Information tables will only be placed in designated areas in or near the Plaster Student Union, or with the appropriate Dean’s permission, in the building occupied by the department directly related to a student organization. Exceptions to these locations will be made at the discretion of the Director, Plaster Student Union.

#### Vendor/fundraising tables

Vendor/fundraising tables will be placed only in designated locations in or near the Plaster Student Union. Off campus vendors or organizations must have an on-campus sponsor for such tables, and are limited to inside locations. The Union may be that sponsor – in which case a rental charge applies. Due to SGA Action in 2006, no credit card companies may exhibit. A student organization which sponsors an outside vendor as part of a fundraiser is also charged a fee; and is required to have a member at the vendor table at all times. Vendors which are competitors of businesses with exclusive university contracts may not exhibit. See information on insurance requirements and Sales, Solicitation and Information Distribution section.

#### Limits

Student Organizations and university departments are permitted a maximum of ten (10) dates each semester, with a limit of two (2) tables per reservation. The Director, Plaster Student Union must approve exceptions to the two-table limit. Displays are limited to the top of the table(s) reserved. Organizations or vendors that cause a disturbance or fail to adhere to university policies will be asked to leave and will forfeit any further reservation with no refund.

### Damage policy

It is expected that all clients who use the university facilities will treat them with great care. Any damage to equipment or to the facility should be reported immediately to the Building Manager or Student Union management so that any necessary repairs can be made.

The Event and Meeting Services Office will determine the cause and seriousness of the damage, and any repair or replacement costs will be discussed and assessed accordingly.

### Decorations

Decorations for an event must not pose fire or other health and safety risks, or damage any university property. Appropriate placement is important to ensure proper facility maintenance and compliance with city codes. Decorations should be placed in designated areas only. Material cannot be suspended from the ceiling or light fixtures. Glue, thumbtacks, or adhesive cannot be used on wall surfaces. Only painters tape may be used on walls within rooms. Nothing may be affixed to walls in public areas. Exhibits that require open flame are prohibited. Failure to seek proper approval for decorations may result in their removal, and charges for any room damage they may have caused. Removal of all large decorations, props, and supplies immediately after an event is the responsibility of the client, and a storage fee will be assessed for any large decorations not completely removed. Live animals are not allowed as part of decorations.

### Deposit policy

Off-campus groups reserving space on campus must provide an initial deposit of the lesser of onehalf of their total estimated costs or $100 along with their signed confirmation sheet to the Event and Meeting Services Office. This deposit will be applied to the final billing statement, and is refundable if the reservation is cancelled before the cancellation deadline. One-half of the client’s total estimated bill is due before the event. Individuals must pay all estimated costs before the event.

University departments and organizations that supply an account number for budget transfers with their reservation are not required to pay a deposit.

### Equipment (audio/visual)

Event and Meeting Services has a limited amount of AV equipment available within the Union. This equipment can only be used in the PSU. There are charges for use of the PSU equipment. Arrangements must be made 10 days in advance for AV equipment availability and for Technician Assistance. Contact Event and Meeting Services for a list of pricing and available equipment.

### CIT (Classroom Instructional Technologies)

The Classroom Instructional Technologies located on the 2nd floor of Meyer Library, provides support and assistance for instructional technologies in multi-campus environment. They offer free equipment lending for student organizations and departments. They do not deliver to the Plaster

Student Union.

(Contact: http://etc.missouristate.edu/equipment\_request\_forms.html or by phone at 417-836-5778)

### Expressive activity (free speech)

All members of the Missouri State University community are encouraged to exercise the right of assembly, free speech and expression throughout the campus, when doing so does not disrupt the academic mission or daily university functions. While members of the university community are not restricted to the Bear Paw for expressive activities, any member of the university community may use the Bear Paw without prior reservation on a first come, first served basis. The Bear Paw may also be reserved. Organizations or individuals who reserve the Bear Paw have priority.

Access by others for public forums is provided on the city sidewalks that run parallel to the city streets that surround and cross the campus, subject to relevant city ordinances, state and federal law (maps indicating city streets and sidewalks are available through the Event and Meeting Services Office and from Office of University Safety). Access is also provided at identified public forum locations. Expressive activities conducted by individuals and groups that are not members of the university community must be registered with the Office of University Safety. The identified public forum locations are available for use or reservation by non-university individuals and groups. Access to the identified public forum locations is provided on a content neutral basis. Any denial of access will specify the reasons for which registration is denied, and offer an appeal procedure.

After a public forum event is registered with University Safety, a copy of the registration form is faxed to the Event and Meeting Services Office. A reservation for the space is then made by the Events and Meeting Services Office, using the event type “Free Speech” and the client “Individuals.” Concerns about a public forum event (complaints, violations of policy, etc.) should be expressed to University Safety. For a complete explanation of policy please read the Expressive Activity Policy.

### Fees

Room Rental: The PSU has a 3-tiered pricing structure

#### University No Fee Usage

No room rental is charged to a department or recognized organization sponsoring an event directly related to the mission of the department or organization.

#### Co-Sponsored or Admission Charged events

Reduced room rental fees are charged to university departments or groups who charge admission to their events, or who co-sponsor events for whom the audience is primarily non-university. This includes events where the sponsoring organization is charging specifically to recover the costs associated with an event, and events where the money raised will be given to a charity. Student Organizations are charged 10% of the total amount of money collected, or a flat fee, whichever is less. Student Organizations are required to fill out a Fixed Room Fee Waiver form within 3 business days of the event if they want to pay the 10% rate. After 3 business days the fixed rate will be billed.

#### Off –Campus Usage

Off campus clients are charged room rental by the half-day (up to 4 hours) or full day rate. Individual students/faculty/staff members can rent space in the Union for parties, bowling, wedding receptions, etc. at a reduction of the off-campus rate.

#### After Hour Fees

All groups wanting to use the Plaster Student Union outside the regular building hours will pay for a building manager to open the building and be present during the groups entire event including set up and tear down.

#### Set up Fees

All meeting rooms in the Plaster Student Union have a standard setup. When a client uses a standard setup for their meeting, there is no charge. If a group requests a non-standard setup, labor charges will be applied. Labor charges always apply to the Ballroom, which has no standard set up.

#### Equipment Fees

University departments or organizations may use their own technical equipment in the Plaster Student Union. In those instances, the client is responsible for the delivery, setup, removal and security of the equipment. Because it was paid for by student fees, the high definition projector in the PSU Theater may be used at no additional charge by student organizations. University departments and off-campus clients are charged for the use of this equipment.

#### Audio/Visual Technical Fees

Plaster Student Union technical equipment is also available to be rented at on-campus or off-campus rates. Some equipment that is more comprehensive in nature (large sound system, theatrical lights, etc.) will require a Student Union employee to operate it at an additional labor cost. Use of the PSU Theater and Ballroom always incurs a labor charge for a technician to operate its equipment.

### Firearm policy

Possession of firearms and other weapons on university property may, in specific circumstances, be necessary to fulfill academic and extracurricular activities and in conjunction with law enforcement activities; therefore, the university shall prohibit the unauthorized possession of ammunition, firearms, explosive weapons, and other weapons as defined in Missouri Revised Statutes, on university premises (including parking lots and vehicles owned or leased by the university) by members of the university community and guests, and that authorization to possess such items on university property or university vehicles be vested in the president of the university and delegated to the Director of University Safety of his/her designee. Be it further resolved that the following amendment be made to Article IV: Proscribed Conduct, in the Code of Student Rights and Responsibilities. Authorization to possess such items on university property may be granted by the Director of University Safety or his/her designee.

### Fire/open flame policy

No candles or other open flames are allowed in the Plaster Student Union. An exception is granted for events in which candles are used as centerpieces and are contained in glassware

### Flier and bulletin board policy

Fliers for display on the Union’s bulletin boards must be stamped with an expiration date at the Information Desk. Any recognized university organization may leave fliers at the Information Center. Other businesses or organizations may leave fliers on the designated table on the 2nd floor. Any flier or poster must clearly state the sponsoring person or organization. Signs without approval, or fliers which do not list a sponsor, will be removed.

### Food

All food served in the Plaster Student Union OR at events booked through the Event and Meeting Services Office elsewhere on campus must be provided by Missouri State Dining Services or through a PSU vendor or affiliate. There are some exceptions: Individuals may provide food for their personal consumption; university departments may sponsor “potluck” meals for their office staff in spaces controlled by their office; Recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events; university departments and recognized student, faculty, and staff organizations may conduct authorized bake sales of products prepared by their members as fundraisers; Any other exceptions to the policy must be requested with a “Request for Food Service Waiver” form.

Arrangements with Missouri State Dining Services Catering can be made through the Event and Meeting Services Office. Pick-up catering arrangements with PSU vendors must be arranged with the individual establishment.

### Fundraisers

A fundraiser is defined as any activity or event where funds are received, including both sales and the acceptance of donations, regardless of where the money ultimately goes.

Fundraisers by university departments and recognized Student organizations are allowed. In addition to the appropriate reservation form and process, a Fundraiser form must be filled out and approved.

Fundraisers which sell items produced by the group (bake sale, pottery sale, etc.) are considered University No Fee usage. Fundraisers working with a business to market or sell a product (Avon, gift cards, etc.) are considered Organization/Department charged events. A business on campus as part of an organization fundraiser must be accompanied AT ALL TIMES by a representative of that organization.

Student Organization Events which charge admission are considered fundraisers, and a room charge applies. Organizations may request a Fixed Room Fee Waiver by turning in the appropriate form within 3 business days of the event. The organization then may be charge 10% of the total taken in (gross) at the event, or the fixed fee, whichever is less.

A fundraiser must be legal. Gambling events, including raffles, BINGO, and poker tournaments are very restricted in Missouri.

### Greenwood Lab School

Greenwood is treated as any other university department. A Greenwood event which charges admission (i.e., Prom) should be booked as a “Department Charged” event.

### Insurance

All organizations must assess liability and insurance concerns when they utilize space on the Missouri State University campus. Student organizations and university departments will work directly with the Event and Meeting Services Office to assess special insurance needs. Any nonuniversity caterer or vendor must provide an original certificate of Comprehensive General Liability Insurance in liability limits of at least one million dollars ($1,000,000.00) naming the Board of Governors of Missouri State University and its employees as additional insured’s prior to confirmation of a reservation. Student organizations or university departments selling products they have produced themselves are not required to provide insurance unless the product is potentially hazardous in the opinion of the Event and Meeting Services Office.

### Late night/large events policy

This policy applies to events that end after 11pm and large events, especially those where admission is charged. Organizations planning these types of events need to meet with Event and Meeting Services Office (EMSO) staff as soon as possible in the planning process. Special forms are required for this type of event. Final details of these events must be in to the EMSO more than 2 weeks before the event date. The policy requires an ID check and a pre-event meeting, and contains requirements for hiring outside security officers.

### Movies and movie ratings

An organization or department sponsoring movies in the Plaster Student Union are responsible for obtaining proper license and copyright approval before showing any movie. Groups must clearly and openly identify itself and the name of the film, if known, in its request for use of the facility, and in all of its advertisements and promotional efforts. The Motion Picture Academy’s rating must be indicated both with the letter symbol and a full explanation of the rating on all promotional materials. In addition, organizations are responsible for complying with and enforcing age limit access. Any showing of a movie in the PSU is considered a “public” (i.e., not in someone’s home) viewing.

### Noise policy

In order to provide usable space for all groups inside the Union, amplified sounds must be held to acceptable levels. The Plaster Student Union staff is authorized to ask any group to bring their activity to within acceptable sound levels.

### Outdoor activities form

The plan for an outdoor event on the Missouri State University campus directly involves the Physical Plant Department, and can involve University Safety, the Transportation Services Office, and/or other departments. The Outdoor Activities form is required at least ten(10) days before a scheduled event. This form helps to ensure that all logistical arrangements are made with other university departments.

### Parking

The Event and Meeting Services Office (EMSO) will work with clients to determine parking needs related to an event, and will make all arrangements with Parking Administration for space needs for those without university parking passes. For most events in the Plaster Student Union, attendees may park in the Visitors Lot on National Avenue or park at Bear Park North on Elm Street and ride the University shuttle to the Union shuttle stop. Parking generally carries a charge for off-campus attendees.

Off-campus clients using the Union on a weekday pay $2 per car for a daily pass, and are assigned to a lot. These passes are charged to the EMSO budget and the client is billed. No passes are required on weekends, or after 8pm on weeknights. On-campus departments sponsoring events where offcampus guests are invited: the guest passes are free if there is no charge to attend the event and parking is provided in the PNR. Lot assignments always need to be coordinated, regardless of the charge. Parking meters are enforced 6am – 8pm Monday – Friday.

Parking Tickets issued to visitors: A visitor parking appeal committee/process was created in June 2003. All visitor ticket appeals must go through an appeal process similar to the one student, staff and faculty have. The visitor appeal committee meets about every two weeks. Appeals may be emailed to Parking Appeals, or the online appeal form may be filled out. It is acceptable for staff to submit an appeal on behalf of a visitor.

### Payment for services

Clients are expected to pay for services promptly. University departments are required to submit an account number when confirming their reservation, and will be billed directly through Financial Services. Student Organizations are required to either submit an account number or pay for their charges in advance. Non-university organizations will be required to pay a deposit for their scheduled event during the confirmation process, and should pay invoices after receiving a statement from the university.

Press, media, etc.

Press conferences on university property must be arranged in advance through the Office of Strategic Communication. If an event is full to overflow capacity, and guests are being turned away at the door, the press must still be allowed into the facility, room, etc. (per Deans meeting 9/24/02).

Broadcast media may need to use a Mult Box (equipment that allows TV stations to record the sound signal directly from the sound system). A Mult Box is available through Strategic Communication.

### Refusal of service

The Assistant Director of Event and Meeting Services can refuse reservation requests to any individual or organization which has a history of damaging university property or not paying for services in a timely manner, as well as for events that have the potential of threatening university property or the safety of individuals. Appeals to a denial of reservation may be made, in writing, to the Director, Plaster Student Union.

### Reservation timeline

#### Union space

All organizations may reserve meeting rooms and programming space in Plaster Student Union for up to one year in advance. Reservations will be made on a first-come, first-served basis. The Director, Plaster Student Union must approve requests for reservations more than one year in advance. Confirmation of reservation will be sent within 48hours of request.

#### Event details deadline

All groups requiring audio/visual equipment, outside power needs, or any special set up needs must have all final details to the Event and Meeting Service Office ten (10) days prior to their event date. Any groups that provide this information nine (9) days or less may not be guaranteed that their needs can be met.

#### Other buildings

Reservations for Academic buildings may be made one semester in advance. The Event and Meeting Services Office will schedule campus space for all events that are not directly related to academic courses. Student Organizations must fill out an Academic Request form for all events in Academic building before their request can be confirmed. Departments must fill out the Academic Request form for events taking place after 5pm on weekdays or anytime on weekends.

Event and Meeting Services Office can reserve academic space as follows:

* Fall semester: starting on April 1
* Spring semester: starting on October 1
* Summer session: starting on February 1

These reservations can be confirmed only after space for classes is assigned for the semester. Confirmation of reservation will be sent within 48 hours of request.

\*These dates are subject to change and are dependent on Academic Classes being scheduled.

### Residence life areas

Event and Meeting Services reserves the Kentwood Crystal Room, the Wells Courtyard/Pavilion, and the Blair Shannon yard with the approval of the Director of Residence Life, Housing and Dining Services and their Administrative Assistant. Once approval has been given then the space can be reserved on EMS.

### Sandwich boards

The PSU Sandwich Boards are intended to be used to advertise current or upcoming events in the Union. The interior space on the sandwich board is filled best with a vertical poster on 18 x 24 card stock. Sandwich boards must be placed in the Northeast Stairwell

### Security officers

Some events held in the Plaster Student Union, the organization may be asked to hire security officers to oversee the event to ensure that a safe environment is maintained. Any organization wishing to have security at an event may do so. Requirements to provide security for a particular event will be assessed jointly by the University Safety, Student Engagement and Event and Meeting Services offices. Determination of security needs will be based upon expected attendance, the history of the Sponsoring Organization, the nature of the event, the date selected, and other factors. The Event and Meeting Services Office will help the Sponsoring Organization to hire security officers.

The cost of such services will be billed by Event and Meeting Services to the Sponsoring Organization. In addition, Sponsoring Organizations are responsible for maintaining control of the entrance doors to the event, and using ushers in aisles if necessary. Crowd control should be discussed with the Event and Meeting Services Office in advance.

### Senior recital

Students wishing to hold a senior recital (music majors) may reserve the PSU Theater at the offcampus rate with the campus community discount. If a recital is sponsored by a university department and is related to requirements for a class, the instructor needs to make a reservation through academic scheduling, and the PSU Theater is not an appropriate venue. To reserve Coger Theater, the student/instructor should contact Theatre and Dance. To reserve Ellis Auditorium, the student/instructor should contact the Music Department.

### Severe weather/tornado

Event and Meeting Services Office staff are responsible for clearing the 3rd floor to the Games Center via the center stairways. Radios should be carried to aid in communicating the “All Clear” when received.

Smoking

Smoking is prohibited in all campus buildings.

Soda carts

Soda carts are not allowed in the Union. Deans should be consulted about their use in other buildings.

### Missouri State Dining Services reservations

If a Missouri State Dining Services function provides direct benefit to students/campus, then it is charged as University No Fee. (Directors dinners, catering staff training) If the event provides benefit to Missouri State Dining Services Corporation and is not geared to students/campus, then it is charged as an Off-Campus client with 10% discount. (Etiquette dinner required for promotion of Missouri State Dining Services employee, meeting or training for regional employees). No charges for reasonable labor or additional equipment for Union Club special days – even those in the Ballroom.

### Space available

Plaster Student Union serves as the main location for events other than academic courses. Although other locations may also be reserved through the Event and Meeting Services Office, other buildings are generally used only when the event cannot be accommodated within the Union, or when the event is directly related to the business of an academic department.

### Speakers policy

The use of university facilities for speakers is intended to support the academic mission and is therefore viewed as educational programs. The university retains the exclusive right, through authorized persons and organizations, to determine the appropriateness of speakers scheduled for university facilities. If a speaker is not allowed access to university facilities, that speaker will still have access to the Bear Paw, in accordance with the university’s Expressive Activity Policy.

The full text of the Speakers and Facilities Usage Policy is available on the Missouri State University website. The university does provide space for a public forum in accordance with the right to free speech protected by the United States Constitution. The Public Forum policy is available on the Student Engagement website.

### Standing reservation in programming space

These events can be bumped for a date more than 4 weeks in advance only by a university event which is an open program which requires the large programming space. These reservations cannot be bumped by an off-campus request.

### Video games and video game tournaments

The procedure for these events is similar to movie regulations. Permission from the makers of the games must be attained before viewing/playing in public spaces.

### Water

Outdoor events that have need to access water (for a dunk tank, fish pond game, etc.) need to check out a key from the Grounds Department.

### All policies

See https://www.missouristate.edu/campusservices/policies.htm for a complete list of MSU policies.

(Revised 05/10)

### Line of authority

Responsible administrator and office: Vice President for Student Affairs

Contact person in that office: Assistant Vice President Student Life – Director PSU

Effective date

Presidential approval: November 10, 2014

# Event Planning Checklist

Op11.04-2 Event Planning Checklist

When planning an event at Missouri State University, there are several steps an organization should take to maximize the event's success. This checklist covers pre-planning, planning and publicity for events.

### Policies regarding campus events

* Expressive Activity Policy
* University Rules for Speakers and Facility Usage

### Primary contacts

* For assistance in developing a public relations plan for larger events involving off campus participants, contact the office of strategic communication at 417-836-6397.
* For assistance in selecting a date, time and location for your event and to reserve space and/or make catering requests, contact the office of event and meeting services at 417836-5653.

### Pre-planning

* Review the university's master calendar.
  + Try not to schedule your event at the same time as another event that might involve the same potential audience.
  + Try not to schedule public events on major religious holidays.
* Do not take any additional action until you have reserved space for your event.

### Event planning

#### Events in Plaster Student Union

* Contact event and meeting services at 417-836-5653 to check availability of appropriatesized room.
* Reserve room and make requests for catering (if needed) with event and meeting services. The reservation forms are available online or in the event and meeting services office, located in Plaster Student Union, Room 302

#### Other inside events

 Contact event and meeting services at 417-836-5653 to check availability of appropriatesized room.

o Request podium, chairs, etc. o Fill out a catering form if you wish to serve food at the event.  Contact classroom instructional technology to request technical support (such as sound systems).

#### Outside events

* Contact event and meeting services to check availability of outside spaces. You will be asked to complete an Outdoor Activities Request form.

o Request podium, chairs, power, etc. that are needed for event. o Fill out a catering form if you wish to serve food at the event.

* Contact classroom instructional technology to request technical support (such as sound systems).
* If you need tents for the event, maroon and white tents may be rented from Action Tent Company. The cost is $100 per tent for set up and tear down. Call 417-864-8449 to reserve tents.
* If the carillon bells would be disruptive during your event, or to request a special performance on the carillon, contact Jeremy Chesman by email.
* Make a back-up plan in case of bad weather.

#### For all events

* Submit event to the master calendar.
* Contact parking administration at 417-836-4825 to arrange parking for event (if needed) and purchase parking passes for your guests (if needed).
* Contact the office of visual media services at 417-836-5498 if you would like to request a photographer to take pictures at your event.
  + Submit a photographer assignment form to request a photographer at the event.
  + More information about how to set up an event to optimize photo opportunities is available online. Upon request, Visual Media will preview a setup before the event begins.

### Publicizing your event

* Define your target audience.
* Decide how you will notify them of your event.
* As soon as your event date/time is finalized and the room has been reserved:

o Submit the event to the online master calendar. The online calendar:

* + Provides information to campus and community members
  + Is the source for information about campus events that is sent to the media
  + Will feed information to Student E-bulletin and Faculty/Staff E-bulletin
* Contact the office of strategic communication at 417-836-6397 if you need assistance developing a public relations plan for the event.
* Contact creative services at 417-836-4142 if you need to have invitations, posters, fliers, brochures, etc. printed for the event.

#### At least two weeks before the event

* If the event involves at least two homepage audiences, request a button on the university homepage -- fill out at promo button request form.
* Contact associations, groups, businesses that might be interested.
* Contact the office of the chief of staff at 417-836-8500 if you plan to involve any elected official, political candidate or VIP in the event.

# Student Organization Policies & Procedures

Academic Space Audio/Visual Usage Procedures

Registered student organizations may utilize the installed audio/visual systems within academic spaces on campus for meetings and programs free of charge. Students must reserve the academic space by through the online web app event.missouristate.edu. Once the reservation has been confirmed, a student representative from the organization may check out the AV cart key and necessary AV cabling from the Office of Student Engagement located in PSU 101 or by calling

(417) 836-4386. Students must reserve the equipment 24 hours prior to the event and must return the equipment by 4pm the following business day.

Disciplinary Process:

If issued keys and cables are not returned, or a problem with the equipment arises, Event & Meeting Services will be notified immediately. They will then work with the Office of Student Engagement, to issue a written warning to the student organization if warranted. If a student organization receives two written warnings within a semester they will lose all academic space reservation privileges for the remainder of the semester. If there is a second occurrence on or after midterm of the current semester, the organization will lose academic space privileges for the remainder of the current semester and the following semester. Additionally, appropriate fees will be assessed to the student organization for any lost or unreturned keys or cables. If a student organization does not request use of the AV equipment, but has been identified as having used the equipment without prior approval, that organization will be issued a written warning.

### Finances and Banking Procedures

#### Finances

Student organizations may receive invoices for charges accrued from the institution (i.e. AV equipment, parking permits, and catering) via email one week after the event. The invoice will be sent to the person that made the reservation. The Assistant Director of Co- Curricular Involvement will email financial statements to the primary contact and the advisor of the student organization between the first and second week of each month. Organizations have 90 days to pay the balance to the Bursar Office located on the 1st floor of Carrington Hall. (See Student Organization Account Delinquency Procedures)

#### Tax Exemption

Student organizations do not receive tax exemption status through Missouri State University. If a student organization would like to receive a tax exempt status, they must file as a 501(c)(3) Organization through the IRS website. Please note that by establishing a student organization as a 501(c)(3) organization, the organization may owe annual Federal and State taxes.

#### Bank Account

Student organizations may establish a bank account for consistent budgeting and fundraising purposes. Student organizations are encouraged to use Commerce Bank located on the 2nd floor of the Plaster Student Union. For more information on establishing a bank account see Establishing a Federal Identification Number for Bank Accounts.

# Food Service Policy for Student Organizations

### Billing

Services may be paid in cash, check or credit card (Visa, MasterCard, American Express, or Discover). Payment terms are net 30 days.

Departmental events will be billed to a Missouri State University Budget Number (if applicable) Invoices for departments with budget numbers are sent simultaneously to the client and to Financial Services; resulting in a budget transfer to immediately pay the invoice.

Non-University customers will be required to provide a 50% deposit of the guarantee and the final balance is due 72 business hours prior to your scheduled event.

Functions requesting tax exemption must provide your tax exempt documentation and ID number before the time of the event

### Catering wait staff

All buffet and plated meals include adequate wait staff. Should you desire additional servers, or for an event that attendants are not assigned, you will be billed a $12 per hour service fee. Bartenders are available at $25 per hour. When requested, Catering will utilize china service in the Plaster Student Union, china service is available outside the building for an additional $2 per person for full service and $1 per person for receptions otherwise disposable service will be offered at your events.

### Confirmation

A copy of the final arrangements and the necessary billing information will be sent to you. Review all of the information for your event: date, time of delivery, set-up and food/beverage order, your Catering Manager will also require acceptance of the confirmation to ensure that you have received and agree to the information on the Event Order.

All cancellations of food service should be made no less than 72 business hours prior to your event. Events cancelled within 1 business day of event and no shows will be charged 100% of estimated costs.

### Delivery fees

A charge of $35 or 3% of the total invoice, whichever is greater, will be applied to all off campus events

Floral / décor

Catering will work with their vendors to meet any request, pricing will be agreed upon prior to event.

### Guarantees

Final guaranteed number of participants must be submitted at least 72 business hours prior to your event. If a final count is not received, the amount initiated on the original order will be used as the guarantee number. The guarantee is not subject to reduction after the deadline. The catering department will make every effort to accommodate last minute revisions. Your billing is based on the final guarantee, if the number served is higher, we will charge accordingly. Should Missouri State University be closed due to weather, all events will be automatically cancelled. Please contact the Catering Office to reschedule.

The event location and or venue should also be contacted with final numbers to ensure proper arrangements.

### Liability

All catering equipment and supplies are the responsibility of the host/hostess for the entirety of the event. Actual item cost will be added to your invoice for any item(s) found missing upon pickup. Missouri State Dining Services is not liable for any equipment, supplies or personal belongings left in public areas.

### Linen service

Basic linen service will be provided for all buffets or plated events. Any specialty linens or colors must be requested in advance. If additional linen is needed for receptions, registration or skirted display tables, additional fees may be applied.

### Off site catering

The primary purpose of the Catering Department at Missouri State University is to provide outstanding service to the university as well as the surrounding community. The Catering Department would be more than happy to work with you if you would like to hold a catered event off campus. Please contact the Catering Department at 417-836-4629 for more information. Delivery fees may apply.

### Perishable food policy

Food safety is a high priority for Missouri State Dining Services. In adherence with the local Health Department regulations, it is our strict policy that there will be no credit given or carry out allowed of perishable food not consumed at your event. Therefore, we reserve the right to deny the removal of leftover food by the customer. For the safety of you and your Guests, food that needs to be hot or cold, will be removed after a limit of one and a half hours or as determined by catering staff.

### Pricing

All prices in this brochure are a guideline and are subject to change depending on raw food cost. You must contact the Catering Office for a current price quote.

### Reservation timeline

Catering orders should be submitted three (3) weeks prior to your event to assure ample time for appropriate staffing, the ordering of your linen and the highest quality of product. Catering will make every effort to accommodate last minute increases however: this may result in necessary menu revisions

### Service times

A service time of four hours is included in all event menu pricing; please notify the catering office if there will be a program during the meal. Events exceeding the four hour time frame will incur a $15 per hour, per attendant service charge.

In the event your group will be arriving later than scheduled, please notify the Catering Director as soon as possible.

### Waivers

All food served throughout the Missouri State campus must be provided by Missouri State Catering or through a PSU vendor or affiliate. There are some exceptions: Individuals may provide food for their personal consumption; University departments may sponsor “potluck” meals for their office staff in spaces controlled by their office; University departments, faculty, and staff organizations may conduct authorized bake sales of products prepared by their members as fundraisers. An exception to the food service policy must be requested by using the “Request for Food Service Waiver” form and must be approved by the Director of Catering at least 30 days prior to the event.