

**2020-2021**

**Registered Student Organizations Handbook**

*All contents subject to change.*

## Please see Appendix D located at the end of this handbook for COVID-19 related items.

### **The Role of Registered Student Organizations**

Co-curricular programs and organizations provide opportunities for students to develop friendships, learn new skills, and practice leadership and group development skills. There are more than 150 registered student organizations (RSOs) representing Pittsburg State University.

Operating on the basis of voluntary participation and self-government, RSOs are an integral part of PSU's community.

### [Definition of Student Organizations](#)

A registered student organization (RSO) is defined as a group consisting of at least 100% students. Members must be students, as defined by Article 3 of the [Code of Student Rights and Responsibilities](#). The president must be a full-time student (at least 12 hours undergraduate or 6 hours graduate). Only those organizations registered with the Campus Activities Center are considered to be a RSO.

Organizations may be established within the University for any legal purpose, whether the aims are religious, political, educational, economic, or social. Affiliation or disaffiliation with an extramural organization shall not disqualify the University-based branch or chapter from University privileges. As a general rule, membership in all University-related organizations shall be open to any student. A student may not be denied the rights of access to and participation in any University-sponsored or University-approved activity because of race, sex, or religion, and such other basis as is current in the University Affirmative Action statement.

### **Conditions for Registration of Student Organizations**

- The established policy of the [Board of Regents of the State of Kansas for Student Organizations and Activities](#) prohibits discrimination on the basis of age, race, color, religion, gender, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors that cannot be lawfully considered, within the state universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.). In addition, in accordance with K.S.A. 2016 Supp. 60-5312, this policy does not prohibit a student organization that is organized around shared religious beliefs from requiring leaders or members to adhere to the organization's sincerely held religious beliefs, comply with the organization's sincerely held religious beliefs, comply with the organization's sincere religious standards of conduct, and be committed to furthering the organization's religious missions, beliefs, observance requirements and standards of conduct as defined by the organization or the religion on which the association is based.
- The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization

shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement that would violate the principle of selection on the basis of individual merit.

- Registration will not be granted to any organization, whether national or local, in origin, whose stated purpose, intent, or likely consequence of activities is anarchistic, subversive, or disruptive to University activities.
- Student organizations at Pittsburg State University are open only to PSU students, and all members should be on the organization's Gorilla Engage page.
- Officers of organizations must have earned a minimum of a 2.0 semester GPA during the semester preceding their election to office and for the semester(s) during their term of office.
  - Grade check cards must be utilized to check an individual's grades.
  - Grade check cards are available [here](#). *Must be logged in to Gorilla Engage to access link.*
  - Only an advisor, PSU employee authorized by the advisor, or Campus Activities may complete grade checks.
  - Cards may be submitted to Cathy Pentola in Campus Activities for checks.
    - i. Checked cards will be returned only to the organization advisor.
- Organizations must register annually with the University through Gorilla Engage.
- All organizations recognized by Pittsburg State University must abide by the policies contained in the Student Organization Handbook, [the Code of Student Rights and Responsibilities](#), and all local, state, and federal laws.
- The organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges, nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students.
- Organization registration does not imply University approval of either the organization or its activities.

### **Privileges of Organization Registration**

University recognition provides student groups the opportunity to enjoy the privileges listed below:

- A free organization management portal through Gorilla Engage
- Use of the name of the University in the title of the organization (following related licensing guidelines) - all Club Sports organizations must include the word Club in their organization name
- The use of university facilities and space in many areas, including the Overman Student Center, Bicknell Family Center for the Arts, Student Recreation Center, Axe Library, academic spaces, and more
- Request for Allocations from the Student Government Association (SGA)
- Participation in annual Student Organization Fairs
- Support and guidance from Campus Activities staff members
- Eligibility for leadership awards at the annual Leadership Awards Ceremony
- The use of supplies and equipment through the Campus Activities Center
- Use of the Business Office for financial advising and banking services
- Utilization of bulletin boards, digital display advertising, and sidewalk chalk
- To request approval of posters by the SGA and University Housing
- An organizational mailbox at the Campus Activities Center

### **Registration of new or previously inactive organizations**

1. New organizations or those who are reactivating after a dormant period must make an appointment with Campus Activities staff to discuss the registration process and required documents.
  - a. All organizations that wish to identify as a Fraternity or Sorority must follow all expansion procedures that can be found as an appendix to this handbook as well as schedule a meeting with Anna Stark, Program Coordinator, [aastark@pittstate.edu](mailto:aastark@pittstate.edu). This includes organizations that wish to use Greek letters in their name, except for department recognized honorary organizations.
  - b. The organization shall not duplicate the purposes and functions of a previously approved or current RSO unless the need for duplication is substantiated with Campus Activities.
2. After meeting with the staff member, the student will complete a registration form on Gorilla Engage.
3. Campus Activities will review submitted materials for registration on Gorilla Engage.

### **Annual Reregistration Process**

The completed registration will be completed on Gorilla Engage annually between April 1 and April 30. This process will:

- Ask for updated leadership positions
  - President
  - Vice President
  - Treasurer
  - On-Campus Advisor
- Name of the organization
  - All Club Sports must include the word "Club" in their organization name so as not to be confused with Athletic supported teams
  - Purpose
- Agree to comply with University standards, including the [Code of Student Rights and Responsibilities](#) and all elements contained therein, rules and policies as well as all local, state, and federal laws.

Additionally, mid-year the leadership positions will be asked to reaccept their positions via Gorilla Engage notifications.

### **Maintaining RSO Status**

To maintain active status throughout the academic year, an RSO must meet or submit the following criteria to Campus Activities

1. Update the list of current officers within ten (10) business days from the day of elections and update the list of subsequent changes when such occur on Gorilla Engage.
2. Update all advisor information on Gorilla Engage within ten (10) business days of an advisor change.

3. Submit all changes in documents on Gorilla Engage relating to the organization (i.e., revisions to constitution, modifications in statement of purpose, etc.). RSOs shall be responsible for updating any revision to their local and affiliate constitutions with Campus Activities via Gorilla Engage within ten (10) business days of any changes.
4. Conduct affairs in a lawful manner, in accordance with the constitution and by-laws on file and applicable policies, rules, regulations, and standards of the University and all local, state, and federal laws.
5. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations, and standards of the University.
6. Campus Activities and Student Life may suspend the registration of an organization for noncompliance with the regulations and standards as outlined in the current Student Handbook.

### **Dry Recruitment**

The University has a zero-tolerance policy for the use of alcohol in any form by any student, RSO, campus program, or athletic team for the purpose of membership selection. All activities, ceremonies, new member programs, trainings, and other events must be alcohol-free.

### **Student Code [Article Alcohol & Cereal Malt Beverage Policy Excerpts](#)**

3.4 Student groups are encouraged to obtain legal opinion concerning their status as hosts at private locations as it relates to the potential liabilities involved in serving alcohol to minors and intoxicated persons. The groups shall adopt self-governing procedures, appropriate mechanisms to ensure protection against individual or group liability as a result of the irresponsible use of alcohol.

3.5 Games which emphasize drinking alcohol or which place some kind of social approbation on one's capacity to hold liquor or to display certain talents with respect to the consumption of alcohol will be prohibited at social functions.

3.6 All organizations will refrain from emphasizing alcohol in advertisements. Posters and flyers that contain alcohol related advertisements are not permitted to be displayed or distributed on P.S.U. campus.

3.8 Each registered University organization must submit a statement signed by the organization president indicating intent to abide by the University Alcohol & Cereal Malt Beverage Policy. The statement will be submitted to the Office of Student Life.

### **Hazing & Pre-Initiation Activities Policy**

Pittsburg State University prohibits student organizations from engaging in hazing of another person for the purpose of initiation, or admission into, or affiliation within any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity, or situation that recklessly, negligently, or intentionally endangers the mental or physical health, welfare, or safety of a person, or exposes a person to extreme embarrassment. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity.

Such activities and situations include paddling in any form, creation of excessive fatigue, ingestion of unusual liquids or solids, the ingestion of liquids or solids of unusual quantities, physical and psychological shocks, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house, wearing apparel in public which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading and/or humiliating games and activities, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of Pittsburg State University and [Kansas statute on hazing](#).

### **Conduct**

Violation of University policies may result in disciplinary action under the [Code of Student Rights and Responsibilities](#), Human Resources policies and procedures, or other applicable university regulations or policies.

Possible sanctions for individuals found responsible for violating policies range from a warning to expulsion. Potential sanctions for RSOs and official University groups range from censure to indefinite dismissal. If applicable, regional and national affiliated offices will be notified for action.

Violations of laws are subject to referral to appropriate law enforcement as well as to regional and national affiliated offices for action and/or prosecution.

### **Prohibited Conduct**

To view the full text, please visit the [Code of Student Rights and Responsibilities, Article 34, Section 5](#).

The following statements constitute the official record of all general violations of conduct rules and regulations at Pittsburg State University. Students, and student organizations, are expected to abide by these regulations, and administrators are expected to enforce them. These violations of rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions. A student or student organization, who is found responsible for misconduct or is found responsible of being an accessory to misconduct, shall be subject to the sanctions authorized by this code.

1. Disruption of classes, seminars, research projects, activities, or operations of the University.
2. Actual or threatened physical assault or injury to person.
3. Violation of University Policy on Sexual Misconduct and Relationship Violence.
4. Harassment and/or intimidation - Conduct causing alarm or recklessly creating a risk by: threatening to commit crimes against persons or their property and violation of the University sexual harassment and racial harassment policies. Harassment or intimidation of persons involved in a University disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities is prohibited.
5. Disorderly conduct - Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, scavenger hunts, unwelcome

physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs.

6. Drugs - The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics or other controlled substances, or drug paraphernalia in as defined in Federal and state statutes.
7. Behavior or activities which endanger the safety of one or others - This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and tampering, damaging, or misusing fire equipment.
8. Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals - The University is unwilling to allow even the mere presence of dangerous weapons. While some objects are clearly dangerous, what is used dangerously may also be considered a weapon.
9. Damage to property - Damage, destruction, or defacement of University property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.
10. Theft of property - Theft of University property or possession of stolen University property or property of any other person.
11. Misuse of University documents - Forging, transferring, altering, or otherwise misusing any University document, including identification cards, course registration material, or other document or record.
12. Unauthorized use of the name or insignia of the University by individuals or groups.
13. Unauthorized presence in or forceful entry into a University facility or University related premises.
14. Unauthorized or misuse of University property or equipment.
15. Misuse of telephone - No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.
16. Misappropriation or misuse of student organization funds or property - This includes, but is not limited to, overextension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment.
17. Computer abuse - This includes, but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; harassment, defamation or intimidation, use of computer facilities and resources to send obscene or abusive messages, violations of copyright or laws to protect the intellectual property rights; and disruptive or annoying behavior on the University computer systems.
18. Providing false information - In the application for admission, petitions, requests, disciplinary hearing or other matters of record, and transaction with officials of the University or authorized agent.
19. False reporting of an emergency - The false report of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner.
20. Failure to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.
21. Unauthorized use or possession of keys - No one may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.
22. Violation of any University policy or procedure is prohibited, including the General Conduct Policy (i.e. Alcohol & Cereal Malt Beverage Policy, Hazing Policy, Academic Misconduct Policy,

Advertising/Sales/Solicitation Policy and poster guidelines and policies set forth in the Guide to Hall Living).

23. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing.
24. Commission of any act which is a violation of a criminal law of the United States, a state law or a municipal ordinance.

### **Reporting**

1. If there is a threat of immediate danger, call 911.
2. Complaints or reports of conduct violating activities/behaviors should be reported to a university official.
3. Complaints may also be filed online  
[https://cm.maxient.com/reportingform.php?PittsburgStateUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?PittsburgStateUniv&layout_id=3).
4. Making intentionally false accusations is prohibited.

### **Charging a Registered Student Organization**

RSOs can generally be held responsible for violations of the Student Code of Conduct when:

- a. One or more officers or authorized members/representatives, acting in the scope of their organizational capacities, commit a violation;
- b. One or more of its members commit a violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization;
- c. A violation occurs at an activity funded by the organization;
- d. A violation occurs as a result of an event sponsored by the organization;
- e. One or more members of alumni commit a violation in the name of the organization;
- f. One or more members of an organization fail to satisfactorily complete the terms of any disciplinary penalty related to an organizational violation;
- g. One or more members of an organization commit a violation while attending a function as a representative of their organization or the University, including but not limited to, competitions, conferences and conventions;
- h. One or more members willingly witness or observe a violation of the Student Code of Conduct and choose to remain present at the site of the violation (passive participation).

### **Jurisdiction and Authority**

- a. Students, who are members of an RSO involved in a violation of the Student Code of Conduct, may be subject to discipline both as a member of the RSO and as an individual.
- b. Student organizations have the right to request the presence of an advisor of choice during any conduct related proceeding.
- c. The Program Coordinator for Campus Activities (Fraternity Sorority Life) or designee shall be the conduct advisor for all cases involving social fraternity and sorority organizations.
- d. The Assistant Vice President for Student Life will maintain jurisdiction over all cases involving RSOs where there is a possible violation of the Student Code of Conduct, including but not limited to, actions that may violate University policy and/or local, state or federal law; when there is a conflict of interest with one of the aforementioned conduct advisors; when the incident involves multiple violations; and/or all other incidents with possible sanctions.



## **Disciplinary Process**

1. Initiation of Charges
2. Notification of Charges
3. Administrative Conference

For full details, visit the [Code of Students Rights and Responsibilities, Article 24, Section 6](#).

## **Organization Mailbox Policies**

Use the organizational mailbox assigned to your organization. Use the address and box number for all mail, on-campus, and off-campus, as well as for groups requesting your address.

- You MUST check your mailbox weekly. In addition to mail, there may also be program flyers in your mailbox (with appropriate permission, stuffing mailboxes is an easy way to advertise an event).
- Decide who should pick up and check the mail. If mail is not picked up on a regular basis, the president of the organization and the advisor will be notified. If the situation continues, mailbox privileges may be revoked.

## **Copyright Compliance and Public Performances**

Under the [U.S. Copyright Act](#), Public Law 94-553, Title 17 of the United States Code, Section 106, "the copyright owner has the exclusive right to display the copyrighted work publicly."

The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home. This law applies to everyone, regardless of:

- Whether admission is charged.
- Whether the institution is commercial or nonprofit.
- Whether a federal, state or local agency is involved.
- What year the movie was produced.

RSOs must properly license movies to show them publicly. Organizations who are found to have violated copyright may have their status as a RSO revoked.

To discuss the licensing process, please schedule a meeting with the Associate Director for Campus Activities.

## Financial Information

### Student Organization Accounts

Any student organization may have an on-campus student organizational account free of charge at PSU. This is similar to a checking account in nature, but the checkbook is held by PSU. Student organizations are NOT allowed to use PSU's Federal tax identification number (EIN) or exemption status under any circumstances. Inquiries are made by PSU to the area banks to ensure any existing off-campus bank accounts are not using PSU's name or Federal tax identification number. PSU strongly recommends that all student organizations use an on-campus account to process all revenues and expenses. These accounts allow for transparency of operations, secure handling of funds and records, and hassle-free solutions for the changing of officers each academic year. All student organizations using off-campus bank accounts are responsible for following all applicable State and Federal laws, including those relating to sales tax.

**To apply for a student organizational account**, the organization's faculty advisor must make a written or email request to the Asst. Controller for Business Services (Rachel Cameron, 110 Russ Hall, [rcameron@pittstate.edu](mailto:rcameron@pittstate.edu)), giving the organization's name and purpose.

Once the account has been created, a cost center number will be provided to the faculty advisor. Keep this for future reference as this cost center number is necessary for the expending and depositing of funds.

### **To expend funds from the account:**

- A [Pay Vendor Form](#) needs to be filled out and submitted for payment with all pertinent information, including who is to be paid, why, and how much. Supporting documentation is required, such as an invoice or itemized receipt.
- The faculty advisor's signature must be on the request authorizing the payment to be made.
- To make a payment to the faculty advisor from an organization's account a student officer must also authorize the payment by signing the request form and noting their position within the organization.
- Please note on the request if the check is to be mailed or picked up. If the check is to be picked up, a phone contact needs to be written on the payment request.
- A completed W-9 is required to set up any individual or company as a new supplier. New suppliers take approximately 3 days to be set up and approved. (This is in addition to the processing time for checks.)
- Checks take approximately 2 days to process. Allow time for the completion of this process. In case of emergencies, contact the Asst. Controller for Business Services @ Ext. 4150 or [rcameron@pittstate.edu](mailto:rcameron@pittstate.edu).
- Student organizations are NOT exempt from paying sales tax on purchases. All payment requests will be reviewed and, if necessary adjusted for the applicable sales tax. Please contact the Business Office with any questions.

### **To deposit funds to your account:**

- A deposit form with the money to be deposited needs to be taken to the Cashiers and Student Accounts Office in Horace Mann. Your organizational account number needs to be on the form.
- Any applicable sales tax will be calculated when completing your deposit, and the University will file this with the Kansas Department of Revenue for the organization. Sales Tax will be

applicable for most sales to consumers. This may also include fundraising activities. For more sales tax information, contact the Asst. Controller of Cashiers and Student Accounts at ext. 4153 or [dhartshorn@pittstate.edu](mailto:dhartshorn@pittstate.edu).

- An electronic notification will be emailed to the faculty advisor for the receipted funds.

Various reports are available through GUS Cloud to help maintain this account. For information regarding account balances and transaction details, please contact the faculty advisor or the Business Office.

### **Student Organization Safekeeping Account Dormant Transaction Policy**

On or about July 1 of each year, Campus Activities will review the transaction records of each Student Organization Safekeeping Account. Any account in which no transactions have occurred during the three previous fiscal years, the following actions will be implemented.

Efforts will be made to reconnect the account with the organization, using past advisor contact information to determine if the organization is still operational. If the organization is found to no longer be active on campus, depending on the original source of funding the following actions will be taken:

1. If funding appears to have originated from SGA's Allocations process, the funds will be returned to the Allocations account.
2. If funding does not appear to have resulted from Allocations, Campus Activities staff will determine if another student organization exists with a similar purpose and transfer the existing funds to that organization for their use.
3. If no organization with a similar purpose exists, the funding will be transferred to a general holding account administered by the Campus Activities Center Associate Director with the funds to be used to benefit general programs or leadership development activities implemented by Campus Activities.

### **SGA ALLOCATIONS FOR STUDENT ORGANIZATIONS**

Any student organization who has applied and been **awarded** [Allocations from SGA](#) must go through the following to **receive** Allocations:

1. Allocations are paid on a reimbursement basis only. Receipts for the qualifying expenses must be turned into SGA attached to the appropriate forms giving the organization's name, the organization's on-campus account number or valid tax ID number, an explanation of the activity performed, and the total value of the receipts attached. This should be turned into the SGA office in accordance with announced SGA deadlines. The student organization **MUST** keep a copy of the form and qualifying receipts for their records.
2. Once SGA has reviewed the documentation, including receipts, they will issue a payment request to the Business Office. This request will include the organization's name, on-campus account number or tax ID number, and the amount of allocations approved to be paid. If the organization has a valid tax ID number, a check will be issued and returned by Topeka for the organization to pick-up in the Business Office. If the organization has an on-campus account, it will be automatically deposited into their account once the money has been received from

Topeka. The organization's faculty advisor will be notified by electronic notification of this deposit.

3. All organizations with an on-campus account may then turn in a request signed by their faculty advisor with receipts to the Business Office to reimburse the individual(s) who initially paid the expenses. Account balances will be checked to verify there are funds available prior to making these reimbursements. See "expend funds" above for more information.
4. No Allocations will be paid out to a student organization without an on-campus account.

## **Publicity, Marketing, & Branding**

### **Poster and Sidewalk Chalk Guidelines**

Each year the SGA updates the University guidelines used to get posters and sidewalk chalk approved. These guidelines apply to all materials to be posted or chalked with the exception of Academic Departments and a few select groups, which must be stated on the posting. Anyone who would like to post or chalk something must visit the SGA office in person for approval, and it must be sponsored by someone with a current PSU ID number. For additional information, please contact Student Government Association.

### **Pittsburg State University Residence Hall Posting Guidelines**

Bulletin boards are required for use by University Housing staff and the Residence Hall Assembly. All materials from the University Housing Office, or its staff, and Residence Hall Assembly may be posted or distributed in a variety of locations in the residence halls.

Other students and groups must abide by these policies:

- University departments and materials stamped by Student Government Association must be counted and labeled one (1) per campus living area. The campus living areas are Block22, Crimson Commons, Crimson Village, Dellinger, Nation, Tanner Complex, Trout, and Willard Hall.
- These materials must be brought to the University Housing Office (209 Horace Mann) between the hours of 8 am-4 pm, Monday-Friday. Materials will be distributed to the appropriate hall and posted in the designated locations by hall staff.
- Hall staff will remove any posters not distributed in the above manner.
- Materials other than posters must be brought to the University Housing Office and will be placed at the hall desk for students to pick up if they choose.
- Personal posting on individual doors may be done only with the resident of the room's expressed permission.
- Alcohol-related posters and flyers are prohibited.
- Posting deemed tasteless or offensive by the Residence Hall Assembly executive committee, or University Housing staff will be removed by residence hall staff.
- Individual/Group postings will be removed if the date cited on posting is past.
- Postings are intended for general interest information; commercial advertising is prohibited.
- Event posting on individual floors or doors may be done only with special permission from University Housing staff. A University Housing staff member or community council member must do the posting.

### **Table Tent Displays**

Table tents may not be displayed any sooner than one (1) week prior to the event. Table tents must be removed after the event by the RSO or University department. Advertising through the use of table tents may be permitted in Gibson Dining Hall, Gorilla Crossing and the U-Club under the following guidelines:

1. The event must include a contact email.
2. Approval from Sodexo Dining Service staff is required for all table tents in dining spaces.
3. No more than three (3) table tents are permitted at any one (1) table at any given time. Placement after approval is on a first-come, first-served basis.

4. The table tent may not be any larger than six (6) inches wide by eight (8) inches in height.
5. Flyers do not count as table tents and should not be left on tables.

### **Digital Slides**

Student organizations that would like to display a slide on the Student Center screens may submit slides [here](#). *Must be logged in to Gorilla Engage to access link.* Allow 2 business days from the time of submission for slide approval.

### **Student Center Display Cases**

The Overman Student Center provides two types of display cases. Scheduling of the display cases will be through the Overman Student Center Scheduling Office (see below for contact information). A description of the display cases and the process to schedule these cases are as follows:

- Two (2) enclosed wall display cases, with either wood-slat or tackable background, are provided for scheduling by recognized student organizations or University departments. These display cases are not intended for the display of an individual. There is a one-week time limit on scheduling unless pre-approved by the Scheduling Coordinator.
- No display cases will be approved if it promotes profanity, discrimination, alcohol or drug abuse, or illegal activities.
- Unauthorized or inappropriate displays will be removed without notification.
- There will be no tacking done in wood-slat display cases; the appropriate hardware will be provided.
- If an organization or University department damages the display cases, the Overman Student Center will have the unit repaired, and the organization or department will be charged to reimburse the Overman Student Center for any costs incurred.

### **Branding – Standards, Logos, and More**

The Pitt State brand is the foundation for all of our marketing resources. Every aspect, from a website, to identity, to print material, to video production and photography is defined by our Pitt State brand. It is imperative that proper logos be used in all instances in order to maintain high-quality standards through Pitt State's Marketing & Communication Office.

The [Pitt State Brand Standards Manual](#) is a guidebook for the regulations regarding the use of Pitt State logos and the University's visual identity. The Brand Standards Manual addresses issues such as when and how the trademarked "split-face" logo can be used, colors and styles of approved fonts, and many other style and design questions.

### **Student Organization Policies**

- Only licensed vendors will be able to produce merchandise using the Pittsburg State University name and logos. See approved vendors list [here](#) or on [University Marketing's Branding page](#).
- All university club and student organization fundraising activities using the University's name and/or logos on merchandise must be approved and will be considered on a case-by-case basis.
- If you have specific questions, please contact Lance Moser at [lmoser@pittstate.edu](mailto:lmoser@pittstate.edu) or (620) 235-4839.

## Facility Reservations

### Reservation Information

University facilities shall be available to RSOs for regular business meetings, social functions, and programs open to the public. Reasonable conditions and/or charges may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, time of use, and to ensure proper maintenance of the facilities. Preference may be given to programs designed for audiences consisting primarily of members of the University community.

RSOs have the ability to reserve space in many areas on campus. Only registered Presidents and Advisors may make reservations for an RSO. Please see the information below for registration information and guidelines for other areas on campus:

#### *Academic Buildings/Classrooms*

Reservations for classrooms or in academic buildings are made through the Registrar's Office. To make a reservation, you will need to complete the Classroom Event Scheduling Form, which can be found [https://pittsburgstate.formstack.com/forms/classroom\\_event\\_scheduling](https://pittsburgstate.formstack.com/forms/classroom_event_scheduling). If you have any questions about completing this form or making a reservation in a classroom or academic building, you can visit the Registrar's Office in 103 Russ Hall, or you can call at (620) 235-4200.

#### *Campus Recreation Center*

Reservations for space that is available in the Campus Recreation Center are made through their office. For more information, visit their office or call them at (620) 235-6564. Visit their site, <https://www.pittstate.edu/office/campus-recreation/index.html>, for reservation forms – under Facilities & Reservations.

- Indoor facilities, including the pool, racquetball courts, and gym spaces are reserved on a case by case request.
- Outdoor facilities, including basketball courts, ball fields, President's Field, and sand volleyball, are also able to be reserved.

#### *Athletic Facilities*

Reservations for Athletic Facilities (ex: John Lance Arena, Dance Studio, etc...) are made through the Athletic Office. Contact Lacie Anderson at [landerson@pittstate.edu](mailto:landerson@pittstate.edu) or (620) 235-4389 for more information.

#### *Wilkinson Alumni Center*

***The Alumni Center will not be taking reservations due to COVID-19.***

Reservations for the Cecil and Eva C. Wilkinson Alumni Center are made through Alumni and Constituent Relations. For the reservation policy and policies, visit [https://www.pittstate.edu/alumni/\\_files/documents/wac-building-use-policy-feb-2015.pdf](https://www.pittstate.edu/alumni/_files/documents/wac-building-use-policy-feb-2015.pdf)

#### *Bicknell Family Center for the Arts*

Reservation information is available at <https://bicknellcenter.com/contact-us/reserve-the-center.html>.

### *Axe Library*

Reservation information is available <https://pittstate.libcal.com/>. Please be aware that priority for reservations will go to academic pursuits. For more information, please contact Ruth Monnier at [rmonnier@pittstate.edu](mailto:rmonnier@pittstate.edu) or Jorge Leon, Jr. at [jleon@pittstate.edu](mailto:jleon@pittstate.edu). If you'd like to partner with the Library on programming, please visit [here](#).

### **Overman Student Center Policies**

#### Student Center Reservation Procedures

Reservations are taken from 8 am-4:30 pm, Monday-Friday. To make a reservation, email Barb Barto at [bbarto@pittstate.edu](mailto:bbarto@pittstate.edu), call (620)235-4791, or stop by the Overman Student Center Administrative Office. Sodexo Catering is the exclusive food provider for the Student Center; group outside food and drink are not allowed in the building. If your reservation is a major event, please schedule an appointment with the Scheduling Coordinator and the Catering Manager to discuss your needs.

To ensure first choices and equipment needs, make your reservations early. Reservations are subject to space, room, and equipment availability. Whenever possible, observe the following guidelines:

- Minor room set-up is 2 working days / need all information
- Foodservice requires all information a minimum of 10 working days before the event
- Guarantees – 2 working days / must be before noon
- Ballroom(s) or major portions of the building – 10 working days
- Beyond stated operating time – 2 weeks

Please note, reservations can be made 1 year ahead of time.

If you must cancel, please do so as soon as possible. Cancellations within 48 hours of the event may result in a fee to the user or denial of use at the discretion of the Director of the Student Center.

#### *Continuous Scheduling*

**All reservations for the Overman Student Center can be made via the Scheduling Office.**

Each semester the CAC will email presidents and advisors a reminder that the Continuous Scheduling Form for the next semester is open. This shall occur approximately 1 month before the end of the semester (i.e., Spring Continuous Scheduling would open in November). The form can also be found on the Student Center webpage [here](#).

Additional spaces covered by the Overman Student Center Scheduling Office include:

- Cleveland Plaza
- Lindburg Plaza
- The Oval
- Gorilla Village
- Timmons Chapel

For additional policies, please visit the Student Center [webpage](#).



## Travel

***Travel has additional restrictions due to COVID-19. Please see Appendix D for information.***

Students traveling under the auspices of the institution are expected to follow these regulations:

- Students representing PSU are expected to obey all local, state, or federal laws and University policy.
- Advisors are encouraged to attend any travel events with the RSO.

When any kind of problem arises related to student travel or violation of local, state, or federal laws or University policy, the Assistant Vice President for Student Life should be notified on the first business day following the return to campus.

### **Reimbursement and Travel Forms**

If an organization is reimbursing travel, it is recommended they utilize the travel rates as prescribed on the Business Office Travel page. For more information, click [here](#).

### **Carpool Vehicles**

- Priority for the use of vehicles will be the order in which the authorization forms are received in the Vehicle Maintenance Garage.
- Requests for vehicle reservations must be made using the Carpool Vehicle Authorization Form.
- Van drivers must be full-time or part-time employees of the University or have an appointment as a graduate assistant. Undergraduate students may not be van drivers.
- Prior to driving a van beyond the actual streets of the City of Pittsburg, drivers must complete a National Safety Council class on Van Driving and Safety offered through University Police and Parking Services.
- No driver should operate a vehicle for more than 10 hours in any 24-hour period. The van driver must take a mandatory 30-minute rest break every four hours. Trips requiring more than 10 hours of driving time to reach a point of destination will require overnight lodging.
- The operators of carpool vehicles need to ensure that the number of occupants does not exceed the number of seatbelts in the vehicle. Operators should also require that each occupant use a seatbelt while the vehicle is in operation.
- All carpool vehicles are tobacco-free.

[VEHICLE AUTHORIZATION FORM](#)

[CARPOOL MILEAGE RATES](#)

For full details, visit [Policy for Use of Carpool Vehicles](#).

[Policy on University-Sponsored Student Activities](#)

### *Preamble*

Pittsburg State University recognizes the transformational value of out-of-class activities in which our students participate. Whether initiated or sponsored by faculty or other University representatives, these activities add value to our various programs, whether academic, cultural, professional, or athletic.

The PSU Faculty Senate supports our students' desire to engage in these activities; we recognize our responsibilities in facilitating this engagement; and, we seek to provide guidance for instructors, sponsors and students as we cooperate to enhance our mutual learning experience. While ideally none of these University-sponsored-or-sanctioned-activities (USSA) would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. With the goal of ameliorating such conflicts, we share the following knowledge and suggestions by way of making policy that protects our individual constituencies.

### *For Students*

You have the right to expect to be reasonably accommodated by faculty if you meet your responsibilities in regards to this policy and if you meet your responsibilities for class attendance and participation when not absent for USSA.

You have the responsibility to inform faculty of your intention to participate in USSA. This should be delivered in writing with a sponsor's signature, title and contact information. Students should provide specific details of their intended absence. You should do so at the beginning of the semester or as soon as you are made aware of the scheduled absence. You should inform all of the instructors whose classes you will miss. You will provide information regarding the specific details of your intended absence. This should be done as soon as you are aware of the intended absence, with a minimum of 48 hours advance notice of the affected class meetings. If not possible (e.g. last minute changes to schedules out of the student's control), then you should notify your course instructor as soon as possible.

### *For Sponsors*

You have the right to advocate for fair accommodation for your USSA participants in cooperation from faculty and students. You have the responsibility to inform faculty and students of your USSA schedule and how it may affect class schedules as early as possible in the semester.

### *For Faculty/Instructors*

You have the right to expect that students will express their intention to participate in a USSA. This should be delivered by the student in writing with a sponsor's signature, title and contact information. Students should do so at the beginning of the semester, or as soon as they are aware of their intended absence, with a minimum of 48 hours advance notice of the affected class meeting. If this is not possible for reasons beyond their control, then students should notify you as soon as possible. Students should provide specific details documenting and verifying student participation in a USSA.

You have the responsibility to reasonably accommodate students who participate in USSA. Ideally, such accommodation would be offered and would be accepted in advance of a class absence. Such accommodation could include the opportunity to complete each assignment/test missed with an assignment/test of equal value and equal course content; or, exempting the student from the assignment if it is in the best interest of both parties involved.

Instructors shall provide reasonable and timely accommodations or opportunity to complete exams or other course requirements that have an impact on the course grade. Alternative solutions shall be provided for the following:

1. Travel considered part of the instructional program of the University and requiring absence from class (e.g. professional conferences, research presentations, field trips, etc.)
2. Invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, music competitions, ENACTUS, SGA, etc.)

### *Violations*

Neither absence nor verified notification of absence relieves the student of the responsibility for meeting all course requirements.

If a student believes a violation of the policy has occurred, the student is to contact the SGA Academic Affairs Director, either by email at [sga\\_aa@pittstate.edu](mailto:sga_aa@pittstate.edu), by phone at 620.235.4810, or stop by the SGA Office, located at the Crossroads Intersection in Overman Student Center in Room 111 with the big SGA frosted onto the glass. The student is to provide his or her name, contact information, the class (including day, time and instructor's name), a copy of the course syllabus and a description of the possible violation. The SGA Academic Affairs Director will notify the Chair of the Student-Faculty Committee, obtain information, and if discussion with the faculty member and student does not resolve the issue, then a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

If a faculty member believes a violation of the policy has occurred then the faculty member should contact the Chair of the Student-Faculty Committee and provide his or her name, contact information, the class, the student's name, activity, and description of the possible violation. The Chair of the Student-Faculty Committee will notify the SGA Academic Affairs Director and obtain information. If discussion with the faculty member and student does not resolve the issue, a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

Approved: Faculty Senate April 23, 2018

## **APPENDIX A: ADVISOR HANDBOOK**

### **What is an advisor?**

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity but also serves as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

### **Why be an advisor?**

Advising a student organization can be an enriching experience. Working with students outside of the classroom allows faculty and staff members the ability to share information and resources, and encourage development in the student. This close interaction with students will enable advisors the opportunity to promote skills such as leadership development, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave Pittsburg State University.

### **Who can be an advisor?**

Any member of the faculty or staff at Pittsburg State University may be invited to serve as a student organization advisor. Graduate students may serve as co-advisors, but may not serve as primary advisors. Undergraduate students may not advise student organizations in any capacity.

### **What are the responsibilities of an advisor?**

Advisor roles may differ depending on the student organization, but the role is always important. Some advisors play very active roles – attending meetings, working with student officers, and assisting in program planning and development – while others maintain a more distant relationship with the organization. We hope that as an advisor, you will maintain regular contact with the organization, specifically the organization leaders.

One specific requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. This piece of federal legislation requires Pittsburg State University to report "statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a Campus Security Authority." Student organization advisors are considered to be a Campus Security Authority because they have "significant responsibility for student and campus activities."

What does this mean for advisors?

This means that advisors have the authority and the duty to act or respond to particular issues on behalf of the institution, should they know of a crime that has taken place. All organization advisors are encouraged to complete Campus Security Authority training. If you have questions about the Clery Act or the responsibilities of the Campus Security Authority persons, please contact the Assistant Vice President for Student Life.

If the organization you advise plans to accept payments (i.e., donations, fundraising money, registration, dues, etc...) that will go through the organization's on-campus bank account, please contact LaDonna Flynn, Director of Internal Audit, at [lflynn@pittstate.edu](mailto:lflynn@pittstate.edu) or (620)235-6167.

To assist the advisor and the organization in understanding the roles of an effective advisor, we suggest the following responsibilities for advisors and organizations:

#### Advisor Responsibilities to the Organization

- Serve at the discretion of the organization – know the boundaries.
- Assist officers in understanding their duties, administering programs and plan when needed, organizing projects, and making appropriate transitions.
- Preserve the continuity of the organization through the constitution, traditions, files, and minutes.
- Encourage the use of parliamentary procedures to ensure that meetings are run in an orderly fashion.
- Encourage students to understand and apply democratic principles, including the recognition of minority opinions and rights.
- Attend as many organizational meetings and events as possible.
- Support the officers and offer your evaluations of their ideas, as needed.
- Facilitate discussions among officers, and between the officers and general members of the organization.
- Be familiar with the national structure/affiliation, if relevant.
- Assist the organization as necessary.

#### Organization Responsibilities to their Advisor

- Notify the advisor of all meetings and events.
- Confer with the advisor on plans, projects, and events.
- Consult with the advisor before making structure or policy changes.
- Understand that although the advisor has no voting rights in the organization, they should be allowed to have speaking privileges.
- Remember that the responsibility for the success or failure of the organization, its events and projects rests ultimately with the organization and not the advisor.
- Acknowledge the advisor's time and energy donated and express your appreciation appropriately.
- State clearly and openly the expectations of the advisor in writing (this eliminates communication breakdown).
- Evaluate the advisor and periodically provide constructive feedback.
- Declare the advisor's length of service to the organization (one semester, one academic year, etc...)
- Respect the advisor for his/her insights, talents, and willingness to serve in this role.

#### Advising Tips

Every student organization will differ and may require a different approach by the advisor. These advising tips can serve as a starting point:

- At the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization.
- Read the constitution/bylaws of the group, get to know the members, attend events, and generally make yourself seen so that they can become familiar with you and begin to build relationships.
- Become familiar with the policies for RSOs. This will help you to advise the group according to the Student Organization Handbook, and will also provide you with opportunities to enhance the organization's on-campus experience.
- Assist in the establishment of responsibilities for each officer and member.

- Develop a strong relationship with the president/chairperson and other officers – this is key because these students will be your main contact with the group.
- Remember to praise in public and criticize in private. Discuss concerns with an officer's performance in a one-on-one setting, and whenever someone does something outstanding, don't be shy to let them and others know.
- Maintain a sense of humor – it's college, not rocket science!
- Be honest and open with all communication – the students need to feel that you are genuine in your interactions.
- Realize that you have the power of persuasion, but use this thoughtfully – sometimes, the students need to learn how to fail.
- Help them see alternatives and provide an outside perspective.
- Find a balance – the students must feel that you are supportive of them and that you will also hold them accountable.
- Remember to take care of yourself – it is okay to say no sometimes. Be aware of your limits and balance your professional commitments, personal life, and other responsibilities with your advisory role.

### Advisor Expectations Checklist

Listed below are some expectations which can be negotiated between student leaders and their organization advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the organization should rank the following items, and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish the person responsible for each item.

#### Rating System

- 1 – NOT an advisor's duty
- 2 – Optional Duty
- 3 – Occasional Duty
- 4 – Essential Duty
- 5 – More of a Student Duty

RANK	STATEMENT
	Take an active part in formulating the goals of the organization.
	Take the initiative in developing teamwork and cooperation among the officers.
	Be responsible for planning leadership skills workshops.
	Attend all general meetings.
	Attend all executive board meetings.
	Call meetings of the executive board, when believed to be necessary.
	Attend all group activities, meetings, events, etc....
	Meet with the president/chairperson or other officers before each meeting.
	Help the presidents/chairperson or other officers to prepare an agenda before each meeting.
	Be quiet during the general meetings, unless called upon.
	Speak up during discussion when the advisor thinks the organization may make a poor decision.
	Initiate ideas for discussion when the advisor believes they will be helpful to the organization
	Be one of the organization, except for voting and holding office.
	Veto a decision when it violates a stated objective, the constitution/bylaws, or University policy.
	Check all official correspondence before it is sent.
	Receive a copy of all official correspondence.
	Inform the group of violations of their constitution/bylaws, codes, and standing rules.
	Recommend programs, speakers, etc....
	Make the group aware of its stated objectives when planning programs/events.
	Cancel any activities when you believe they have been inadequately planned, will violate University policy, or are unsafe.
	Insist on an evaluation of each activity by those students responsible for planning it.
	Mediate interpersonal conflicts that may arise.
	Let the group thrive or decline on its own; do not interfere unless requested.
	Let the group work out its problems; allow for mistakes to be made
	Represent the group in any conflicts with members of University faculty or staff.
	Be familiar with University resources and procedures that affect group activities.
	Explain University policy when relevant to the discussion.
	Explain University policy to the entire group once a year.
	Depend on the officers to observe University policy throughout their term in office.
	Be a custodian of all group paraphernalia, records, etc.. during the summer and between officer transitions.
	Keep the official files of the organization.
	Request to see the treasurer's books at the end of each semester.
	Take an active part in the transition of responsibilities between old and new officers at the end of the officer term.

## Advisor Self Evaluation

Think about what kind of experience you want to have as an organization advisor, and then answer the following questions as they relate to your role as a student organization advisor. Your responses can be used as you evaluate and guide your experience as an organization advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time 4 = most of the time 3 = part of the time 2 = almost never 1 = never

\_\_\_\_\_ I know the goals of the organization.

\_\_\_\_\_ I know the organizations' members.

\_\_\_\_\_ I attend regularly scheduled executive board meetings.

\_\_\_\_\_ I attend regularly scheduled organizational meetings.

\_\_\_\_\_ I meet regularly with the officers of the organization.

\_\_\_\_\_ I attend the organization's special events

\_\_\_\_\_ I assist with the orientation and training of new officers.

\_\_\_\_\_ I confront the negative behavior of members.

\_\_\_\_\_ I understand the principles of group development.

\_\_\_\_\_ I understand how students grow and learn.

\_\_\_\_\_ I understand the principles that lead to orderly meetings.

\_\_\_\_\_ I have read the organization's constitution and/or bylaws.

\_\_\_\_\_ I recommend and encourage without imposing my ideas and preferences.

\_\_\_\_\_ I monitor the organization's financial records.

\_\_\_\_\_ I understand how the issues of diversity affect the organization.

\_\_\_\_\_ I know the steps to follow in developing a program or event.

\_\_\_\_\_ I can identify what members have learned by participating in the organization.

\_\_\_\_\_ I know where to find assistance when I encounter problems I cannot solve.



## **APPENDIX B: FRATERNITY AND SORORITY LIFE HANDBOOK**

### **1. Student Organization Registration**

All fraternities, sororities, and councils are required to complete the student organization registration process with the Campus Activities Center annually.

As registered student organizations, each fraternity/sorority chapter and council is required to abide by federal, state, and local laws, and the Pittsburg State University Student Code of Rights and Responsibilities.

### **2. Members & Rosters**

All new and active members must be full-time PSU students (enrolled in 12 credit hours). Any PSU student who is enrolled as a full-time student is eligible for membership in a fraternity/sorority. Minimum academic requirements for membership are established by individual chapters and/or councils.

Rosters must be updated at least two times per semester with the Program Coordinator for Fraternity and Sorority Life, and may be completed only by the Chapter President.

Each student who signs a bid and is considered a new or active member is required to complete a grade release card that is kept on file in the Campus Activities Center. The grade release card must be filled out by the new/active member.

If a chapter wishes to remove a member from their roster, the Chapter President must meet with the Program Coordinator for Fraternity and Sorority Life to obtain the correct card(s) for removing someone from the roster. The removal card(s) must be turned in to the Program Coordinator for Fraternity and Sorority Life before the close of business on the last day of classes each semester. After the close of business (4:30pm) on the last day of classes each semester, no changes will be made to a chapter roster.

In order to be included on the midterm grade report, new members must be added to the roster before midterm exams.

### **3. New Member Education**

Each chapter must submit an electronic copy of the chapter's new member education program and calendar one week prior to the start of the new member period each semester.

If any changes are made to the new member education program, the chapter must notify the Program Coordinator for Fraternity and Sorority Life.

### **4. Advisors**

All fraternities and sororities are required to have an on-campus advisor. This person can be the same as the Chapter Advisor, but it is not required that the on-campus advisor is the Chapter Advisor.

Each Chapter President will provide updated contact information for the Chapter Advisor to the Program Coordinator for Fraternity and Sorority Life.

### **5. Judicial Matters**

All violations of University Policy will be adjudicated through the PSU judicial process, administered by the Director of Student Rights & Responsibilities.

All violations of the Greek Life Risk Management Policy will be adjudicated through the judicial process of the appropriate council, depending on the accused chapter(s).

All violations of the Interfraternity Council Constitution and Bylaws will be adjudicated through the Interfraternity Council judicial process.

All violations of the NPC Unanimous Agreements, Panhellenic Bylaws, and Sorority Recruitment Rules will be adjudicated through the Panhellenic judicial process.

## **6. Risk Management Policy**

The Greek Council at Pittsburg State University encourages responsible activities by our members. Greek men and women are committed to leadership and self-governance, and the leaders and members of the Greek community are able to make necessary changes in social functions.

This policy has been designed to encompass the following goals:

1. A progressive social policy, which promotes safe and responsible social activities.
2. Allowing the Greek community to self-govern its activities.
3. Renewed dedication to the safety of our members and guests.

### **a. Alcohol and Drugs**

1. The possession, sale, and/or consumption of alcoholic beverages while on chapter premises, during an official Greek Organization event, or in any situation sponsored or endorsed by one or more Greek Organizations (i.e., homecoming, philanthropy events, Greek week etc.), or at any event an observer would associate with one or more Greek Organizations, must be in compliance with any and all applicable laws of the state, province, county, city and Pittsburg State University.
2. Alcoholic beverages CANNOT be purchased with a Greek Organizations funds and/or Chapter treasury nor may any member in the name of, or on behalf of the Greek Organization do the purchase of alcohol for members or guests. This prohibition includes the purchases of alcohol for members or guests. This prohibition includes the purchase of bulk quantities of alcohol, kegs of beer, or any common source container of alcohol.
3. Sale of Alcohol by any undergraduate member chapter is strictly forbidden.
4. Open Parties, meaning those with unrestrictive access and without a guest list where alcohol is present shall be prohibited. Guest lists shall be prepared 24 hours prior to commencement of the activity and shall be used to verify whether an individual is in fact an invited guest.
5. The use of any type of signs to promote, or advertise any gathering where alcohol is being served is strictly prohibited.
6. No initiated members or associate members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., individuals under the legal drinking age).
7. The possession, sale, or use of any Illegal Drugs or Controlled Substances while on chapter premises or during a Greek Organization event or at any event that an observer would associate with the Greek Organization is strictly forbidden. Any violation will be grounds for the immediate expulsion of those involved.
8. No Greek Organizations may co-sponsor an event with alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided.

9. No Greek Organization may co-sponsor or co-finance a function where alcohol is purchased by any groups or organizations.
10. ALL recruitment activities associated with any chapter will be DRY recruitment functions.
11. All chapters are to adhere by both the University Greek Risk Management Policy and their National Risk Management Policy.

### **b. Policy of Violence**

The Greek system is prepared to take action when violence or harassment has been the purpose or the effect of unreasonably interfering with an individual's work or education performance. The Greek system is also prepared to take action when violence or harassment has the purpose or effect of unjustifiably creating an intimidating or hostile environment for work or learning. Depending on the seriousness of the conduct and its effect, the sanctions may range from educational programming to fines to suspensions from Greek activity.

#### **SECTION 1: Jurisdiction**

The Greek governing bodies assume jurisdiction over misconduct if it occurs in one of the following circumstances:

- An act that is committed by a Greek member on campus or at a Greek or university event.
- The act is committed while acting in Greek capacity or conducting Greek business.
- That act is committed anywhere, which can be shown to have demonstrated an adverse impact on a university or Greek process or some other clear and distinct interest of the Greek community.

#### **SECTION 2: Prohibited Behavior**

These acts when committed under ANY of the circumstances described in Section 1 will trigger Greek governing action:

- Physical assault or abuse
- Sexual assault or abuse
- Threats with a weapon (display of a weapon accompanied by statements or actions which cause justifiable fear of apprehension).
- Verbal or other threats of physical or sexual assault.
- Damage or destruction to another's private property.
- FIGHTING OF ANY KIND

### **c. Hazing**

No chapter, student, or alumni shall conduct nor condone hazing activities. Hazing activities are defined as: "any action taken or any situation created that intentionally causes embarrassment, harassment or ridicule and risks emotion and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate"

### **d. Sexual Harassment and Assault**

A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women but not limited to date rape, gang rape, or verbal harassment.

A chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors that are abusive or demeaning to human beings.

Sexual harassment is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power. Rape is defined as an act of sexual penetration with a person against his or her will. Both of these actions fall under the definition of sexual abuse.

#### **e. Recruitment**

All recruitment activities associated with any chapter will be non-alcoholic, within the scheduled time of the recruitment event, designated by the chapter, and as reported to the IFC Vice President of Recruitment.

No recruitment activities associated with any chapter may be held at or in conjunction with a bar or alcohol distributor.

No recruit or potential new member may sign with a chapter while under the influence of alcohol.

#### **f. Bring Your Own Beverage (BYOB)**

All federal, state, city, and University governing laws apply herein and must be followed by each chapter.

All chapters hosting a BYOB event must be in good standing with Pittsburg State University, the PSU Greek Council, and must comply with any form of probation previously determined by Greek council.

#### *Registration & Guest Lists*

All events where alcohol is being served from the designated area must be registered with the CAC office or the Program Coordinator for Fraternity and Sorority Life no later than 24 hours before the event.

Chapters hosting an event are required to provide a list with all attending members and invited guest with their registration.

Failure to submit a guest list to the Program Coordinator for Fraternity and Sorority Life 24 hours prior to a social event will result in an informal conversation between the appropriate council and the chapter representative(s).

#### *Event Entrances*

Event entrances should be well lit, appropriately identified, and should be monitored by at least two door monitors at any time.

The monitors will check IDs and ensure that all attendees sign in on the guest list. Monitors must identify anyone who is under the age of 21 with a marking, wristband, etc.

Entrance monitors reserve the right to deny anyone entrance to an event who they believe to be already impaired even if the person is on the guest list or is of legal age.

#### *Chapter Monitors and Security*

A sober monitor must be utilized at any and all social events involving alcohol.

One sober monitor is required for every 50 people in attendance at an event.

Sober monitors reserve the right to deny anyone entrance to an event who they believe to be already impaired even if the person is on the guest list or is of legal age.

#### *Types and Amounts of Alcohol*

The amount of alcohol brought by any guest shall not exceed an amount that an individual can safely consume.

Kegs and other common sources of alcohol are not permitted.

Liquor over 100 proof is not permitted.

No member shall permit, tolerate, encourage, or participate in drinking games, containers, or devices that promote binge drinking.

No alcohol of any kind that is for common use shall be stored in member's rooms.

No glass bottles will be permitted except behind the bar.

#### *Distribution*

Alcoholic beverages must be distributed from one pre-determined area.

No other locations (especially members' rooms) can be used for the distribution of alcoholic beverages.

Only one drink may be acquired at a time.

#### *Beverages and Food*

Chapters are required to abide by their (inter)national policy regarding beverages and food at events where alcohol is being served.

It is strongly recommended that during events where alcohol is being served, chapters offer food and non- alcoholic beverages for all attending guests.

#### *Transportation*

For all events where alcohol is present, transportation will be provided by the host chapter by way of a designated driver program, bus service, etc.

#### *Chapter Property Maintenance*

Chapter property visible to the public must be cleaned up by 11am on the day after a social event. Failure to do so will result in a seven-day social probation, effective immediately. The

Vice President of Judicial Affairs will use his discretion and notify the Chapter President if the property is not cleaned to standards.

#### **g. Social Moratorium**

No chapter shall host any events with alcohol on the weekend preceding the beginning of classes for the fall semester. This policy shall be in effect from noon on the Friday before the beginning of classes, through noon on Monday, the first day of classes for the fall semester.

#### **h. Violations and Sanctions**

Any chapter found to be in violation of this policy may be referred to their respective council's judicial board.

When violation of the Pittsburg State University Greek Risk Management occurs, all organizations sponsoring the event shall be held accountable.

Refer to the IFC and Panhellenic Judicial policies for information on sanctions and grievance reporting.

#### **i. Policy Coverage**

Federal, state and local laws will take precedence over this policy and all national policies. No policy can cover all possible situations that may arise. When this policy is not specific in a certain point, Fraternities and Sororities are to conduct their activities in the spirit of social responsibility. Fraternities and/or Sororities found to be in violation of this policy will be subject to review by their respective councils judicial process.

### **7. Expansion Policy**

To be considered eligible to establish a chapter at Pittsburg State University, an organization must be a national Greek-lettered organization. Preference will be given to organizations that are affiliated with the National Panhellenic Conference (NPC), the North-American Interfraternity Conference (NIC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), the National Multicultural Greek Council (NMGC), or the National Asian/Pacific American Panhellenic Association (NAPA).

Any group of students that desires to establish itself as a fraternity or sorority must first contact the Fraternity/Sorority Advisor. In this initial meeting, the Fraternity/Sorority Advisor will outline the process for establishing a fraternity or sorority at Pittsburg State University and will facilitate contact between the student group and the appropriate governing council if applicable. This time period will serve as a learning process for establishing or reactivating a fraternity or sorority.

Organizations wishing to be established as a fraternity or sorority at Pittsburg State University must provide the Fraternity/Sorority Advisor and/or appropriate council with the following information and comply with the policies listed below:

#### **Organizational Documents and Information**

The following documents will be shared with the appropriate governing council:

- History
  - A brief history of the development of the organization
  - How many collegiate colonies and chapters are currently active?

- What colonies or chapters does the fraternity/sorority currently have located at nearby schools?
- Does the organization charter alumni and/or graduate chapters?
- How many alumnae/graduate members of the organization currently reside in close proximity to Pittsburg State University?
- Objectives of the Organization in the following areas:
  - Brotherhood/Sisterhood
  - Leadership
  - Scholarship
  - Service – including both community service and cultural service as applicable
  - Social
- Proposed Colony/Chapter Constitution and Bylaws
- National/International Headquarters Information
  - Where is the national/international headquarters located?
  - What is the main contact information from headquarters?
  - What are the national/international organization's policies on:
    - Hazing
    - Alcohol
    - Academic Standards
    - Membership Standards
  - Colonization/Chapter Reactivation Process and Requirements
  - Resources and support provided to chapters – this should include any training and membership development or support programs offered on the national and/or regional level of the organization
  - Member financial obligations
  - Please provide the names and contact information of two (2) headquarters staff and/or alumnae volunteers who will be working with the organization

The following documents and information will be shared only with the Fraternity/Sorority Advisor and Greek Life staff:

- National Constitution/Bylaws
- Code of Conduct
- Recruitment and Membership Selection (Intake) Policy – this should include the minimum standards for a prospective member and the method for identifying/recruiting new members
- Complete New Member Education/Orientation Program
- Roster of students who comprise the interest group
- Roster of new members

Pittsburg State University has two governing councils. All active chapters must align with one of these organizations, attend meetings, and align with applicable policies. Please refer to the following sections in reference to affiliation with specific governing councils:

#### NPC – Panhellenic Council

All groups who desire to become part of the NPC Panhellenic Council will work with the Fraternity/Sorority Advisor to follow all expansion guidelines outlined by the National Panhellenic

Conference as well as other guidelines outlined by Pittsburg State University in the Greek Life Expansion Policy.

### NIC – Interfraternity Council

All groups who desire to become part of the IFC Interfraternity Council will work with the Fraternity/Sorority Advisor and the local Interfraternity Council to adhere to the following requirements in addition to the requirements of the Pittsburg State University Greek Life Expansion Policy:

- Provide information as to whether or not the organization is a member of the NIC
- Provide information in regards to International/National availability of funds for a Chapter House? Building? Remodeling?
- Provide information on how often each chapter is visited by an International/National representative
- Colonization
  - The period as a colony will begin when the group reaches a size equal to one-half of the average size of fraternities at Pittsburg State University. This must be reached within one year of the date that approval to colonize was granted.
  - The minimum grade requirement of members must be the IFC standard of 2.5 or above.
  - The maximum colonization period will be two years. At the end of these two years (or before, if the colony has met all guidelines and is ready for chapter status), the colony should have a membership equal to the average fraternity chapter size at Pittsburg State University

### Organizational Expansion Policies

- All members must have a 2.5 cumulative G.P.A.
- All organizations must be registered student organizations through the Campus Activities Center
- All organizations must have an on-campus advisor
- All organizations must have a minimum of 5 chapter members
- The maximum expansion period will be two years. At the end of the two years, the organization should have received a charter from the National/International Headquarters and move into chapter status.
- All organizations must update rosters with the Fraternity/Sorority Advisor
- All organizations will provide a list of new members to the Fraternity/Sorority Advisor which will be kept confidential
- All new members and active members must sign grade release cards and turn them in to the Campus Activities Center or the Fraternity/Sorority Advisor

If applicable, The governing council may require a presentation to be made to the council before approval

*This portion of the RSO Handbook, Appendix B: Fraternity and Sorority Handbook, updated in March 2019.*



## APPENDIX C: ORGANIZATION RESOURCES

### Basic Organizational Recommendations

- Meet on a regular basis in the same location.
- If possible, plan a retreat for the executive board or the entire group. The success of this event will determine the course of the organization for the next year.
- Set goals with the group and review them on a regular basis.
- Delegate duties and responsibilities to other officers and members. Sometimes adopting a job description for each executive board position is a good way to establish duties for each officer, provides each officer with a set of expectations, and provides general guidance.
- Plan activities with other groups, whether it's a joint meeting or a social event.
- Do not plan regular meetings, executive meetings, or activities during Finals Week. If possible, allow your member the week before finals to finish papers and study in preparation for finals.
- Review the organization's constitution and bylaws regularly to keep them up-to-date. If you need assistance with this process, the Program Coordinator for Campus Activities can assist you. Remember, a student organization's constitution is a set of rules to work by and with, so it is important to be flexible when making changes.
- If you need assistance or guidance in goal setting, leadership development, meeting protocol, or other issues related to your organization, the Program Coordinator for Campus Activities can point you in the right direction.

### Constitution & Bylaws

See [Campus Activities Gorilla Engage page](#) under Documents for [a sample](#). Must be logged in to Gorilla Engage to access links.

All RSOs at Pittsburg State University are required to have the most recent Constitution & Bylaws for the organization on file in Gorilla Engage. Constitutions will be reviewed periodically and should be updated on a regular basis. If assistance is needed in this process, please contact Campus Activities at (620)235-4795 or stop the office, 109 Overman Student Center.

**Constitution** – A constitution is the document that contains general statements about the organization. A constitution provides for consistency within an organization, clarifies expectations for its members, and contains the basic structure and procedures that the organization will follow.

**Bylaws** – Bylaws are an addition to the Constitution and contain specific rules and policies that are not included in the constitution. The vote needed to change the bylaws of an organization is usually lower than the vote needed to change an organization's constitution.

### Constitutions

Constitutions should include the basic structure of the organization. Here is an example outline for a constitution:

Article I.....Organization Name

Article II.....Purpose

Article III.....Membership Requirements

Article IV.....Officers and Elections (removal of officers may be included here)

## *Bylaws*

Bylaws should include the details of the organization, procedures, and policies. Here are some suggestions of things to include in bylaws:

- Membership – requirements, selection, rights, duties
- Dues – amount, collection, payment procedures
- Officer Duties – job descriptions, authority, eligibility, requirements, removal from office
- Executive Board – structure, composition, authority
- Committees – standing or special committees, chairperson election and duties
- Parliamentary Authority – provisions for rules of order
- Amendments – methods for amending, including the vote needed to pass a proposed amendment
- Other rules or policies as the organization see fit

## **Parliamentary Procedure**

Parliamentary Procedure is an effective way for a meeting to proceed. The most commonly used procedures are in Robert's Rules of Order; you can find more [here](#).

## *Basic Principles*

- Members may only speak when recognized. No one may interrupt a speaker who has been recognized.
- Motions made are entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out, and the rights of the minority should be respected.

## *Motions*

A motion is a proposal for the group to consider. Once a motion is made and seconded, the motion is debated, and the group makes a decision whether to adopt or reject the motion. Here is an example of how making a motion works:

- A member raises his/her hand to be recognized by the chair
- Once recognized, the member proposes the motion by stating, "I move that..."
- Another member must second the motion o If the motion is seconded, the chair re-states the motion to the group
- The motion is then debated. Only one person at a time may speak on the merits of the motion, and all discussion must be limited to the subject of the motion. Discussion must end when the motion is called to a vote.
- The chair calls for the vote, either by voice, by a show of hands, or by ballot.
- Members can vote in three ways
  1. In favor of the motion
  2. Opposed to the motion
  3. Abstention – meaning that the member's vote is neutral
- Motions may be amended at any time before the motion is called to a vote, or after the motion has been approved. An amendment changes the motion in some way and must be proposed and approved of in the same manner as the main motion.

Note – Parliamentary Procedures need to be understood by all members of the organization. If Parliamentary Procedures are used, the group should have a Parliamentarian who is well versed in the procedures.

**Order of Business (Agenda)**

A sample can be found [here](#).

Tip – At the end of your meetings, always announce the time and place for your next meeting because it reminds your members and helps them plan ahead!

## APPENDIX D: COVID-19 RELATED PROTOCOLS AND DOCUMENTS

*This section only last updated on February 3, 2021. All other handbook elements updated in July 2020.*

**The information below pertains to registered student organization operations and is subject to change without notice. For additional information regarding PSU's responses to COVID-19, visit [here](#).**

### Attendance Capacities/Gathering Limitations

- All events, activities, etc. with an in-person element have a max capacity of 50.
  - This includes all on or off campus venues and all inside or outside locations.
  - Updates will be shared via leadership emails and Gorilla Engage alerts.
- Events exceeding venue capacities may be held in hybrid or virtual format.
- In special circumstances, where the activity supports the mission of the institution and is being overseen by a department, in-person activities exceeding parameters outlined in this document may be approved on a case-by-case basis pending the ability to follow approved guidelines and safety and health precautions. Request an exemption on a case-by-case basis by emailing [esager@pittstate.edu](mailto:esager@pittstate.edu)

Meetings with 50+ people:

- Only business meetings or general meetings will qualify for this exception. Not events.
  - If a student organization is hosting an event, they can still request an exemption on a case-by-case basis by emailing [esager@pittstate.edu](mailto:esager@pittstate.edu) (see above)
- Only currently active members on an organization's Gorilla Engage roster are to be in attendance.
  - If the organization wishes to have non-members attend a meeting, they may request an exception by emailing [esager@pittstate.edu](mailto:esager@pittstate.edu) with the number of people and why their presence is necessary.
- Meetings with more than 50 people will be held on campus in a venue that can hold all participants.
  - Participants must adhere to [PSU's Face Mask Policy](#)
  - Participants must be able to physically distance 6'
  - Examples:
    - Grubbs 109 and 107
    - Bicknell
    - OSC Ballrooms
- An Advisor must be present who agrees to enforce [PSU's Face Mask Policy](#) and social distancing at all times.

### Attendance Tracking

Attendance must be tracked at all in-person activities, meetings, and for tabling where interactions are longer than 5 minutes. Campus Activities will turn over attendance records to the appropriate PSU public health officials as requested.

- Check-in station should provide 6 feet of distance with computer/tablet
- Organizers who are present must also have their ID numbers recorded

- When internet is available, organizers will enter PSU ID numbers through Gorilla Engage
  - For a tutorial, visit [here](#).
- When internet is not available, organizers will enter PSU ID numbers in Excel and upload to Gorilla Engage
  - For a tutorial, visit [here](#).
  - PSU ID numbers must be submitted to Gorilla Engage within 24 hours of the event

### Event Planning

Please see the [COVID Event Planning](#) document or contact Campus Activities for assistance planning events.

Events with primary interactions with higher-risk populations (elderly or immunocompromised) are strongly discouraged.

### Event Registration

- All in-person events, including activities, meetings, and tabling, must be registered through Gorilla Engage.
  - Events do not have to be listed as Public.
  - For a tutorial, visit [here](#).
- All events must be submitted a minimum of 3 business days prior to the event date.
- Spaces must be reserved before registering an event.
  - Overman Student Center, the Registrar's Office, Athletics, Student Recreation Center, and the Bicknell Family Center for the Arts have all been notified to remind student organizations with the following language:  
*Registered Student Organizations are expected to register activities with any in-person elements through Gorilla Engage a minimum of 3 days prior to the event. If you have any questions about this process, please contact Campus Activities at 620-235-4795, email esager@pittstate.edu, or stop by their office located in the Overman Student Center.*  
 The Wilkinson Alumni Center is not taking fall reservations.

### Event Set-Ups

- Exit(s) and entrance(s) are identifiable and marked with signage
- Space and direction are provided for lines so those in line can be 6 feet apart
- Signs are available on [CAC's Gorilla Engage Page](#)
  - Documents
    - Event Signage
- Hand sanitizer is available for participants
- Cleaning supplies are on-site to wipe down surfaces as necessary and deemed by the venue
  - For outside tabling, it is expected to wipe down the table

### Face Masks

In accordance with [PSU's Face Mask Policy](#),

- Face masks must always be worn by all participants and organizers at in-person events and meetings held inside.

- Face masks must always be worn during tabling regardless of inside or outside location.
- Face masks must always be worn outside unless the meeting or event organizers and participants can maintain 6 feet of distance.

### **Food**

- No food fundraisers will be allowed.
- All food for events, meetings, etc. must be individually packaged/boxed and obtained from a professional caterer or store.
  - No buffets or self-serve items
    - Includes no shared pizzas
  - No homemade or hand packaged items

### **Giveaways**

- Items handed out should not be taken from a bag, basket, or other containers/pile.
- Minimal items are set on the table to allow 1 person to touch 1 item.

### **Tabling**

- Only one person at a time will be allowed to work a table
- Space and direction are provided for lines so those in line can be 6 feet apart
- Hand sanitizer is available
- Avoid sharing electronic devices, pens, pencils, etc.

### **Travel by Individual Member (not RSO sponsored)**

If a person has traveled to any area designated as high-risk by the [Kansas Department of Health and Environment](#), they are required to isolate at home for 14 days. The list changes; check the linked page frequently.

- If this applies to an organization member, they cannot attend any in-person events until the 14 days have passed.
- If the location is removed from the list at any point during the individual's isolation period, they must still complete the 14 days of isolation.
  - i.e., If I traveled to a hotspot today, and it was removed from the list tomorrow, I would still not be able to attend an in-person event for another 13 days.

### **Travel by a Guest Speaker/Presenter/Competitor/Event Visitor**

- Travel for incoming individuals outside of Crawford County is suspended until further notice.
- On a case-by-case basis, travel deemed essential to the fulfillment of the University's mission may be approved.
  - The circumstances of the travel must be deemed safe for the participant(s) and the University community.
  - Requests for travel may be submitted to the Associate Director for Campus Activities, Eva Sager, [esager@pittstate.edu](mailto:esager@pittstate.edu).

### **Travel Organized by RSO**

- Student travel outside of Crawford County is being handled on a case-by-case basis.
  - Organizations wishing to travel must complete a [Travel Request Form](#).


- Form must be submitted 5 business days before anticipated travel.
- Organization may not travel until form has been approved.
- Club Sports is exempt from this form but must follow protocols as outlined by the Director of Campus Recreation, who oversees Club Sports.
- This form is reviewed by Campus Activities and the Office of Student Life.
- Travel should be:
  - essential to the fulfillment of the organization and/or University's mission.
  - must be deemed safe for the participant(s) and not present a risk to the campus upon participant(s) return.

### **Virtual Events**

All virtual events are subject to comply with University standards, including the [Code of Student Rights and Responsibilities](#) and all elements contained therein, PSU rules and policies as well as all local, state, and federal laws.

### **Virtual Platforms**

Suggested platforms:

- [Google Meet](#)
- Microsoft Teams
  - To utilize from PSU
    - Access [GUS Portal](#)
    - Select "Office 365"
    - Log in using PSU credentials
    - Access Teams from the menu - 
- [Zoom](#)

### **Accessibility**

- For Google Meet accessibility, visit [here](#).
- For Microsoft Teams, visit [here](#).
- For Zoom, visit [here](#).

### **Consequences**

Failure to follow protocols during the COVID-19 pandemic will result in the following:

- Strike 1 – Email to RSO leadership reminding them about policies
- Strike 2 – Inability to schedule for 1 month and conversation about revoking RSO status
  - CAC would communicate offenses to Athletics, Student Recreation Center, Bicknell Family Center for the Arts, Registrar's Office, and Axe Library
- Strike 3 – Revoke RSO status for the remainder of the semester
  - Loss of RSO status means no participation in campus-wide events like Homecoming, no participation in SGA's Allocations process, no utilization of PSU name, venues or resources, loss of Gorilla Engage page, no approval of advertisements through CAC or SGA

The policies in this handbook are subject to change.

The information in this handbook has been compiled from several sources and adapted to best fit Pittsburg State University. Pittsburg State University Campus Activities grants others the right to use the materials, either as-is or in a modified form. Users may edit, translate, reformat, add to, or otherwise change this material, or combine it with or incorporate it into their own materials.

Revised July 2020