



ACADEMIC YEAR 2019-2020

STUDENT ORGANIZATION POLICY MANUAL

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RESPONSIBILITIES

- All Registered Student Organizations (RSO) are required to renew their official registration status each academic year with the Office of Student Activities.
 - Re-registration for all student organizations must be completed via Eagle Link <https://moreheadstate.campuslabs.com/engage/>
- All RSOs are responsible for knowing and understanding risk management policies for all events both on campus and off campus.
- All RSOs are responsible for knowing and understanding hazing policies of Morehead State University <http://www.moreheadstate.edu/Student-Affairs/Student-Activities/Morehead-State-University-Hazing-Policy>.
- All RSOs are responsible for knowing and understanding how to effectively manage all financial accountabilities and obligations including restrictions.
- All RSOs are responsible for knowing and understanding campus policies with respect to publicity, promotions and marketing.
- All RSOs are responsible for knowing and understanding all regulations, policies and guidelines specific to student organizations in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook>.
- All RSOs are responsible for knowing and understanding all requirement from the Student Organization Policy Manual.

GENERAL INFORMATION

GOVERNING ENTITIES

The Office of Student Activities serves as the official department that sets standards and policies for all Registered Student Organizations (RSOs) at Morehead State University. All RSOs are governed by the policies set forth by the Office of Student Activities and are subject to penalties and sanctions imposed by the Office of Student Activities, Dean of Students or Vice President of Student Affairs. These policies are guidelines that all RSOs must adhere to in the functionality as an organization under the authority of the Office of Student Activities, the Office of Vice President of Student Affairs and Morehead State University. All RSOs at Morehead State University are also required to adhere to the Student Handbook and Code of Conduct.

These guidelines are intended to serve as guiding principles to function in a manner that support the safe and reasonable participation in RSOs at Morehead State University.

The Interfraternity Council (IFC), Panhellenic Council, and National Pan-Hellenic Council (NPHC) exercise jurisdiction of established policies imposed by their governing documents (constitution and bylaws). Fraternities and sororities are subject to the regulations of IFC, Panhellenic, and NPHC as well as guidelines, regulations and policies established for Registered Student Organizations. These governing bodies and documents, however, do not supersede or override the jurisdiction of Morehead State University in relation to granting charters, status, policies or discipline.

REGISTERED STUDENT ORGANIZATIONS (RSO)

All Registered Student Organizations (RSO) are required to renew their official registration status each academic year with the Office of Student Activities.

Unregistered Groups or Organizations that are functioning without the status of a Registered Student Organization can be prohibited from any campus resource available to them from any MSU office or department including but not limited to any MSU satellite campus and/or properties/departments that are not contiguous to the main residential campus.

REGISTRATION

Morehead State strongly supports the innovation of our students in creating organizations to meet shared interests. The process for creating a new student organization is outlined below. For additional support, contact Student Activities at **606-783-2071**.

BENEFITS OF REGISTERING

- Ability to apply for funding through the Student Government Association (SGA).
- Ability to request use of campus facilities through Rendezvous.
- Online portal and free website through [Eagle Link](#).
- Ability to reserve a table at the annual Eagle Fest/Eagle Explosion/SOAR.
- A student organization mailbox in 217 ADUC.
- Ability to apply for a university account through Accounting and Financial Services.
- Eligibility for an SGA Award.

REQUIREMENTS TO REGISTER

To register or re-register your student organization, you will need the following:

1. **At least 8 members** that can be listed on your roster (this may include officers of the organization)
 - Members are defined as current MSU students enrolled Full-Time (12 Undergraduate or 9 Graduate credit hours)
2. **A constitution or set of bylaws** that governs the organization as well as processes and procedures of the organization
 - [Basic template](#)
 - [Intermediate template](#)
 - [Advanced template](#)
3. **An advisor** that is a faculty/staff member at MSU.
4. **Club Account Authorization Form** – only required for student organizations that are collecting dues or have any other financial interactions. This requires the signature of the advisor (sponsor), president, treasurer and Associate Director of Leadership, Programming and Inclusion. Only those listed on this form can sign check requests for student organizations. **Renewal authorization is required annually.**

REGISTRATION PROCESS

1. Complete Annual Registration via Eagle Link.

• New Student Organizations

- Sign in to Eagle Link using your MSU login.
- Select "ORGANIZATIONS" from the top menu.
- Select "REGISTER AN ORGANIZATION" from the left menu.
- Select "REGISTER A NEW ORGANIZATION" at the bottom of the page.
- Follow the steps provided to complete the form.

• Organizations that are Re-Registering

- You must have signed into Eagle Link at least once to be registered as a user before you begin this process and must use your MSU email address to log in.
- Sign in to <https://moreheadstate.campuslabs.com/engage> using your MSU login information.
- Select "ORGANIZATIONS" from the top menu.
- Select "REGISTER AN ORGANIZATION" from the left menu.
- Search for your organization.
- Click the "RE-REGISTER" button and follow the steps provided.

• Organizations that are Re-Registering after a Period of Inactivity

- Please contact Sami Case about how to register your organization.

2. Once you submit a registration/re-registration form, your submission will be approved or denied within 2-5 University business days.

- If approved, you will receive an email stating that your registration was approved and a copy of your Verification Letter.
- If denied, a detailed description of why you were denied will be sent to you through Eagle Link, and you can work with your organization to meet the desired criteria outlined in that description.

3. Attend an Eagle Link 101 orientation workshop

- After your organization is approved, you will be contacted about scheduling an Eagle Link 101 orientation workshop with the Office of Student Activities.
- You will need to send your President or Secretary (or officer responsible for maintaining records and communications) to attend the training.

ORGANIZATION STATUS

- **Active** – Organization is registered, met all requirements, and in good standing
- **Frozen** – Organization is pending requirements
- **Locked** – Organization is suspended for conduct, academic, or financial reasons
- **Inactive** – Organization has not registered for the current academic year

HAZING

Morehead State University Hazing Policy (referenced in Student Handbook, p. 19)

<http://www.moreheadstate.edu/Student-Affairs/Student-Activities/Morehead-State-University-Hazing-Policy>

Student organizations must protect the welfare of their members, guests, and the University and should take every measure to protect against University, individual, or organizational liability. Organizations and/or their representatives are subject to University disciplinary action, including loss of registration privileges, for violation of the law or University policy. Positive development of members is the main purpose of a student organization, fraternity, or sorority.

These groups are responsible for morally and ethically sound principles and practices and must not indulge in unproductive, ridiculous, or hazardous initiation customs. All organizations and members are expected to comply with the following policy on hazing: Hazing by a student or a group of students is prohibited, either on or off campus.

Morehead State University uses the following definition for hazing:

Any action taken or situation created, whether intentionally or unintentionally or on or off campus, which produces/could produce mental or physical discomfort, embarrassment, or ridicule. Such activities and situations include:

- Paddling in any form
- Creation of excessive fatigue
- Physical and psychological shocks
- Wearing, publicly, apparel which is conspicuous and not normally in good taste
- Engaging in public stunts or disorderly conduct
- Morally degrading or humiliating games and activities
- Late work sessions which interfere with scholastic activities
- And any other activities which are not consistent with federal, state and local law, organizational rituals or policies, and/or the regulations and policies of MSU.

NON-DISCRIMINATION STATEMENT

All RSOs are mandated to follow the non-discrimination statement of Morehead State University.

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240; Chapter 344 and other applicable statutes. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell Administration Building, Morehead, KY 40351, 606-783-2097.

SOCIAL EVENT REGISTRATION

In the desire to help keep RSO members and their guests safe, the Office of Student Activities will be implementing a social event registration process for all RSOs.

Any event that includes the use of alcohol must be registered.

This policy also includes off campus locations where events are held with the RSO as the host either defined or implied through attendance. All social events of this kind must also have a risk management plan included with the social event form.

Registration of a social event will occur through [Eagle Link](#) via the Event Submission Process (detailed instructions available in the Student Organization Resource Guide and found below). This must be submitted through Eagle Link at least 7 calendar days of the event.

In the event of risk factors in the registration/risk management plan, the Office of Student Activities will be in touch with the RSO for further discussion of the event and risk management plan.

NAVIGATION TO EVENT SUBMISSION PROCESS

1. Navigate to Eagle Link and log-in
2. Click on the grid at top right of screen and select manage
3. Click on your organization's name
4. Click on the Organizational Menu (square next to the org's name at top left of screen)
5. Select Events
6. Click on Create Event (top right of screen)

EVENT SUBMISSION PROCESS

This process should be use for all events your organization is hosting (with the exception of tabling and general meetings).

Create Event

1. Event Title: Name of Event
2. Theme:
 - Arts and Music – movies, crafts, performing arts, etc.
 - Athletics – Club sports events, athletic events, etc.
 - Cultural – Diversity/inclusion-focused
 - Fundraising – only for events where groups are fundraising
 - Group Business – Organization meetings and/or business
 - Learning – Educational events, seminars, in-services, workshops, trainings, etc.
 - Service – Community service/volunteer opportunities only
 - Social – Entertainment events, receptions, games, etc.
 - Spirituality – religious/faith/spirituality-based services/events
3. Description: This is shown to students and is used primarily for advertising your event
4. Additional Organizations Co-hosting this event: If you are co-hosting an event, add those organizations here
5. Start/End Date and Time
 - If event is happening multiple times, please scroll down and select “Add Another Date”
6. Location
 - Click add location
 - Suggest clicking “No” at top and typing in “Building and Room Number” into the Location Name (e.g. – ADUC 311)
 - Most campus locations available on Rendezvous are added
 - Click on save

Event Details

1. Shown to:
 - The Public: anyone anywhere in the world can see this event
 - Students & staff at Eagle Link: anyone with a MSU log-in can see this event (includes alumni, students, staff, faculty, MSU affiliates, etc.
 - Organization Members: Only members of your student organization can see this
 - i. Use this option for regular meetings so that all of campus
 - Invited Users Only: Only those you invite can see this event
 - i. Can be used for FSL standards meetings or Executive Board meetings
2. Allow attendance at this event to be shown on the Eagle Involve: Attendees can add this to their Co-curricular transcript
3. Allow anyone to self-report attendance: Anyone can say that they were at your event
4. Event Categories: Select all that apply.

5. Perks:
 - Free food: If there will be free food/drinks at an event (Keep in mind the food waiver policy through Auxiliary Services)
 - Free Stuff: If you are handing out swag or free items/prizes
 - Credit: If it is used for class credit or community service hours

Click "next" at bottom right of screen

RSVP Settings

1. Who can RSVP:
 - Anyone: Anyone can RSVP to your event
 - Only invitees: only people you send an invitation to can RSVP
 - No one: Turns off the RSVP option for the event
2. Limit number of RSVP spots
 - Maximum number of RSVP spots allowed: Number of spots available
 - Show number of spots to public: lets users see how many spots are left
3. Allow Guests
 - Limit number of guests per RSVP: lets you choose how many guests each RSVP can bring
 - Count guests against remaining RSVP spots: makes guests count as part of the overall RSVP spots
4. You can also create custom questions, such as t-shirt sizes, a guest list, etc.

Click "next" at bottom right of screen

Picture Uploader

1. Click on Choose File and upload a promotional image to attach to your event
 - Good for attaching a flier or catchy image to draw people into your event

Click "next" at bottom right of screen

Space Reservation

1. Have you booked this event on Rendezvous?
 - Yes – you have submitted a space reservation on Rendezvous and the location/time/date matches the location/date/time on this form
 - No – you have not submitted a space reservation yet
 - N/A – this event does not take place on campus or does not need a reservation

Click "next" at bottom right of screen.

Risk and Liability Management

1. Which of these types of risks may this event involve?
 - This section describes any risks that may be associated with the events
 - i. Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
 - ii. Facilities - Damage to property; damage to buildings
 - iii. Financial - Budget; money; theft; fraud; embezzlement
 - iv. Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
 - v. Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)
 - vi. Alcohol – This event includes the usage of alcohol
 - Select all that apply and click next
 - Depending on which ones you select, fill in the requested information

Reviewer Options

1. Is this submission for a Fraternity and Sorority Life event?
2. Is this submission for a CAB Event?
3. Is this submission for a Community Service Opportunity?
4. Any additional comments/concerns: leave any comments for the reviewer here

Click “next” at bottom right of screen.

Click “Submit” after reviewing details.

MOVIES ON CAMPUS

Morehead State University takes the law seriously when it comes to copyright laws. Please read the following information to find out what the law says and how your organization can legally show a movie on campus.

WHAT THE LAW SAYS

The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 stat. 2541) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette or DVD carries with it the right to use the movie outside the home.

"FAIR USE"

In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs. This "face-to-face teaching exemption" applies only IF:

- A teacher is in attendance and
- The showing takes place in a classroom setting and
- The movie is used as an essential part of the current curriculum being taught

Examples of situations where a Movie Copyright Compliance Site License must be obtained are public libraries, day-care facilities, and non-classroom entertainment movies being used at schools for after school activities. This legal requirement applies:

- Regardless of whether an admission fee is charged
- Whether the institution or organization is commercial or non-profit
- Whether a federal or state agency is involved

If you are uncertain about your responsibilities under the copyright law, consult your school legal copyright representative, Office of Student Activities.

WHY IS COPYRIGHT INFRINGEMENT A CONCERN?

The concept of "Public Performance" is central to copyright and the issue of protection for intellectual property. The men and women in the films' production receive royalties as part of their compensation for their labor and skill. Such royalties are the only way publishers, writers, composers and many workmen are paid for their work.

COPYRIGHT INFRINGEMENT CAN RESULT IN COSTLY PENALTIES.

It is important to comply with copyright law when using any media, such as movies, software and music, to protect your reputation and avoid the costs and hassles of copyright infringement.

COPYRIGHT INFRINGERS CAN BE PROSECUTED

The Motion Picture Association of America and its member companies are dedicated to stopping film and video performance theft in all its forms, including unauthorized public performances. By its very mission, a school should not appear to encourage copyright violation less it be considered a contributory infringer.

HOW CAN MY ORGANIZATION SHOW A MOVIE WITHOUT VIOLATING THESE LAWS?

The Office of Student Activities can offer suggestions of companies that are licensed to offer movies in this capacity. Renting these films can be quite costly (\$250-\$600) and your organization is solely responsible for the cost of the movie. If you have any questions on how to order a film, please contact the Office of Student Activities at 606-783-2071.

FINANCIAL RESPONSIBILITIES

All RSOs that have a club account with MSU must update the form with information of the current financial officer responsible for the funds and the advisor at the beginning of each Academic Year in August (see Forms on page 20). This may take up to 10 business days for the information to be updated in Accounting and Financial Services.

Newly registered RSOs that will have any type of financial transactions with the members are required to submit a Club Account Authorization Form to the Office of Student Activities to establish a club account for the RSO. It may take up to 10 business days for the account to be established with Accounting and Financial Services.

MANAGING FUNDS

All funds in club accounts are managed solely by the organization and are the responsibility of the financial officer and advisor to ensure those funds are managed appropriately.

A club account is an MSU account that the RSO can use to hold money gathered from dues, fundraisers or any other means of financial support for the organization. Not every RSO will have a club account, if the RSO does not collect dues, fundraise or have any need for financial support, the organization is not required to have a club account or submit the *Club Account Authorization Form*.

Depositing funds into a club account

Any money an RSO needs to deposit into their club account must be deposited using a *Daily Report for Cash Receipts* form available at Student Activities in ADUC 217 or Accounting and Financial Services in Howell McDowell 207.

The *Daily Report for Cash Receipts* form should include date, RSO club account number and amount of the deposit as the name and MSU ID# of the person making the deposit on the appropriately designated line (*full name of the depositor*). The deposit line should include specific information about the how the deposit was obtained, for example: *\$150 from bake sale for community service initiatives on September 4, 2018*.

Once the money is deposited it may take up to 5 business days to show the money in the club account.

It is the responsibility of the financial officer to maintain accurate records and accounts of all financial transactions particular to that RSO. This should also be overseen by the advisor to ensure a system of checks and balance.

RSOs do not automatically receive funding from Student Government Association. Any RSO that is interested in pursuing support funding from SGA must complete a Funding Packet through SGA and follow the procedures outlined from the SGA constitution.

Withdrawing funds from a club account

RSOs desiring to use money in a club account must first purchase the items, product or services and submit a receipt of the purchase to the along with a *Check Request* form (see forms) to be reimbursed for the purchase from the club account.

Money cannot be withdrawn in anticipation of a purchase; a reimbursement of a purchase is the only method of receiving money from a club account.

A Check Request Form must be submitted along with the original receipt(s) to Accounting and Fiscal Services to request a reimbursement of the purchase. This form requires two signatures of the people listed on the Club Account Authorization form as financially responsible for the Club Account.

Closing a club account

RSOs that desire to close a club account must first remove the balance from the account by submitting a check request (see forms section of handbook) indicating that the account is being closed on the request. Once the check has been received removing the balance of the account, one of the officers currently listed on the Club Account Authorization form must visit the Office of Student Activities in AUDC 217 to complete the bottom portion of the Club Account Authorization form currently on file for the RSO. Once that has been completed the form will be submitted to Accounting and Fiscal Services by the Office of Student Activities. The process to officially close the account will take 7-10 business days from the day the form is received in Accounting and Fiscal Services.

FUNDRAISING

Fundraising by RSOs are permitted within the limits and regulations of Morehead State University.

FUNDRAISERS INVOLVING FOOD

Fundraisers that involve the selling of food items such as a bake sale are required to receive permission through a food waiver exemption (see forms). Food Waiver Exemptions are required to be submitted and approved to the Interim Executive Director of Auxiliary Services, located in the University Store, at least two (2) weeks prior to the planned fundraiser.

Other types of fundraisers that are a shared experience, such as potluck meals, are not permitted as health regulations limit the ability to provide food by individuals or groups that are not certified in food service.

FUNDRAISERS INVOLVING MONEY

Fundraisers that involve the handling of money, such as raffles, are permitted by MSU and should be used for the express purpose of supporting the RSO and are not permitted to be used for personal purposes. The RSO hosting the fundraiser should ensure that appropriate procedures are in place to receive, hold and deposit the money made from the fundraiser. The RSO should have a receipt book available for participants if they ask for a receipt for receiving the money by the organization.

MARKETING AND PROMOTIONS

RSOs are encouraged to market and promote their activities and events to the campus community. However there are some guidelines that must be followed in accordance to policies for various campus locations.

ACADEMIC BUILDINGS

Posters and flyers are permitted in academic buildings on approved general use bulletin boards and posting areas. Posting on doors and entrances of buildings are not permitted as that can inhibit use of the entrance and could pose a safety hazard.

It is suggested that all posters and flyers include the following information:

- Name of event(s) being marketed
- Date(s)
- Time(s)
- Location(s)
- Contact information for person responsible for the event

All posters and flyers are required to be removed from all posted areas within 48 hours of the conclusion of the event.

ADRON DORAN UNIVERSITY CENTER (ADUC)

Posters and flyers are not permitted to be posted in ADUC as there are no general use bulletin boards or posting areas located in the building. Marketing in ADUC is permitted by use of digital signage and tabling.

INFORMATION TABLE

To reserve an information table in ADUC please visit the room reservation system, Rendezvous, which can be accessed from the MyMoreheadState page. NOTE: Users must be registered with Student Center and Event Services and listed on the Officer Update Form in Eagle Link as a Rendezvous contact in order to submit reservations.

It is suggested that any material given out at information tables include the following:

- Name of event(s) being marketed

- Date(s)
- Time(s)
- Location(s)
- Contact information for person responsible for the event

DIGITAL SIGNAGE (MORE INFO COMING SOON)

RSOs are permitted to promote and market events and activities through the digital signage throughout the building. Digital signage is submitted to the Office of Communications and Marketing (OCM) via the Request a Project Form.

It is suggested all digital marketing material include the following:

- Name of event(s) being marketed
- Date(s)
- Time(s)
- Location(s)
- Contact information for person responsible for the event

NON-ACADEMIC BUILDINGS (EXCLUDES RESIDENCE HALLS)

Posters and flyers are permitted in non-academic buildings on approved general use bulletin boards and posting areas. Posting on doors and entrances of buildings are not permitted as that can inhibit use of the entrance and could pose a safety hazard.

It is suggested that all posters and flyers include the following information:

- Name of event(s) being marketed
- Date(s)
- Time(s)
- Location(s)
- Contact information for person responsible for the event

RESIDENCE HALLS

For information regarding posters and flyers in residence halls, please contact the Office of Student Housing at housing@moreheadstate.edu or visit the website <https://www.moreheadstate.edu/success/Housing>.

CHALKING

Chalking on campus to promote RSO is permitted only on horizontal surfaces that are in the open air and therefore can be touched by rain. Sidewalk chalk is the only medium that is permitted, chalk paint is not permitted as it is sometimes hard to remove and rain does not usually remove it. Surfaces that are on the underside of surfaces such as doorways or in doorways are not permitted to be chalked on per the policy in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides/Chalking>.

SOCIAL MEDIA

RSOs can also promote their events and activities through social media accounts.

It is recommended that RSOs be aware of social media guidelines when using any platform to market or promote events or the organization.

RSOs at MSU can request a social media account through the Office of Communications and Marketing, however MSU does not have the capacity or staffing to manage a large number of accounts for RSOs.

Any RSO that has an independent account should be aware that using any social media platform for the express purpose of the RSO can be subject jurisdiction of MSU and the Office of Student Activities.

It is important to recognize that accounts that are not officially accounts registered and/or managed by MSU do have a responsibility to ensure postings are accurate and appropriate. While MSU may not maintain or designate someone to maintain that account, any postings that are affiliated with an RSO does fall under the jurisdiction of MSU and specifically the Office of Student Activities. MSU and the Office of Student Activities reserves the right to intervene with the RSO to resolve any issues with inaccurate or inappropriate postings.

SPEAKERS AND LARGE EVENTS

Any RSO desiring to bring a speaker, entertainer, or performer to campus should submit a host request to the Office of Student Activities. See Request to Host Large Event form on Eagle Link and the Guide for Hosting Concerts and Large Events (available on the MSU Website).

SOLICITATIONS

Solicitations are prohibited on any MSU Campus property and are a violation of Solicitation and Campus Activities Not Sponsored by MSU policy in the Student Handbook.

Please reference the following link for additional information and the entire policy <https://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides/Solicitation-and-Campus-Activities-Not-Sponsored-b>.

TRAVEL

For many RSOs travel to local, state, regional and national conferences are an integral part of the involvement experience.

All RSOs are required to complete a RSO Travel Form at least two weeks prior to the scheduled trip. Although the Office of Student Activities is not an approver for travel by RSOs, the office will serve as the central place that all travel information for RSOs are held.

Travel to conferences and events are the responsibility of the RSO and should be planned carefully to ensure all safety measures and risk management procedures are in place for the trip. The cost of the registration, travel and food fall to the RSO, MSU does not provide resources to cover costs of RSO trips. RSOs can apply for funding assistance through the Student Government Association, see the Student Government Association site for more information and details. <https://www.moreheadstate.edu/Student-Services/SGA>

Insurance for student travel is covered by the Office of Environmental Health and Safety. For more information please visit the following page [https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance](https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance).

NEW STUDENT DAYS

New Student Days at Morehead State University are intended to acclimate new students to campus and help them get comfortable learning to navigate campus and services. There are always a multitude of activities on campus that week for that specific purpose. This period can be one of anxiety, uncertainty and nerves and we want to make sure we are not adding to that by overwhelming new students with additional information that they may not be ready for until they have been here for a brief time.

RSOs are prohibited from actively recruiting or passing out recruitment information at any of the scheduled events with the exception of Eagle Fest. Eagle Fest is designed to provide RSOs the optimal opportunities to get connected and be engaged in the campus community.

Particularly for events such as Move In and Ice Cream Social, new students are focused on getting settled in their new home and learning campus so RSO involvement is usually not a consideration for them at that time.

RSOs are limited to no more than 20 members in any type of clothing that identifies your RSO at the Ice Cream Social.

RSOs that desire to table during the first week of classes must submit a reservation through Rendezvous for that opportunity.

Eagle Link is the place RSOs should use to market any events that the RSO is having during that period. Events occurring during New Student Days should be submitted to Eagle Link at least 1 week before the official opening of the semester which is the first move in day for new students.

ACADEMIC POLICIES

DEAD WEEK

Dead Week is a policy specific to all RSOs referring to the week prior to finals week for the fall and spring terms defined by the academic calendar. This is a period of the semester that should be dedicated to completing assignments and preparing for finals.

RSOs are not permitted to hold events or activities in the week, defined as Sunday prior to Finals week to the Friday of Finals Week for that academic term. The specific dates for Fall 2019 are midnight December 1, 2019 through midnight Friday December 13, 2019. The specific dates for Spring 2020 are midnight Friday April 26 through midnight May 8.

Regularly scheduled meetings are not prohibited but are not recommended to give students adequate time to prepare for finals.

Any requests for space reservations for that week will not be approved through Student Center and Events Services or the Office of Student Activities with the exception of Legacy Programs such as Holiday Carnival approved through the Office of Student Activities.

CLASS EXCUSES

Academic Policy at MSU does not guarantee an officially excused absence for any type of travel or events for RSOs. The advisor for the organization can confirm the student's commitment for travel or their participation in the event but cannot ask for the instructor to excuse the student from class. However excusing the absence is at the discretion of the instructor of the class and is not guaranteed. The decision to allow any make up work for material missed for that class is also at the discretion of the instructor of the course.

CAMPUS SPACE AND RESERVATIONS

RSOs can request space on campus through the Rendezvous reservation system. The RSO assumes the responsibility for ensuring the space is used appropriately in accordance with MSU guidelines.

It is also the responsibility of the RSO to ensure the space is maintained at a level that is acceptable and reasonable depending on the activity/event. The expectation is that the space is left in an acceptable condition to be used by another group/person with minimal general maintenance.

When using space on campus the following items should be followed by RSOs:

- Glitter is extremely hard to clean up and cannot be used in inside spaces.
- Garbage should be cleaned up and left in the area designated by garbage receptacles.
- Any technology in the room should be left in good working order, any computer cords or power cords that are disconnected should be reconnected for immediate use after the RSO event.
- Technology issues should be reported to Information Technology by emailing ithelpdesk@moreheadstate.edu.
- All other facility issues should be reported via SchoolDude, <https://login.myschoolbuilding.com/msb>, the Facility Management work order system.
- Damage to the rooms is the responsibility of the RSO and recompense for the damage falls to the RSO.

VIOLATIONS

VIOLATION OF MSU STUDENT CODE OF CONDUCT AND MSU REGULATIONS, POLICIES, AND GUIDELINES

Violations of Student Code of Conduct and MSU Regulations, Policies and Guidelines are adjudicated through the Office of the Vice President of Student Affairs, specifically by the Dean of Students or their designee.

Violations may result in a suspended status for the RSO. A suspended status may be different levels that could possibly range from completely prohibiting the RSO to function as a group to minimal function of the organization depending of the nature and severity of the violation or alleged violation.

VIOLATION OF STUDENT ACTIVITIES POLICIES

Violations of Student Activities Policies may result in a suspended status for the RSO. A suspended status may be different levels that could possibly range from completely prohibiting the RSO to function as a group to minimal function of the organization depending of the nature and severity of the violation or alleged violation.

Appeals of a violation of a Student Activities Policy should be made in writing to the Vice President of Student Affairs.

ALCOHOL AND OTHER DRUGS

RSOs are subject to the Alcohol Policy as stated in the MSU Regulations, Policies and Guidelines.

The possession or consumption of alcoholic beverages on University property or in any University building is strictly prohibited with the exception of those locations and circumstances set forth in UAR 336.02. Refer to the Student Conduct Code and Drug-Free Institution Compliance for further information.

For clarification of any policies, please contact the Office of Student Activities at Morehead State University, ADUC 217 or (606) 783-2071.

FORMS

ACCIDENT FORM

To be completed and submitted to the Office of Environment Health and Safety anytime an injury occurs in the course of the function of the RSO.

[http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US)

CHECK REQUEST FORM

Used to receive reimbursement from club accounts for purchases made for the organization.

[http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-(1).pdf.aspx?lang=en-US)

CLUB ACCOUNT AUTHORIZATION FORM

To be updated at the beginning of each academic year or when there has been a change in president, treasurer or advisor.

[http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-(1).pdf.aspx?lang=en-US)

FOOD WAIVER FORM

To be used to ask for exemption from using Aramark for provision of food at events for RSOs.

<http://www.moreheadstate.edu/getattachment/Student-Affairs/Conference-Event-Services/Food-Waiver.pdf.aspx?lang=en-US>

LIABILITY WAIVER FORM

To be used when events and/or activities by the student organization have risk or a potential to create risk.

<https://moreheadstate.campuslabs.com/engage/organization/studentactivities/documents/view/1004172>

TRAVEL NOTIFICATION FORM

To be used when traveling outside of Rowan County.

<https://moreheadstate.campuslabs.com/engage/submitter/form/start/306284>