STUDENT ORGANIZATION HANDBOOK

Your Organization’s Guide to Success!!

Jackson Student Center, Suite 215
843.349.2301 / Fax 843.349.2317
www.coastal.edu/osal/
# TABLE OF CONTENTS

Welcome Letter ........................................................................................................................................... 3

**Introduction** ........................................................................................................................................... 4

*What is OSAL?*

*OSAL Staff*

**Being a Student Organization** ........................................................................................................... 6

**Organization Advisers** ......................................................................................................................... 10

**Organization Funding Procedures** ....................................................................................................... 12

**Expenditure of Organization Funds** ..................................................................................................... 16

**Student Organization Travel Procedures** ............................................................................................. 18

**Event Registration and Planning** ......................................................................................................... 22

**Promotion and Advertising** .................................................................................................................. 25

**Conduct of Student Organizations** ..................................................................................................... 29

**University Policies and Regulations** .................................................................................................... 34

*Alcohol and Drug...* ................................................................................................................................. 34

*Hazing...* .................................................................................................................................................... 41

*Fundraising...* ............................................................................................................................................ 43

*Amplified Sound...* .................................................................................................................................. 46

**Demonstrations on Campus** .................................................................................................................. 47

**Policy for Off-Campus Speakers** ........................................................................................................ 47

**Freedom of Inquiry and Expression** ..................................................................................................... 49

**Commencement/Honor Stoles** ................................................................................................................ 49

**Coastal Carolina University Licensing Program** .................................................................................. 50
Dear Student Organization Leader:

On behalf of the Office of Student Activities and Leadership and Coastal Carolina University, I would like to congratulate you for taking on the responsibility of providing guidance and direction to your student organization. With over 120 organizations and growing each year, the University provides a wide variety of opportunities to get involved on campus. As student leaders, you can, and we hope that you will, make a difference not only in these organizations and the directions they will take, but in the larger University community as a whole.

The University believes that involvement with our student organizations serves as a key ingredient for getting the most out of your college experience, “Academics + Involvement = Success.” These organizations provide individual students an opportunity to expand and enhance their overall educational experience, interact with others, gain self confidence, take on responsibility, acquire leadership skills and succeed in what they do. Your involvement in these organizations will not only teach you these skills and provide you with an opportunity to display the knowledge you have gained, but also provide you with a unique chance to enhance what you have learned inside the classroom and apply it to your experiences and involvement outside the classroom.

This handbook is intended to serve as a guide for you and your executive board members, as well as your advisor, in your efforts to run an effective student organization. As you embark on this exciting journey, please know that the Office of Student Activities and Leadership is here to assist you in whatever way we can.

Go Chants!

Whitney Comer
Director, Student Activities and Leadership
INTRODUCTION

This handbook is intended to be a tool for all registered student organizations at Coastal Carolina University. It includes helpful information for executive board members, organization members, and advisors about University policies, procedures, and operations to ensure a successful year for your student group.

Please take some time to familiarize yourself with this handbook, as well as the Office of Student Activities and Leadership (OSAL) website for additional resources. OSAL is also committed to serving as a “human” resource for student organizations – both leaders and members.

WHAT IS OSAL?? OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP

Lib Jackson Student Center 215, (843) 349-2301  Fax (843) 349-2317  www.coastal.edu/osal

Our Mission
The mission of the Student Activities and Leadership Office is to provide opportunities that will allow students to:

- Be EMPOWERED to take an active role inside and outside the classroom.
- PARTICIPATE in a variety of experiences to connect to the Coastal Community.
- DEVELOP into engaged, responsibly members of the Global Community.
- ACHIEVE success in all endeavors.

AREAS WITHIN OSAL

- Fraternity & Sorority Life
- Student Programs (i.e., Homecoming, Finals Frenzy, etc.)
- New Student & Family Programs
- Leadership & Civic Engagement
- Student Organization Management
- Jackson Student Center Management

OSAL is continually seeking innovative ways to provide activities and services which are of interest to all students. The office offers a variety of co-curricular activities designed to supplement formal classroom learning.

For a complete staff listing, click here, or go to www.coastal.edu/students/osal/about.
WHAT IS A STUDENT ORGANIZATION?

A student organization is defined as a group of currently enrolled Coastal Carolina University students who unite to promote a common interest. Student organizations may offer associate memberships to other members of the University community such as alumni, faculty, staff, and administrators so long as 80% of the members are currently enrolled students. Only currently enrolled students can vote on organizational matters. The University recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as a CCU student organization is NOT to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of CCU or its affiliates.

For the purpose of organization membership, “enrolled student” includes all persons taking courses at the University, either full-time or part-time, pursuing either undergraduate, graduate, non-degree seeking, or professional studies. All student organizations are governed by the Office of Student Activities and Leadership. Funding for student organizations is governed by the CCU Student Government Association.

MANAGING STUDENT ORGANIZATIONS ~ COASTAL CONNECTIONS

Coastal Carolina University uses an online management tool for all student organizations to use in the management of their organizations. It is important that each student leader be familiar with this system. To access the system go to – http://coastal.collegiatelink.net or click here. On this site you can…

- Invite members or interested students can request membership.
- Manage your roster, including positions within your organization.
- Register events and request space for your events on campus, including publicizing them with an online flyer.
- See your organization’s account balance, and request to spend money.
- Store documents for your organization – ex. Minutes, constitution, etc.
- Create forms for your organization – ex. Signup sheets, officer applications, etc.
- Post photos and write news articles about your organization.

For a complete guide to using Coastal Connections, go to www.coastal.edu/osal and check out the Student Organizations resources – or Click Here. Trainings for Coastal Connections will also be offered throughout the school year.
**Types of Student Organizations**

All organizations must be registered within the Office of Student Activities and Leadership. Within Registered Student Organizations, there are two additional designations.

- **General Student Organizations**: student organizations with open membership
- **Specific Student Organizations**: student organizations with limited membership, as determined by (Inter)National Affiliations. (ex. Fraternities and sororities, honor societies)

There are a number of types of student organizations. Each organization is asked to self-designate as one of the following types.

**Academic/Professional**

Organizations designed for students interested in a particular career or academic field of study who want to establish networks and further develop their skills in that area.

**Sport Clubs**

These organizations compete in sport competition on a level just below NCAA, and are directly advised from the Campus Recreation Department.

**Honor Societies**

Organizations that have criteria for recognizing excellence for a variety of students.

**Special Interest**

Organizations focusing on a variety of interests.

**Religious**

Organization dedicated to the spiritual/religious growth of its members.

**Fraternity/Sorority**

Social and service Organizations historically gender specific and established through one of three (Inter)National Councils.

**Publications/Media**

Organizations dedicated to producing student produced media either broadcast or print.

**Governing Body**

Organizations designed to provide governance to specific populations.

**Performing Arts**

Organizations focused on performing music, vocals, theater, etc.
**HOW TO START A NEW ORGANIZATION**

Please read this and follow the instructions CAREFULLY. The organization formation process does take time, so we ask for your patience. We are here to answer your questions and to help you through this process.

Step 1. Go to Coastal Connections and select the “Create a New Organization” button under the Organizations Tab, or Click Here. You will need the following information to complete this registration.

- Organization name, description summary, full description with purpose.
- Proposed Organization URL. What you want your organization URL to be.
- Organization contact information – phone number and email for primary contact.
- Proposed amount for membership dues.
- Membership Roster with at least 10 interested members with CCU ID #
- Officers – must have a President, Treasurer, and Advisor.
- Organization Constitution – uploaded to the site.

Step 2. Have advisor fill out and turn in the following:

- Advisor Confirmation Form
- For Off-campus Advisors: Off-campus Advisor Packet

Step 3. Schedule a meeting with the Coordinator of Leadership and Civic Engagement to go over your registration and sign the Student Organization Agreement Form.


- Once all forms have been completed and approved, the club/organization will be given a date to appear before SGA for recognition.
- The recognition of the club/organization will be submitted to the Student Senate for consideration.
- It will be presented as new business during their meeting and will be voted on at the following meeting. (Organization representative must be present at both readings.)
- Once approved, the club is an officially recognized student organization entitled to all rights and privileges afforded to all recognized organizations.

Step 5. Schedule an orientation with Coordinator of Leadership and Civic Engagement OR (for sport clubs only) Sport Club Coordinator.
RIGHTS AND RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

RIGHTS & PRIVILEGES
- Ability to reserve space on campus, post flyers/advertisements around campus and online
- Permission to use the University’s name and logo in identifying the organization
- Ability to request funds from student activity fees in accordance with established policies, procedures, and eligibility criteria
- Access to an organizational mailbox located in the Office of Student Activities and Leadership
- Leadership materials, educational resources, and mailings from the Office of Student Activities and Leadership
- Organization information listed in the OSAL files and access to all the Coastal Connections Resources
- Opportunity to participate in the Club Recruitment Day during the fall and spring semesters

RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS
- Compliance with the University policies and procedures as defined in the Coastal Carolina University Student Handbook as well as local, state and federal laws
- Accept responsibility for the supervision of all sponsored programs and events
- Accept responsibility for the safe operation of all sponsored programs and events
- Compliance and adherence to all University financial policies and procedures
- Accept responsibility for reimbursing the University for damage to University owned property or facilities, including such items as clean-up costs, damaged property, or other items related to the utilization of property or facilities
- Assure that all sponsored programs and events are produced in a safe and responsible manner and do not interfere with the normal operation of the University
- Assure that all promotion and advertising of events involving the use of University-owned property or facilities will identify the group sponsoring the event
- Assure that all promotion and publicity materials follow the Coastal Carolina University Sign and Banner Policy.
- Maintain active and updated files in the Office of Student Activities and Leadership via Coastal Connections (membership information, constitution, change in officers, etc.)
- Officers must be currently enrolled, full time students, and need to have a cumulative GPA of at least 2.5 and must be in good standing with the University. They must not be on academic or disciplinary probation. Individual organizations are able to set higher academic standards for their officers.
- Develop and maintain honest and open lines of communication with their adviser
KEEPING YOUR ORGANIZATION IN ACTIVE STATUS

ANNUAL REGISTRATION RENEWAL REQUIREMENTS

1. All registered student organizations must renew their registration annually.
2. Organizations must submit this registration via Coastal Connections. Re-registration is due at the end of each Spring semester.
3. The due date for all materials is April 15th.
4. Have representation at ALL Student Organization Training sessions.
5. Failure to submit the annual registration forms or attendance at ALL required training sessions shall result in the termination of group privileges to operate on the campus, utilize facilities, spend money from the organization account, or request monies from the SGA Finance Board.

UPDATING ORGANIZATION INFORMATION

- It is the responsibility of each organization to ensure that any changes in the information are submitted immediately via Coastal Connections.
- Failure to provide the information listed may result in the organization losing its recognized status.

WITHDRAWAL OF RECOGNITION

- Recognition is withdrawn from any organization that is inactive (failed to complete re-registration or attend mandatory meetings) for more than two academic years.
- Recognition may also be withdrawn by the University if the organization violates any University policies and/or local, state or federal laws.
ORGANIZATION ADVISERS

ADVISER REQUIREMENTS

- Each student organization is required to have one faculty or staff adviser. Advisers are required to complete the Adviser Confirmation Form during the registration process.
- The adviser agrees to serve for the academic year. Each appointment is on an annual basis and is not automatically renewed. The organization must receive confirmation from the adviser that they wish to continue in the role via the Adviser Confirmation Form.
- Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisers are expected to provide assistance. Serving as an adviser is considered to be within the role and scope of duties for the University; advisers have the same liability protection as when performing other official duties for the University.
- In addition to a student organization having a University faculty or staff adviser, the student organization MAY choose to also have a non-CCU employee/volunteer adviser.
  - All non-CCU employee/volunteer advisers must sign the appropriate paperwork before beginning the responsibilities of the student organization adviser. The paperwork includes:
    - signing a liability release
    - signing a confidentiality agreement
    - agreeing in writing to undergo a background check

RESPONSIBILITIES OF A STUDENT ORGANIZATION ADVISER

1. Become familiar with and understand relevant University policies and procedures, including, but not limited to, the Student Organization Handbook, the Student Code of Conduct, the Student Handbook, and local, state, and federal law.
2. Attend the adviser training session provided by the Office of Student Activities and Leadership.
3. Act within the scope of their authority.
4. Act in an advisory capacity, as opposed to a directive relationship, in the organization. The following educational functions are cited as examples:
   - Providing the officers with the elements of good organizational practice
   - Teaching the techniques and responsibilities of leadership
   - Teaching the principles of effective group operations
   - Developing procedures and plans for actions
   - Keeping the group focused on its goals
   - Developing self discipline and responsibility in the group
   - Stimulating and initiating activity
5. Be available to the officers and members to share ideas about organization affairs.
6. Meet with the officers of the group to discuss the progress and direction of the group.
7. Attend as many University registered meetings and events as possible.
8. Advise and consult with the organization and its officers on its financial affairs to assure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
9. Approve off-campus, registered events in which students officially represent the organization, such as meetings, social events, conventions, etc.
10. Attend University registered off campus trips OR assist the organization in finding a member of the Coastal Carolina University faculty or staff or [an approved non-CCU employee/volunteer advisor] to accompany the organization.
11. Attend information meetings regarding student organizations as necessary.
12. Serve for a period of one year, or if for any reason an adviser is unable to serve, continue to act as adviser until such time as a successor is appointed.
13. Contact the Coordinator of Leadership & Civic Engagement when questions or problems arise.

WORKING WITH YOUR ADVISER

- Group and executive board meetings should be planned at a time when the adviser is able to attend.
  1. Be sure to relay the date, time, and place for each meeting.
  2. Have an adviser report as a regular part of the meeting.
  3. Send the adviser a copy of all minutes.
  4. Check with the adviser before scheduling a special meeting.
  5. The president of the group should meet regularly with the adviser to discuss organizational matters and to relay and update information.
  6. The group should inform their adviser of all organizational activities and extend an invitation for him/her to attend.
- An organization should ask their adviser for his/her opinion and advice when problems come up within the organization. Make use of his/her background and experience regarding the organization and the University. Do not go “over his/her head” or by-pass him/her in working out problems and plans. Always discuss items with him/her first.
- Organizational officers must keep their adviser fully informed of the programs and activities of the organization, and the progress being made in carrying out plans. An organization should take into consideration that their adviser has other responsibilities (i.e., family, home, and job) and they should respect these possibilities.
- Show appreciation for your adviser’s services by thank you notes, appropriate comments at meetings and other occasions and by personal thanks. Remember that advisers have birthdays and celebrate holidays. Let your adviser know that he/she is appreciated.
SGA Finance Committee

The SGA Finance Committee in conjunction with the Vice President for Finance hold the responsibility of reviewing budgets for and allocating money to, clubs and organizations within the Coastal Carolina University Office of Student Activities and Leadership. The goal of the Finance Committee and the Vice President for Finance is to fulfill their responsibility in an efficient, timely, and fiscally responsible manner.

The SGA Finance Committee will be composed of the following persons:

- SGA Vice President for Finance
- One (1) Administrative Personnel appointed by the Director of Student Activities
- Senators from SGA with the minimum being four (4) and the maximum being eight (8)
- The Chair of the Finance Committee will be elected by the members of the Finance Committee and shall be a Senator in SGA

* Each member of the board must disclose their affiliation with all campus clubs/organizations before participating and excuse themselves from any allocation hearings involving those clubs/organizations.

Club and Organization Funding Procedures

Types of Funding, Eligibility, and General Guidelines and Restrictions

The Finance Committee will use the following information when evaluating requests and making recommendations to the SGA Senate. Organizations should use the provided information when preparing their funding requests as to expedite and simplify the process. As these are not rules, the Finance Committee reserves the right to alter the information provided as to best serve the clubs and organizations of Coastal Carolina University, with any major changes communicated appropriately.

Operational Funding

Operational Funding refers to the funding used by organizations for the basic operations of running the organization. In addition, this funding can be used to cover events and programs totaling under $500.00, with the expectation that these will be detailed expense items in the budget. Other guidelines are as follows:

1. The operational funding request must be submitted the semester prior to when the funds are needed, unless the club is newly recognized on the Coastal Carolina University campus. The deadline will be determined by the SGA Vice President for Finance and announced to clubs and organizations with proper notice. Any supporting documentation must be submitted to the SGA Vice President for Finance by the established deadline.
2. All organizations must raise a minimum of 30% of their total budget request.

3. All organizations requesting operational funding must charge a minimum membership fee of $5 per member, per year (two (2) semesters). This $5 does not include any dues associated with those paid to affiliated local, inter/national organizations. It also does not include the purchase of any licenses or equipment that may be necessary to be a member of the organization. Dues may need to be higher to assist in fulfilling the mission of the organization.

**SPECIAL EVENT FUNDING**

Special Event Funding is designed for those events/activities where expenses exceed $500. Request for funding will be evaluated through the following questions:

- Need: Does the program reflect or meet unsatisfied needs?
- Value / impact: What is the desired goal of the program and how will it benefit the University community?
- Purpose: Is the program consistent with the purpose of the organization?
- Cost benefit analysis: Is the need served and benefit derived from the program worth the per capita expenditure?
- History: Is the program a successful annual or traditional event? What has been the history of similar events?

The following are a few examples of projects, events, etc., which are eligible for funding:

Programs of cultural and educational enrichment; recreational and social activities; tutorial programs; assistance to organizations for activities of educational, cultural, recreational, or social nature; insurance related to conduct these programs; and transportation and other student services in support of these programs.

**TRAVEL FUNDING**

Student organizations are required to provide registration materials, brochures, or other types of original documentation, including prices and dates for conferences, competitions, or other types of travel. Travel paid for with allocated funds must be approved before the trip takes place.

1. SGA will only consider funding one (1) conference or convention each semester

2. All funds that the organization is required to raise in the approved budget must be submitted before any financial transactions will be processed. Members may be asked to sign an agreement to pay any funds required to participate in the trip. Failure to pay these funds will result in a hold being placed on the student’s University account. (All funds submitted as a deposit to register to participate in a University sponsored trip are non-refundable.)

3. SGA will only fund **UP TO** five (5) students from Coastal Carolina University to attend any one regional or national conference
4. SGA will only fund UP TO 40% of your organization roster to attend competitions and tours. SGA will not fund any senior who will be graduating the semester in which the trip is taking place.
5. SGA will fund one adviser to travel with the organization.
6. No leisure activities will be funded while students are attending conventions or conferences (i.e. movies, admission to theme parks.)
7. Funds for food will not be provided for day-trip events.
8. SGA will only fund UP TO the following:
   a. Registration Fees = $75 per person
   b. Lodging = $50 per room
   c. Transportation = 47 cents per mile
   d. Air Travel = $150 per person
   e. Food = UP TO $25 per person for one group dinner during the trip

FUNDING ELIGIBILITY
General Student Organizations (student organizations with open membership) are eligible for
-Operational Budget Funding, Special Event Funding and Travel Funding
Specific Student Organizations (student organizations with limited membership) are eligible for Special
-Event funding and Travel Funding

PROCEDURES FOR FUNDING REQUESTS
*Please note that the allocation process for SGA funds can take up to three weeks for approval. Access to funds after approval from SGA can take an additional two weeks. Please plan accordingly.

OPERATIONAL FUNDING REQUESTS
Operational Funding Requests will be reviewed once each semester to allocate funds for all S.G.A. recognized clubs and organizations (other than those receiving financial support from the university) Additional hearings will be held each semester for newly established clubs and organizations, and additional allocations if funds are available. All allocations will be made through the following procedures:
1. A completed operational funding request, including the organization’s preexisting funds, projected revenue (not including the funds being sought), and projected expenses, must be submitted to the Vice President for Finance in the spring semester before/on the deadline to be announced by OSAL, or upon request.
2. The request will be submitted to the SGA Senate in “First Reading”. After review in the Senate, the request will be referred to the Finance Committee for a recommendation to be made to the Senate.
3. The Finance Committee will review the request during a scheduled meeting. It is strongly advised that a member of the club or organization is able to attend this meeting to answer any questions for the Finance Committee. At the end, a recommendation will be formulated and presented to the SGA Senate.
4. At the next SGA Senate meeting, the Senate will vote on this recommendation and any allocated funds will be disbursed in the next few days. It is required that a representative for the club or organization seeking funding is present at this meeting.
5. The Vice President for Finance shall notify each organization, in writing, of their allocation. Organizations have the option of requesting a meeting with the Finance Committee and/or Vice President for Finance to discuss their budget and/or allocation. Approved requests will be kept in OSAL and by the Vice President for Finance.

* Special requests from student organizations are heard throughout the year as needed provided ten (10) working days’ notice is given.

**SPECIAL EVENT FUNDING REQUESTS**

Special Event Funding Requests will be heard on a rolling basis beginning in the Fall Semester of each year. These requests are meant for any event that will exceed $500 in costs incurred. A detailed budget will be submitted to the Vice President for Finance in order to be considered. All allocations will be awarded according to the following:

1. A completed special funding request, including the organization’s preexisting funds, projected revenue (not including the funds being sought), projected expenses, and member contributions must be submitted to the Vice President for Finance. Any quotes for costs, projected attendance, history of the event, and any other supporting paperwork or material should be submitted at this time as well.
2. The request will be submitted to the SGA Senate in “First Reading. After review in the Senate, the request will be referred to the Finance Committee for a recommendation to be made to the Senate.
3. The Finance Committee will review the request during a scheduled meeting. It is strongly advised that a member of the club or organization is able to attend this meeting to answer any questions for the Finance Committee. At the end, a recommendation will be formulated and presented to the SGA Senate.
4. At the next SGA Senate meeting, the Senate will vote on this recommendation and any allocated funds will be disbursed in the next few days. It is required that a representative for the club or organization seeking funding is present at this meeting.

The Vice President for Finance shall notify the organization, in writing, of their allocation. Organizations have the option of requesting a meeting with the Finance Committee and/or Vice President for Finance to discuss their budget and/or allocation. Approved requests will be kept in OSAL and by the Vice President for Finance. Any change in the proposed use of a club’s allocated funds will require approval of the Finance Committee.
**Travel Funding Requests**

Travel Funding Requests will be heard on a rolling basis beginning in the Fall Semester of each year. These requests are meant for any travel that a club or organization wishes to utilize in order to fulfill the goals of the organization, such as attending conferences/conventions. A detailed budget will be submitted to the Vice President for Finance in order to be considered. All allocations will be awarded according to the following:

1. A completed travel funding request, including the organization’s preexisting funds, projected revenue (not including the funds being sought), projected expenses, and member contributions must be submitted to the Vice President for Finance. Any quotes for costs and any other supporting paperwork or material regarding the travel should be submitted at this time as well.

2. The request will be submitted to the SGA Senate in “First Reading”. After review in the Senate, the request will be referred to the Finance Committee for a recommendation to be made to the Senate.

3. The Finance Committee will review the request during a scheduled meeting. It is strongly advised that a member of the club or organization is able to attend this meeting to answer any questions for the Finance Committee. At the end, a recommendation will be formulated and presented to the SGA Senate.

4. At the next SGA Senate meeting, the Senate will vote on this recommendation and any allocated funds will be disbursed in the next few days. It is required that a representative for the club or organization seeking funding is present at this meeting.

The Vice President for Finance shall notify the organization, in writing, of their allocation. Organizations have the option of requesting a meeting with the Finance Committee and/or Vice President for Finance to discuss their budget and/or allocation. Approved requests will be kept in OSAL and by the Vice President for Finance. Any change in the proposed use of a club’s allocated funds will require approval of the Finance Committee.

*For information on funding for Sport Clubs, please refer to the Sport Club Manual*

**General Funding Guidelines and Restrictions**

1. Funds will only be made available for registered Coastal Carolina University organization members (exceptions will be made for faculty, staff, and Advisers.) Funding will not be made available for associate members who are not affiliated with the University.

2. The organization must send representatives to any on-campus leadership training workshops and/or programs stipulated by the Office of Student Activities and Leadership in order to receive funds.

3. Any expenses incurred or commitments made prior to submitting a budget request will not be considered – NO REIMBURSEMENTS WILL BE PROCESSED.
4. Amounts allocated to organizations MUST be used for the intended request. Organizations may reallocate up to 25% of their approved budget for organization activities. Funds cannot be reallocated to purchase food or to increase the approved amount for end of semester banquets. Any organization intending to exceed the 25% limit must request approval from the SGA Finance Committee. This request should include a detailed narrative explaining the reason for the reallocation of funds from one category to another.

5. Honorariums to employees of Coastal Carolina University are not permitted.

6. Gifts for advisers and guest speakers are limited to $25 per gift. The organization must raise the funds through the collection of dues and/or fundraising activities to give gifts to graduating seniors or other members.

7. Funding will generally not be allocated for food (except for the monies allocated for a recruitment meeting/event).

8. The purchase of alcoholic beverages with allocated funds is not permitted.

9. Funding will not be provided to support activities or events that are associated with a student receiving academic credit and/or a letter grade for coordinating or participating in the activity. Activities include, but are not limited to the creation of educational displays that will receive a grade in a course, attendance at conferences/conventions. The SGA Finance Committee will have the authority to determine if an event is related to an academic credit course.

10. Funding will not be available to participate in job placement conferences Funds cannot be used for any type of partisan political endorsement or contributions to the campaign fund of any candidate for elective office.
Expenditure of Organization Funds

All funds either raised by the organization or allocated by SGA to the organization are deposited into the organization’s account and each student group is assigned an account number for transactions. These funds are University or state funds and cannot be used for the purchasing of alcoholic beverages. Funds are generally used for special projects or programs sponsored by clubs or organizations, including printing and seed money for fundraising and social events.

All organizations will be required to keep accurate records of all transactions in their accounts; however, any expense or deposit verification inquiries should be directed to the OSAL fiscal technician. Organizations can see their account balances and transactions via Coastal Connections, under the Finance Tab on the Organization’s Page.

ACCOUNT POLICIES

1. The following signatures are required on forms for financial transactions:
   a. President and/or treasurer of the student organization
   b. Signature of the OSAL Fiscal Technician
   c. Signature of the Director of Student Activities and Leadership
2. University forms must be used for all financial transactions.
3. Processing time for checks requested is ten (10) business days.
4. No transfer of funds shall be made without approval from the OSAL.
5. Revenue generated from an event must be deposited within two (2) working days following the event.
6. Student organizations are subject to annual review and audit by the OSAL.
7. The University reserves the right to freeze accounts for any group that misrepresents or otherwise misspends funds to bypass any of these policies.

DEPOSITING FUNDS

All recognized student organizations with exception of Fraternity and Sorority Life organizations are required to keep all organizational income and funds in an on-campus account. Student organizations must deposit income generated from events (concessions, admission fees, fundraising efforts, etc.) within two (2) working days after the date of the event. Membership dues and/or donations can also be deposited into the on-campus account. Deposits are made by the Administrative Assistant in the Office of Student Activities and Leadership.
EXPENDITURES/REIMBURSEMENTS OF ORGANIZATION FUNDS

The following guidelines apply to ALL organizations requesting funds (club generated or SGA allocated).

Organizations must receive approval from their Advisor & OSAL **before** spending any money. This approval can be received through Coastal Connections.

- Select the Finance Tab under the organizations page, and select “Create a New Purchase Request”.
- If the person requesting the purchase is not the treasurer, the treasurer will have to go in and move the request to the next step – advisor approval. The advisor will move the request to OSAL for final approval.
- Once final approval is made, you can spend the money.

**PLEASE NOTE:** TWO (2) WEEKS notice is REQUIRED for ALL funding requests – no matter the payment method - before money is spent for anything.

REIMBURSEMENTS FOR PURCHASES $50 AND UNDER (PETTY CASH)

- There is a $50 receipt limit for all CASH reimbursements. Reimbursement forms must be completed through the Fiscal Technician (FT) in Office of Student Activities and Leadership.
- Only itemized receipts will be accepted.
- Receipts dated prior to the funding approval date will NOT be reimbursed.
- ALL treasurers should be made aware of the Petty Cash requests. President/Treasurer/Advisor must approve Petty Cash requests.
- Receipts more than 30 days old WILL NOT be accepted.
- No cash reimbursement for purchases from Follet (University bookstore)
- No Cash Advances

REIMBURSEMENTS FOR PURCHASES OVER $50

- Purchases exceeding $50 will be reimbursed via a check from the University.
- Reimbursement forms must be completed through the Fiscal Technician (FT) in Office of Student Activities and Leadership.
- Only itemized receipts will be accepted.
- Receipts dated prior to the funding approval date will NOT be reimbursed.
- ALL treasurers should be made aware of the Petty Cash requests. President/Treasurer/Advisor must approve Petty Cash requests.
- Receipts more than 30 days old WILL NOT be accepted.
ON-CAMPUS PURCHASES:
- Organizations MUST obtain prior approval before purchasing items from Follet (University bookstore). Event information and “potential” items/supplies should be submitted.

OTHER METHODS FOR EXPENDITURES
- **University Purchasing Card** – The OSAL Fiscal Technician can use a University Purchasing Card to pay for some authorized expenditures. (ex.: paying an invoice for t-shirts)
- **Invoices** – Student Organizations can have purchases invoiced to the University to be paid. Turn in the invoice to the Fiscal Technician.
- **Contracts** – Some items/services/programs require a contract to be signed. Only the President of CCU is authorized to sign contracts for the University. If your organization needs to have a contract signed, you must work with the Fiscal Technician to navigate the process.

UNAUTHORIZED PURCHASES:
- Unauthorized purchases are those expenditures made without prior approval of the Fiscal Technician. Individuals will be held accountable for ANY purchases made without prior approval. PLEASE BE REMINDED that Tobacco, alcohol or drug products are prohibited and will not be reimbursed.
The purpose of this policy is to set forth University rules and procedures regarding student organization travel. All student organizations must follow and abide by all Coastal Carolina University travel policies and all additional policies and procedures stated herein. The University recognizes and encourages the participation of recognized student organizations in off campus activities such as conferences and team competitions. It is further understood that all University policies, state and federal laws must be followed during the University sponsored trip. Any student found in violation of University policy while traveling will be sent back to campus and referred to the Office of Student Conduct.

**TRAVEL AUTHORIZATION**

All student organizations wishing to travel must first “Create an Event” within Coastal Connections outlining the event. A travel event must be completed and submitted no less than four (4) weeks prior to the trip. Approval for funding of a travel event from the Student Government Association does not imply or replace event approval by the Director of Student Activities and Leadership.

A full-time member of the Coastal Carolina University faculty or staff must accompany an organization on all recognized events involving travel unless a waiver to this requirement has been granted from the Director of Student Activities and Leadership. Please see following section “Responsibilities of Advisors during Organization Travel”.

After the event has been approved, the organization should work with the Fiscal Technician to complete the following before the organization departs:

1. A completed *Travel Authorization* form must be submitted four (4) weeks prior to the event to the Office of Student Activities and Leadership. If more than one person is traveling, a list of all participants must be attached to and submitted with the completed form.
2. Each participant must sign and submit a *Liability Release Waiver* form. Participants under the age of 18 must also obtain the signature of a parent or legal guardian. Failure to complete and submit this form will result in that student not being able to participate in the event.
3. The adviser(s) accompanying the organization must also complete a *Travel Authorization Form* (four (4) weeks prior). This form must be signed by the OSAL Director when using student organization funds.
4. All participants must provide the information requested on the *Organization Travel Information Sheet*. A copy of this sheet must be provided to the adviser accompanying the organization before departure.
5. All participants agree that all University policies, state and federal laws must be followed during the sponsored trip.
6. All travel policies and procedures must be followed by student organizations on approved trips, regardless of the source of funding.

EMERGENCIES

If an emergency occurs, please contact 911 immediately and obtain assistance as needed. If an injury occurs, please contact the person listed as the emergency contact on the Organization Travel Information Sheet, then contact one of the following to make Coastal Carolina University aware of the situation:

- Office of Student Activities and Leadership  843.349.2301
- Dean of Students Office  843.349.4161
- University Department of Public Safety  843.349.2911

ADVISERS TRAVELING WITH STUDENT ORGANIZATIONS

1. Obtain and become familiar with the policies and procedures for Student Organization Travel.
2. Conduct a pre-travel meeting with group members to discuss the itinerary, establish expectations and outline standards for student behavior. Remind the students of their role as ambassadors for the University. Discuss University policy on alcohol and controlled substance use while representing the University. Discuss personal safety while away from Coastal Carolina University.
3. Make sure to obtain a copy of the Organization Travel Information Sheet. This sheet contains emergency contact numbers for each participant.
4. Make sure to contact any of the persons listed below if an emergency occurs. Please advise them to contact the others on the list to make them aware of the situation and leave a contact number where you can be reached.
   a. Office of Student Activities and Leadership  843.349.2301
   b. Director of OSAL  843.349.2303
   c. Dean of Students Office  843.349.4161
   d. Department of Public Safety  843.349.2911
5. If the adviser is NOT traveling with the organization, require that students check in with you upon arrival at their destination, upon leaving to return home and upon arrival back to campus.
6. A University procurement card CANNOT be used for faculty/staff travel (refer to P-Card policies and procedures). The adviser will be reimbursed for any approved expenditures or can submit a cash advance request before the trip occurs.
7. SGA may allocate funds for one adviser to accompany an organization on an approved, SGA funded trip. Additional funds may be provided for more than one adviser to accompany the organization, if requested.
Approval for allocating funds for additional advisers will be based upon the number of students attending, the nature of activities occurring on the trip.

**From University Counsel:**
University Counsel strongly urges advisers to refrain from the consumption of alcohol with students, generally, and with members of the adviser’s club or group, specifically. If any student is harmed in any manner after consuming alcohol with a University employee on University business, the prospect of damages and/or litigation is likely. This is especially true if the student is under the age of 21. Court opinions as to liability in these situations are not uniform, which creates volatility and difficulty in sorting out the issues. Additionally, the University may not defend or pay for the defense of the adviser, if the adviser is named as a defendant in such a circumstance, since consuming alcohol with students is not within the job description of employees. Advisers may also have extended personal liability in these situations. Please use your best discretion. Complete abstinence is the wisest choice.

**METHODS OF TRAVEL:**

**USE OF UNIVERSITY VEHICLES**

- All student organizations are permitted to use University vehicles subject to availability.
- The organization’s adviser or a University staff member must accompany groups when using a state or University rented vehicle. Any exceptions must be approved by the Director of Student Activities and Leadership.
- Any club wishing to use a University vehicle must complete a Vehicle Reservation Request form and all necessary travel forms with the Fiscal Technician with the Office of Student Activities and Leadership no less than four (4) weeks prior to the requested trip.
- All recognized student organizations should use University vehicles for all travel when utilizing on-campus accounts and SGA allocated monies.
- Drivers must be 21 to operate any University owned vehicles. Organizations may seek assistance from the OSAL fiscal technician in submitting requests.
  - Students who are designated drivers for proposed club events must submit a Driver Record Request form along with an official copy of their driving record. This can be obtained from the state agency that issues licenses in the student’s home state. The Driver Record Request form should be completed at least two (2) weeks prior to the proposed trip.
  - Driver’s license screening for students must be renewed annually. Any driving records with significant violations will be denied.

**STUDENT TRAVEL IN PERSONAL VEHICLES**
• Student groups are permitted to travel in- and out-of-state in a personal vehicle; however, the owner of the vehicle assumes personal liability for the trip.
• The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Office of Student Activities and Leadership.
• All travel authorization paperwork must be completed, as with any other travel.
• OSAL does not encourage this practice of using personal vehicles and funding will usually be made available to utilize University vehicles if requested in the budget process.

COMMERCIAL AIR OR TRAIN TRAVEL
The Office of Student Activities and Leadership will work with the organization to secure reservations on commercial airlines, trains, etc. Organization officers should schedule an appointment with an OSAL Fiscal Technician to do this. The University Procurement Card will be used for the purchase of the tickets.

SAFETY
When driving the following procedures should be followed to ensure the safety of the driver and passengers.
1. Directions, phone number, and address of destination for EACH vehicle
2. Obey all traffic laws
3. Drive appropriately for road and weather conditions (i.e. snow, ice, flooding)
4. No horseplay, racing, or caravans
5. Plan routes and stops in advance
6. Stop at least every 90 minutes to rest – do NOT continue to drive if too tired
7. Do not consume, possess, or transport alcoholic beverages or illegal drugs
8. Each driver and all passengers should wear seatbelts
9. Drivers should be well rested
10. Drivers should pull over in a safe location if they become drowsy
11. Cell phones should not be used by the driver while operating the automobile. If a need develops to use the phone, pull off to a safe area to have your conversation.

At the site:
1. Never walk alone in a strange location.
2. Utilize the Buddy System.
3. Obey all event specific safety rules (wearing lifejackets, safety gear, etc.).
EVENT REGISTRATION AND PLANNING

Registered student organizations must register ALL programs, meetings, event, etc. either on or off campus. Events must be held at the appropriate time, the appropriate place, and in a manner consistent with the mission of the University.

1. Events must be entered into Coastal Connections (“Create an Event”) no later than **two (2) weeks** prior to the event.

2. Be sure to include the following information:
   a. Description of the event – Be specific.
   b. Date – including additional dates needed when necessary
   c. Time –
      i. Including all set up and break down times (Events with food must allow a minimum of an hour set up/breakdown for Aramark.)
      ii. An adviser must be present at any event occurring after 9:00 p.m.
   d. Location – Organizations must check to see if a room is available BEFORE requesting the room, and provide a SECOND CHOICE location.
   e. Anticipated attendance
   f. All requests for SERVICES AND FACILITIES.
   g. Note if the event is a fundraiser or will involved alcohol. Completion of appropriate paperwork.

3. The event is NOT finalized until the organization has received a confirmation email. Organizations will receive separate confirmations for space, facilities requests (tables/chairs/etc.) and media services (speakers/microphones/etc.)

4. CHANGES/CANCELLATIONS – Organizations should use their confirmation number to make changes/cancellations to all reservations.

5. Student organizations who are registering an event which involves traveling must also complete Travel Authorization paperwork. See Student Organization Travel Procedures.

USE OF UNIVERSITY SPACE

Officially recognized student organizations may request the use of University space. To ensure the safety and enjoyment of those who attend activities in the space, the University has established some policies and procedures. Please note that the use of University space is always subject to the approval of the University.

The policies and procedures that affect student groups are based on the following:

- **Status of Organization**: Use of space is limited to student organizations that are affiliated with the
University through the official recognition process administered by the Office of Student Activities and Leadership.

- **Scale of Activity:** Student activities range from small internal meetings to large-scale public events. Major events require special assistance and expertise to implement. OSAL requires review and approval of program plans to ensure safety and feasibility of plans.
- **Type of Activity:** Federal and state laws, local regulations, and University policies and procedures dictate how student organizations may use University space. These laws and guidelines prohibit some types of fund-raising activities, benefits, commercial promotions, and other activities.
- **Location of Activity:** University space and facilities are heavily used resources that are managed by University designated professional staff. Reservations and approvals are always required. The safe use of space is carefully evaluated before approvals are granted. The University has the responsibility to determine how its space will be used. University professionals consider time, place, and nature of activities when they administer policies, procedures, guidelines, and laws.

**WHEELWRIGHT AUDITORIUM EVENTS**

All registered student organizations are able to schedule events in the Wheelwright Auditorium contingent upon availability. The Office of Conference Services reserves the right to charge student organizations for the cost of any staffing associated with production of the event. A staffing fee will not be charged if no admission is charged for entrance to the event or a nominal admission charge is required AND all proceeds will be donated to a charitable cause.

A staffing fee will be charged to the organization if it is a ticketed event and/or if an admission cost is required to enter. The cost will be based on the number of workers required to effectively staff the event. The Office of Conference Services, in consultation with the Office of Student Activities, will determine the number of staff needed based on the information submitted on the Event Registration Form. Any event that requires an admission cost, including donations, to enter must utilize the Wheelwright Box Office to collect the admission fees. All monies collected will be deposited in the sponsoring organization’s on-campus account.

**LACKEY CHAPEL EVENTS**

**Guidelines for events with food in Lackey Chapel**

1. Reservations for the Lackey Chapel must indicate that food will be served.
2. Food usage must follow the Food Safety policy (#FINA- 302, [http://www.coastal.edu/policies/](http://www.coastal.edu/policies/)).
3. All food must be removed by the requestor of the space.
4. A facilities work order must be entered to request cleaning of the Chapel immediately following the event.
5. Food may not be served or placed on any of the wooden tables located in the Chapel. Tables for serving food must be ordered through a facilities work order.
6. Additional trash cans must be requested through facilities for any event with food.
7. If additional cleaning is required, the requestor will be required to pay for the charges.

**UNAUTHORIZED ENTRY OR USAGE**

The University prohibits unauthorized entry into or usage of a University facility and/or property. This rule includes the failure or refusal to leave University grounds or a specific portion thereof or a University facility when requested by an authorized University official. Additionally, this policy applies to unauthorized possession, duplication or use of keys or access cards to any University premises. For entry into buildings after normal business hours on nights and weekends, please call campus safety.

**CONTRACTS**

Students are not authorized to request, sign or enter into contractual relationships on behalf of Coastal Carolina University. The Office of Student Activities and Leadership will assist student organizations who wish to negotiate fees and enter into contractual agreements. All contracts for student organization events must be processed in accordance with University policies. Any individual who signs or verbally commits to a contract on behalf of the University may be held personally liable for the terms stated in the contract.

**USE OF ALCOHOL AT EVENTS**

A. **Student Sponsored Social Events**
   1. **On-Campus Student Events**
      Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.

   2. **Off-Campus Student Events**
      Any student organization that hosts an off-campus event where alcohol is served and consumed must **register the event with the Office of Student Activities and Leadership**.

      The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.
Off Campus Student Events involving Alcohol – Guidelines for Registration

1) Any student organization planning an off-campus event where alcohol is served must obtain approval through the Office of Student Activities and Leadership at least two weeks before the event. Organizations may not include alcohol at any recruitment, induction, initiation or, bid event or at any campus recreation event or intramural event. Only beer and/or wine may be sold at events. **Events with Alcohol are limited to 4 per semester for any one organization.**

2) All events must have a Third Party Vendor which is properly licensed by appropriate local and state authorities, maintains a liability insurance policy and completes a merchant alcohol education program, such as “TIPS”. All alcohol sales must be on a drink by drink basis and staffed only with employees of the Third Party Vendor. All events are required to take place in a location that is properly zoned for the distribution and consumption of alcoholic beverages.

3) The student organization sponsoring the event is responsible for insuring an approval process for verifying the age of each individual in attendance in coordination with the third party vendor/establishment.

4) The organization will insure that alcohol service will stop 60 minutes prior to the scheduled closure of the event. There must be an appropriate amount of non-alcoholic beverages and non-salty, non-snack food available.

5) Each organization is required to appoint a sober host for the event. The host is required to oversee the event, verify that all individuals attending the event are students, faculty, staff or guests and oversee the age verification process.

6) The only alcoholic beverages that may be possessed or consumed at the function are those by the licensed server within the designated location.

7) Drinking contests and/or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages will not be permitted. No alcoholic beverages can be provided as free awards, prizes, or rewards to an individual(s) or group(s).

8) Event publicity cannot include the advertisement of alcohol.

9) Organizations must have a designated driver program in place. This program should specifically include provisions for commuting students who will be returning to their residences following the event. In some cases, the organization may be required to provide a bus.

10) The Office of Student Activities and Leadership in consultation with the Department of Public Safety may require that an organization have security present at the events where alcohol is served. The organization will be responsible for the cost of the security.

11) All recognized chapters of inter/national organizations must also comply with all requirements set forth in their policies in regards to hosting an event where alcohol is served. In addition, Fraternity and Sorority Life organizations must have an updated copy of their insurance policy and risk management policy on file with the Office of Fraternity and Sorority Life.

Return to Table of Contents
Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the *Code of Student Conduct* and/or the *Office of Student Activities Student Organization Manual*.

**VIDEO/DVD SHOWING AND FEDERAL COPYRIGHT LAW**

Federal law prohibits the public display of copyrighted material. This includes videos/DVDs which you buy and those which you rent. “To perform or display a work or video ‘publicly’ means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered” (from the Federal Copyright Act, Title 17 United States Code, Section 101). Though the language is not specific, the showing of videos/DVDs for social purposes to groups could be a violation of federal law.

To avoid such conflict and decrease the likelihood of copyright violations, the following procedure should be followed when screening videos, DVDs, and other electronic formats:

1. Never show copyrighted material unless you have paid the proper authority a royalty fee to do so. For more information, contact the Office of Student Activities and Leadership.
2. Whenever possible, video screenings for entertainment and social purposes should take place in private rooms.
3. Common areas in residence halls and other such University facilities may not be used for the showing of pornographic videos or films.
4. Students are advised that federal copyright law restricts the use of videocassette recorders to private showings and prohibits their public performance.
5. Recording and public screening of pay-per-view cable television and other copyrighted materials (including broadcast television) is also prohibited unless permission from the authority representing the copyright holder has been granted.

**FOOD AT EVENTS**

Organizations are permitted to have food at events if it is allowed in the venue where the event is being held. Aramark will provide food for events for a charge. A menu of items available for a catered event is located on the Coastal Carolina University website and in the Office of Student Activities and Leadership. The OSAL will assist the student organization in ordering any food through Aramark.


COASTAL CAROLINA UNIVERSITY SIGN AND BANNER POLICY

Students, student organizations, faculty/staff, and departments commonly post signs in designated locations as a means of informing the University community of events which they are sponsoring. The University allows this practice within regulations designated to reasonably govern the time, place and manner for the protections of the students and the appearance of campus. Official signage of Coastal Carolina University building designations, regulatory and traffic control, directional signage, etc., is not governed by this policy. The following guidelines for all postings must be followed by all student groups, organizations or individuals who wish to post materials on campus.

INSIDE POSTERS, SIGNS TABLE TENTS AND HANDBILLS

1. All signs must include the name of the sponsoring student organization or person.
2. Postings shall be permitted only on bulletin boards, and shall not be attached to interior or exterior walls, doors, windows, ceilings or floors of buildings. Posters not affixed to bulletin boards will be removed.
3. All posters must be authorized by the Office of Student Activities and Leadership and must bear the authorization stamp with removal date.
4. The maximum size for all posters is 14” x 21” (one half poster board size).
5. All unauthorized posters (those which do not bear the OSAL stamp) will be removed.
6. All Non-University groups or establishments are required to have all posters approved by the Office of Student Activities and Leadership prior to posting anywhere on campus.
7. All posters relating to employment opportunities must first be approved and registered through Coastal Carolina University Human Resources prior to final approval for posting.
8. Posting on vehicles is absolutely prohibited. Any organization or student found to be posting information on vehicles will lose posting privileges for a time period and may face other sanctions.
9. The use of table tents must be approved by having information stamped in the Office of Student Activities and Leadership, as well as first obtaining approval by management of the location where the table tents are to be displayed.

OUTDOOR SUSPENDED BANNERS

1. All banners must include the name, date, time, and location of the event being advertised.
2. Banners must be approved by a staff member at OSAL.
3. Banners should state the name of the student organization sponsoring the event.
4. Banners must be hung by secure fasteners to either poles, stakes, or by attaching to trees.

Return to Table of Contents

Last Updated: 8/22/2013
5. The facilities department is able to assist with hanging banners no larger than 9’ wide by 5’ high.
6. At the time of banner removal, all strings, poles, stakes, or any other banner residue must also be removed from the site.
7. Banners must be removed no later than 48 hours after the advertised event has taken place.
8. Tattered or torn signs or signs that have come untied must be removed immediately.
9. Banners may be displayed only in the approved locations listed below:
   a. Wooded area between Baxley Hall and Admissions/Financial Aid (Kingston Hall) facing Chanticleer Boulevard East.
   b. Wooded area on East side of Prince Lawn (side closest to Science Building)
   c. In front of the Commons Dining Room (between Santee and Waccamaw Halls)
   d. Wooded area in front of the Woods and Rivers Communities
10. Posting in any other areas must be approved by the Office of Student Activities and Leadership.

**CHALKING SIDEWALKS**

1. The use of chalk on sidewalk and pavement areas on campus is allowed only in designated areas and must be approved at least one week in advance by the Office of Student Activities and Leadership.
2. Designated Areas include sidewalks in front of the following:
   a. the Lib Jackson Student Center
   b. Prince Building
   c. Commons Dining Hall
   d. University Place Activities Houses & Post Office
   e. Campus Recreation
3. Organizations found to have chalked areas without prior approval, or to have used non-designated areas will be held responsible for the cost of having the Facilities Department clean the chalked area if it has not been cleaned by the organization or natural forces (wear or rain) within 24 hours after the event has taken place.
4. Use of sidewalk paint is forbidden.
5. Organizations found in violation of chalk policy will lose posting rights for a period of time to be determined by the Office of Student Activities and Leadership and may result in other sanctions.

**FREESTANDING SIGNS (STAKED SIGNS, REAL ESTATE SIGNS)**

1. Designated areas for freestanding signs may be reserved through the Office of Student Activities and Leadership.
2. Signs cannot block other signs or the line of sight for vehicles.
3. Freestanding signs must include the name of event, date, time, location, and name of sponsoring organization and must be either professionally prepared or printed clearly.
4. Freestanding signs will be approved for a period of five days.

**T-SHIRTS AND OTHER PROMOTIONAL ITEMS**

The Office of Student Activities and Leadership must approve designs for all t-shirts and other promotional items that are funded with Coastal Carolina University funds and/or use of any Coastal Carolina University trademarks (see Coastal Carolina University Licensing section herein). Any organization which produces an item with a design deemed offensive, regardless if it was funded by Coastal Carolina University may result in sanctions levied against the executive officers or other members of the organization.

**PRINTING SERVICES**

All organizations are permitted to use the campus Printing Services and the Instructional Media Center. The printing of handbooks, leaflets, and posters can be done for a nominal fee. Monies for printing typically come from the organization’s on-campus account. A Printing Services Requisition form may be obtained from the Office of Student Activities and Leadership. For accountability purposes, the OSAL staff members must approve all printing requests. Accounts will be checked by OSAL’s fiscal technician to ensure available funds. All uses of any Coastal Carolina University trademarks must follow Coastal Carolina University Licensing section herein.

**EMAIL ADDRESSES**

- Each organization is assigned an email account. It is recommended that the email account be reserved for the officers and/or the adviser of the organization. The University will use this account for contacting the organization.
- To read the email, you can either forward the account to the officer(s) or you can use web mail to read it. Either method requires knowledge of the account's password. If you don't know what the password it, you can contact OSAL at 843-349-2301.
- To read the organization's email using web mail, go to [https://webmail.coastal.edu/webmail/](https://webmail.coastal.edu/webmail/) and log in with the organization's account and password. This is easy to do, but requires remembering another password and to check the account periodically.
- Organization must abide by the following policies, which govern use of E-mail accounts:

  **SECTION 1: GENERAL COMPUTING POLICY**
  **SECTION 3: ELECTRONIC MAIL**

  3.1 The Use of E-mail on the network system is conditional upon the following:
  3.2 The E-mail system is University property and should only be used for work related purposes.
  3.3 The University reserves the right to monitor E-mail and Internet usage.

[Return to Table of Contents]
3.4 There are no privacy rights in the creation, sending, or receipt of E-mail.

3.5 In response to system restrictions and space limitations, no pictures, graphics, movies, or any other E-mail file attachments should be in the system without a valid business reason.

Whenever you send electronic mail, your name and user id are included in each mail message. You are responsible for all electronic mail originating from your user id. Therefore:

3.6 Forgery (or attempted forgery) of electronic mail messages is prohibited.

3.7 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.

3.8 Attempts at sending harassing, obscene or threatening email to another user is prohibited.

3.9 Attempts at sending junk mail, "for-profit" or chain email is prohibited.

- Organizations found in violation of these policies could lose their privilege to have an email account, and will be sent to the Office of Student Conduct.

### CONDUCT OF STUDENT ORGANIZATIONS

#### ORGANIZATION CONDUCT POLICIES

All clubs and organizations recognized by the Student Government Association, Fraternity and Sorority Life organizations, Honors organizations, sport clubs, and intramural teams must follow the policies and procedures specified in the Student Organizations Handbook. Any violations of policies listed in the Student Organizations Handbook, Fraternity and Sorority Life Manual, or Sport Club Manual will be addressed by the designated administrator, Director of Student Conduct, or the Organization Conduct Board (OCB). Student organizations which do not fit into any of the above categories will be held responsible by the faculty member or administrator responsible for the organization. Designated administrators are as follows:

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Designated Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternities and sororities</td>
<td>Coordinator for Fraternity and Sorority Life</td>
</tr>
<tr>
<td>Sport clubs</td>
<td>Sport Club Coordinator</td>
</tr>
<tr>
<td>Academic/General Interest/Honor Societies</td>
<td>Coordinator of Leadership &amp; Civic Engagement</td>
</tr>
</tbody>
</table>

Policy violations will be classified in two categories: 1) minor offenses, and 2) major offenses. Minor offenses have natural consequences and will be enforced by the designated administrator.
The designated administrator will notify the Dean of Students for major violations. The Dean will be responsible for addressing the matter.

**PROCEDURES FOR INVESTIGATION AND HEARING**

When the designated administrator becomes aware of a potential violation, he/she will be responsible for investigating the situation. In cases of alleged major violations, he/she should notify the Director of Student Conduct that an investigation is underway, and may request that the Director of Student Conduct issue an interim suspension of the organization during the investigation and hearing period. The Director of Student Conduct will make all interim suspension decisions.

The designated administrator will conduct an initial investigation of the alleged violation. A fact-finding conference may be scheduled with the president or his/her designee of the organization. If the administrator identifies minor violations, he/she will issue sanctions. If the administrator identifies any possible major violations, the case is referred to the Office of Student Conduct. A meeting will be convened with a conduct officer. The conduct officer will communicate the facts that have been gathered and will request that the president or his/her designee choose between an administrative hearing and OCB hearing. If an administrative hearing is chosen, the officer will hear the case and render his/her decision along with appropriate sanctions. If an OCB hearing is chosen, the conduct officer will schedule the hearing and present the facts to the board which will render a decision and sanctions.

**Prohibited Organization Conduct**

I. Violation of University policy
II. Failure to register event
III. Acceptance of ineligible members
IV. Failure to comply with administrative actions
V. Failure to attend required events
VI. Unauthorized travel
VII. Misuse of University funds
VIII. Other- Violation of federal, state or local laws

**SANCTIONS**

Warning- A documented notice that a violation has occurred and further misconduct could result in further disciplinary action.

[Return to Table of Contents]
Restriction of privileges – Restrictions placed upon a student organization which limits University privileges for a specified period of time. These limitations may include, but are not limited to, the following:

- Denial to represent the University in any capacity.
- Denial to maintain assigned space on University property.
- Denial to receive or retain University funds.
- Denial to participate in intramural sports.
- Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.
- Denial to sponsor and speaker or guest on campus.
- Denial of rush, membership recruitment, or intake activities.
- Denial of the use of University vehicles.
- Denial of the use of University facilities.
- Denial of advertising on campus for organizational activities.
- Denial of soliciting and/or selling any items on campus.

Restitution- An order to make restitution is issued when a club/organization has engaged in conduct injurious to the property of another (individual, group, or the University) for which monetary damages may be determined.

Community Service- Provide some type of community service to the University or community as a whole. This service should be relevant to the nature of the violation, should have some educational value and should not be unduly burdensome to other staff or students.

Disciplinary Probation- A specified period of review and observation during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University regulations or policies could result in more severe sanctions, including suspension or expulsion. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to specific limitations upon its behavior or University privileges.

Suspension of Organizational Recognition- Denial of privileges of a recognized organization for a designated period of time. Any organization whose recognition is suspended must:

- Cease all organizational activities with the exception of those approved by the designated administrator or the Office of Student Conduct.
- Vacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.
Revocation of Organizational Recognition- Permanently excludes the organization from the University without any recourse to reapply for recognition.

**Organization Conduct Board (OCB) Membership**

The OCB will consist of one (1) faculty/staff member appointed by the Provost (chair), four (4) faculty/staff members from the Student Conduct Board, three (3) students from the Student Conduct Board, and six (6) students from each category. The three categories include Fraternity/Sorority, Sport Clubs, and Academic/Interest/Honor Societies. The Provost will determine the student members from each of the three categories at the beginning of each academic year.

a. The student members must be in good standing, have completed a minimum of 24 hours, carry a minimum of 12 hours per semester for the duration of their service. A student will be considered not in good standing if he/she is currently suspended, on disciplinary probation, has non-completed sanctions, or a cumulative GPA of less than 2.5.

b. A hearing panel will be selected for each case based on the availability of OCB members and will consist of the chair, two faculty/staff members from the Student Conduct Board, one student from the Student Conduct Board and two students from the category of the organization accused.

**Rights of the Accused Student Organization**

A. The organization has the right to be represented at any hearing but may not be represented by more than three current members. However, if organization representatives fail to appear when given proper notice, the hearing may be held and decision rendered in their absence.

B. The organization has the right to present evidence by witnesses, or by written statements if witnesses are unable to attend the hearing. It is the responsibility of the accused student group to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing will be held without benefit of their testimony.

**Appeals**

Appeals of minor offense decisions will be made to the supervisor of the designated administrator making the original decision. The supervisor will make a final decision regarding the matter.
Appeal criteria for major offense decisions include:

1. Procedural error occurred that unreasonably impaired the organization’s ability to achieve a fair process or final decision, and made the process or the final decision fundamentally unfair; or
2. New evidence of substantive nature, impossible for the hearing officer to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair to not consider the evidence.

If representatives of the organization feel that the criteria for appeal are met, they must submit a written appeal to the Office of Student Conduct within 72 hours of the initial decision. Appeal hearings will be heard by the OCB Appeals Committee when the original decision was made by a conduct officer. The OCB Appeals Committee will review the appeal to determine if either of the above criteria is met. If either of the appeal criteria is met, an appeal hearing will be granted. If not, the appeal will be denied. Appeal decisions will be made by the Dean of Students when the original decision was made by the OCB. All decisions of the Dean of Students are final.
**MAJOR OFFENSE APPEALS PROCESS**

Decision by OCB ➔ Appeal Review ➔ Decision by OCB Appeals Committee

Heard by OCB Appeals Committee
*(Final Decision)*

Appeal Granted ➔ Appeal Review ➔ Denial is Final Decision

Appeal Denied ➔ Denial is Final Decision

Dean of Students

OCB Appeals Committee

Conduct Officer

Dean of Students (Final Decision)
This section contains a synopsis of University policies and procedures regarding issues that affect all students. Complete policies and procedures may be obtained by contacting the Office of Student Activities and Leadership in the Student Center or by consulting other references listed in this publication. Please note that violation of federal, state, or local law on University premises; at University-sponsored or University-supervised activities, or elsewhere, if such conduct adversely affects the University community is a violation of University policy.

For additional information on University policies, please refer to the Student Handbook at:
www.coastal.edu/students/StudentHandbook.pdf.

Other policies you can refer to in the Handbook are:

- Code of Student Conduct
- Sexual Assault
- Smoking
- Residence Life

Other policy manuals that may be referred to are:

- Fraternity and Sorority Life Manual
- Sport Club Manual
- Academic Catalog

**ALCOHOL AND DRUG POLICY**

**Summary**

This policy governs the possession and use of alcohol and other drugs on the Coastal Carolina University campus and in or at any University owned or managed facility, or at any University hosted or registered event, either on or off campus. Throughout this policy, alcohol is defined to include beer, wine, and distilled spirits. This policy is based on a concern for the welfare of all members of the campus community. Members of the community are expected to comply with and abide by the policies and guidelines as stated below, as well as the laws of the State of South Carolina and the federal government.

The following sections are included:

I. Possession/Consumption of Alcoholic Beverages by Students
II. Possession/Consumption of Alcoholic Beverages by Faculty and Staff
III. Non-Student Events
IV. University Drug Policy
V. Sanctions
VI. Alcohol and Drug Prevention

I. Possession/Consumption of Alcoholic Beverages by Students

B. Residence Hall Policy
As a member of the campus community, each student is responsible for upholding the regulations of the university. Residents should also help each other grow by establishing positive relationships, setting standards for themselves and their fellow students and confronting negative behaviors. A living unit is considered the resident’s assigned room, apartment, or suite.

The following policies apply to all students, regardless of age, living in or visiting Main Campus, First and Second Year, Smart Choice, and Upperclassmen residence halls:

Main Campus, First and Second Year, and Smart Choice Residence Halls and Apartments:
1. Alcohol is not permitted within the main campus residence halls, First and Second Year University Place housing and Smart Choice housing. These residence halls are designated “dry” living units. No residents or guests, regardless of age, are permitted to possess, consume or be in the presence of alcohol in these areas. Residents who are visibly overcome by alcohol may be found in violation of the alcohol policy.
2. Alcoholic beverage containers and paraphernalia, including, but not limited to empty cans and bottles, are not permitted as room decorations in any living unit.

Other housing at University Place:
1. An apartment in which any assigned resident is under the age of twenty-one is a designated “dry” living unit. No resident or guest, regardless of age, is permitted to possess, consume or be in the presence of alcohol in these areas.
2. Alcohol is permitted only in apartments in which all assigned residents are of legal drinking age. Residents in these units may register with Residence Life to be considered a “wet” unit.
3. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student’s living unit by any resident or visitor.

All Residence Halls and Apartments:
1. Residents may not possess or be in the presence of large communal sources of alcohol and paraphernalia (kegs, beer pong tables, funnels, etc).
2. Games or activities that encourage excessive or accelerated drinking are prohibited.
3. Residents holding a gathering in their living unit are considered the hosts. If a violation occurs at the gathering, hosts will be subject to disciplinary action and may receive harsher sanctions.

C. Student Sponsored Social Events
1. On-Campus Student Events
Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.

2. Off-Campus Student Events

Any student organization that hosts an off-campus event where alcohol is served and consumed must register the event with the Office of Student Activities and Leadership.

The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.

Off Campus Student Events involving Alcohol – Guidelines for Registration

12) Any student organization planning an off-campus event where alcohol is served must obtain approval through the Office of Student Activities and Leadership at least two weeks before the event. Organizations may not include alcohol at any recruitment, induction, initiation or, bid event or at any campus recreation event or intramural event. Only beer and/or wine may be sold at events.

13) All events must have a Third Party Vendor which is properly licensed by appropriate local and state authorities, maintains a liability insurance policy and completes a merchant alcohol education program, such as “TIPS”. All alcohol sales must be on a drink by drink basis and staffed only with employees of the Third Party Vendor. All events are required to take place in a location that is properly zoned for the distribution and consumption of alcoholic beverages.

14) The student organization sponsoring the event is responsible for insuring an approval process for verifying the age of each individual in attendance in coordination with the third party vendor/establishment.

15) The organization will insure that alcohol service will stop 60 minutes prior to the scheduled closure of the event. There must be an appropriate amount of non-alcoholic beverages and non-salty, non-snack food available.

16) Each organization is required to appoint a sober host for the event. The host is required to oversee the event, verify that all individuals attending the event are students, faculty, staff or guests and oversee the age verification process.
17) The only alcoholic beverages that may be possessed or consumed at the function are those by the licensed server within the designated location.

18) Drinking contests and/or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages will not be permitted. No alcoholic beverages can be provided as free awards, prizes, or rewards to an individual(s) or group(s).

19) Event publicity cannot include the advertisement of alcohol.

20) Organizations must have a designated driver program in place. This program should specifically include provisions for commuting students who will be returning to their residences following the event. In some cases, the organization may be required to provide a bus.

21) The Office of Student Activities and Leadership in consultation with the Department of Public Safety may require that an organization have security present at the events where alcohol is served. The organization will be responsible for the cost of the security.

22) All recognized chapters of national organizations must also comply with all requirements set forth in their policies in regards to hosting an event where alcohol is served. In addition, Fraternity and Sorority Life organizations must have an updated copy of their insurance policy and risk management policy on file with the Office of Fraternity and Sorority Life.

Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the Code of Student Conduct and/or the Office of Student Activities Student Organization Manual.

D. Good Samaritan Policy
The Good Samaritan Policy is designed to prevent dangerously intoxicated students from being put to bed and/or left alone by friends because of fear that a request for medical assistance will lead to formal disciplinary action. In those instances in which a student contacts the Department of Public Safety or a member of the Residence Life staff to seek assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged with violations of the Alcohol Policy. The students, however, will be required to meet with the Director of Residence Life or the Director of Counseling Services to discuss the incident. The Director may refer the student(s) to Counseling Services for alcohol education and/or treatment.
No judicial action will be taken unless the student(s) involved demonstrate a repeated lack of care for their well-being and that of the University community or fail to follow the recommendations of the Director of Residence Life or the Director of Counseling Services. Students should also be aware that this policy does not prevent action by local/state/federal authorities.

**II. Possession/Consumption of Alcoholic Beverages by Faculty and Staff**

The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol on University property or as a part of any University activity by faculty, staff or student employees regardless of permanent or temporary status, pursuant to state and federal law, is prohibited. Reporting to work under the influence of alcohol or illegal drugs is also prohibited. In addition, all faculty, staff, and students employed on a federal grant or contract or a state grant or contract are required to abide by this policy as a condition of employment on the grant or contract. This policy applies to all full-time and part-time permanent and temporary faculty, staff, and student employees, including temporary grant employees.

**III. Non-student Events**

**A. General Guidelines**

External and internal groups renting/utilizing University facilities for events that include alcohol must receive advance written approval for such event(s) through the Office of the President. The organization may not sell alcoholic beverages at its function(s) nor use alcohol in any manner which might require an alcohol beverage license from the state of South Carolina. Such beverages must be provided and served by the University’s campus dining service.

Only beer and wine may be served and consumed at these functions and must only be distributed on a complimentary basis. The President may approve the service of distilled spirits for private University functions not open to the public.

The sponsors of the event will ensure that all alcohol service and consumption is in accordance with any pertinent state and county law(s), regulation(s), and ordinances(s). The company serving the alcohol is responsible for monitoring the service and consumption of alcoholic beverages to ensure that neither an intoxicated person nor an underage person is served.

**B. External Group Compliance**

Any external group using University facilities must agree to indemnify and hold the University harmless for any personal injury or property damage which might occur as a result of the service or consumption of alcoholic beverages by any member(s) of its group. The external group must sign an agreement to this policy and accept responsibilities for any violation.
IV. University Drug Policy
Coastal Carolina University has a zero tolerance policy with respect to the unlawful manufacture, distribution, possession, or use of illegal drugs or controlled substances by Coastal students, faculty, and staff. The term “controlled substances” as used in this policy refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law. The University also prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bongs, pipes, etc.

A. Drug-Free Workplace Policy
The Federal Drug-Free Workplace Act of 1988 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and provides for sanctions against faculty, staff, and student employees, permanent or temporary, which violate this policy. Pursuant to federal law, the policy also requires grant or contract employees to notify the employer of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days after the conviction. Any faculty, staff, or student employee who violates the Drug-Free Workplace Policy is subject to prosecution and punishment by the criminal courts as well as to disciplinary procedures by Coastal Carolina University and may also be terminated from his/her position of employment by the supervising department.

B. Eligibility for Federal Financial Aid
Students found in violation of the campus drug policy may jeopardize their ability to receive financial aid for which they might otherwise be eligible.

V. Sanctions
Students, faculty, or staff who violate the University policies, or state or federal law, regarding the use of alcohol and/or drugs are subject to the proceedings and sanctions of the University and may also be subject to charges from the civil and criminal court system.

Student discipline will be conducted in accordance with this policy and due process as specified in the Code of Student Conduct. The University administers minimum sanctions for students found in violation of the Alcohol and Drug Policy. A description of legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol can be found at www.coastal.edu/conduct.

Violation of this policy by any university employee, regardless of tenure status, will lead to disciplinary action, up to and including termination, and may have legal consequences. Guidelines for violations of this policy for University employees can be found in the Human Resources and Equal Opportunity Policy Manual.
VI. Alcohol and Drug Prevention
The Office of Counseling Services leads university efforts to provide alcohol and drug abuse prevention activities. Students are encouraged to participate in campus activities which promote alcohol and drug free experiences. Abstinence from alcohol and other drugs is encouraged and viewed as a legitimate and socially acceptable choice for any member of the campus community. Prevention efforts include printed and web-based materials provided to students and parents, group presentations, on-line assessments, awareness and prevention events. Many University departments and offices collaborate on prevention efforts by providing educational programs and offering campus activities that are viable social alternatives to high risk drinking.

Educational Services
Alcohol and drug education classes occur on a regular basis. Students who violate drug and/or alcohol policies are usually required to attend these classes where students have an opportunity to examine alcohol and drug use behavior, as well as consequences of that use, and make decisions regarding behavior change. A fee is charged for this session when attendance is required for judicial reasons. Any student can attend the class for free when not judicially required to attend.

Other educational programs may be individually tailored to meet special needs of students, faculty, and staff and can be arranged by contacting Counseling Services (843-349-2305).

Counseling
Students who are concerned about the use or abuse of alcohol and drugs – either their own or others – may receive assistance from Counseling Services. Individual assessments, individual counseling, and group counseling are offered depending upon student need and preference. Referrals to local agencies and practitioners are made when more extensive treatment is required. Confidentiality is maintained within legal and professional standards.

HAZING POLICY
Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership. Doing so violates University policy and the South Carolina Hazing Law.

This applies to behavior on or off the Coastal Carolina University campus. Events that are optional can be considered hazing due to the emotional status of potential members and the fear of not being initiated for not participating.
All members should read and understand the Coastal Carolina University Hazing Policy. Any questions or needed clarification should be directed to the Director of Student Activities and Leadership or the Office of Judicial Affairs.

Questions to ask when planning an activity:

- Does the activity promote and conform to the ideals, values, and the mission of both the University and organization?
- Is it an activity that all members (current and initiates) can participate in together?
- Would the group’s adviser, the national headquarters or founders of the fraternity/sorority, and/or other University officials approve of the activity?
- Would your parents approve of the activity?
- Would you like to see a story about the activity in the campus newspaper?
- Will this activity increase new members’ respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

Activities that may be considered hazing include, but are not limited to:

- Physical acts such as running or calisthenics
- Forced or coerced carrying of unusual items such as buckets, paddles, rocks, pledge kits, etc.
- Paddling (striking an individual with the hand or board)
- Branding (burning or scarring of the skin)
- Forced or coerced eating or drinking of any substance, including alcohol
- Applying of any substance to an associate member’s body or belongings
- Forced listening to any loud or repetitious music or noise
- Physical harassment such as pushing, tickling, yelling, etc.
- Deprivation of sleep or normal sleeping patterns
- Deprivation of normal amounts of food and/or water
- Individual or group interrogations such as line-ups
- Forced or coerced trips such as kidnaps, drop-offs, dumps, etc.
- Putting potential members in any uncomfortable settings such as cold or hot rooms, smoke filled rooms, etc.
- Personal servitude (forcing members to provide services to an active member such as cleaning their house, shopping for them, etc.)
- Assigning pranks such as streaking, painting objects, panty raids, harassing other individuals or organizations, etc.
- Calling potential members derogatory names such as plebe, scum, fags, bitch, maggots, worms, etc.
- Deprivation of adequate study time
- Potential members expected to do anything for the entertainment of the brothers/sisters
- Forced or coerced wearing of conspicuous clothing not normally in good taste
- Forcing an individual to perform sexual acts

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules, or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions the Office of Student Conduct deems appropriate.

In the case of a University organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the University.

**FUNDRAISING POLICY**

**Purpose**
Critical to the University’s success is a strong enduring relationship with its donors. For that reason, the University recognizes its role in coordinating sponsorships and fundraising throughout the entire University. The purpose of this policy is:

1. Guide Coastal Carolina University student organizations in planning their fundraising activities for the benefit of the campus community
2. Protect the University’s students, parents, alumni, donors, faculty and staff from solicitation by non-Coastal Carolina University organizations whose fundraising activities would affect the campus environment.

**SPONSORSHIPS POLICY**
Sponsorships are considered contracts and not donations. For that reason, sponsorships are not tax-deductible. All contracts must go through University Counsel to be approved.

*Example Sponsorships:*

a) A local business has agreed to subsidize the cost of a group’s t-shirts provided the business logo is imprinted on the t-shirt.

b) A local restaurant provides food for an event, provided the restaurant can display a banner at the event.

Note: All uses of the University name and marks/logos require prior approval from the Office of Marketing Communications. The University name and marks/logos are not permitted in promotions whose primary intent is the sale of alcoholic beverages to include, but not limited to, the promotion of drink specials, happy hours or college night, signage, apparel and advertising.
Definition of Fundraising
For the purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

Types of Sponsorships and Fundraising
There are two types of sponsorships and fundraising activities that student organizations can conduct – those activities for the benefit of a legitimate charity (i.e. American Cancer Society, March of Dimes, etc.) and those activities for the benefit of the University and/or the student organization.

GUIDELINES FOR ALL SPONSORSHIP AND FUNDRAISING ACTIVITIES:
Student organizations are permitted to conduct infrequent fundraising activities such as the collection of food, clothing or change for charities, make requests for donated labor; and hold activities like bake sales that generally do not solicit significant cash or in-kind gifts. Student organizations wishing to solicit sponsorship or gifts must adhere to the following guidelines:

1. Submission of Form
   A Student Club/Organization Fundraising Request & Registration Form must be submitted by an authorized group member a minimum of two (2) weeks in advance of the proposed date for collection of funds or sale of tickets. Requests must be approved by the Director of Student Activities & Leadership or designee.

2. Recognized Organizations
   Only student organizations recognized by Coastal Carolina University SGA or the University administration can fundraise on campus.

3. Funds
   All requests for fundraising activities must clearly state where funds will go. All monies collected must be deposited into the organizations account or distributed as outlined in the fundraising request form. If these guidelines are not followed, this could lead to disciplinary actions.

4. Educational Mission
   The fundraising activity is required to offer a benefit to the student organization and/or the University that is consistent with the University’s educational mission.

5. Door-to-Door and Telemarketing
   Door-to-Door and telemarketing type fundraising activities are not permitted.

6. Fundraising On-Campus
   a. Coastal Carolina University student organizations may not raise funds at or in conjunction with major public campus events such as Orientation, Homecoming, Family Weekend, and Commencement.
b. Student organizations may raise funds from individuals only. University departments are not able to make charitable contributions with University funds.

c. Fundraising at athletic events is generally not allowed and will require special permission via the prior approval of the Athletic Director or designee.

7. **Fundraising Off-Campus**
   a. Student organization solicitation of off-campus businesses is not permitted without prior approval of the Office of Student Activities and Leadership.
      i. Student organizations wishing to approach off-campus businesses for the benefit of the University and/or student organization must submit a list of all business to be solicited at least two weeks in-advance of the project for approval by the Office of Student Activities and Leadership and the Office of University Advancement.
      ii. Student organizations wishing to approach off-campus businesses for the benefit of a legitimate charity must submit a list of all business to be solicited at least two weeks in-advance of the project for approval by the Office of Student Activities and Leadership.
   b. Student organizations soliciting off-campus will be required to obtain and carry an approval form on University letterhead from the Office of Student Activities and Leadership. The approval form is intended to provide proof of approval of the fundraising activity. The form can and should be shown to potential donors.
   c. Organizations planning fund-raising events off-campus must check with the Office of Student Activities & Leadership for pertinent civic and University policies.

8. **Use of University Name**
   All uses of the University name and marks/logos require prior approval from the Office of Marketing Communications.

9. **Fundraising Involving Food**
   Student organizations will be permitted to conduct bake sales if the items are individually wrapped. The sale of food items that require the item to be heated to ensure safe consumption will not be allowed unless the items are prepared by Aramark. The sale of pre-packaged, individually wrapped and sealed food items is permitted. Off campus food fundraisers or free coupons is permitted.

**Fundraising Suggestions**
- Car Washes
- Coupon Sales
- Guessing Games
- Flower Sales
- Bake Sales
- T-Shirt Sales

[Return to Table of Contents]
- Penny wars for charity (two or more organizations compete against each other)
- Boxed Doughnut sales
- Pie-A-Professor
- Dunking booths

**Special Note on “Toll Road” Fundraising Activities**

Student organizations may conduct “Toll Road” fundraisers if they agree to follow all safety and registration procedures required by the local authorities. These types of events involve collecting funds from automobiles at traffic lights while the cars are stopped. The fundraising event must be registered and approved by the City of Myrtle Beach or Conway and a copy of the permit must be submitted to the Office of Student Activities & Leadership before the event will be approved.

All participating members must sign a *Coastal Carolina University Liability Release* form and agree to the following:

- All participants will wear an orange safety vest. These vests are available in the OSAL.
- No participant will be on the road while the light is green. Funds can only be collected while the automobiles are stopped for the red light.
- The event will be canceled in the event of rain.
- The safety of our students always takes priority. The leader at the event will cancel the event at any time if the conditions become unsafe.

**AMPLIFIED SOUND POLICY**

The amplified sound policy is designed to protect instructional and work activities from disruptive or intrusive interference by other activities that take place around campus buildings at any time. Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced.

Amplified sound should only be utilized when it is an integral part of an event and only at the minimal level necessary for a successful event. A CCU Media Services employee must be requested and present for the entire event to ensure that the sound does not rise to an unacceptable level, i.e., a level that can be heard in surrounding buildings; substitutions of other employees for a Media Services employee is not acceptable. The University reserves the right to suspend the use of amplified sound at any time during an approved event. All events utilizing amplified sound must end no later than 11:00 pm. Amplified sound may not be utilized at any event the week before and during the week of final exams.

The Office of Public Safety may utilize amplified sound at any time and amplified sound is allowed at any scheduled NCAA collegiate athletic event.
Student organizations who request amplified sound at events must include such information on the Office of Student Activities Event Registration Form available on-line. The Office of Student Activities will determine the best time and location for the proposed event, subject to final approval of the Office of Conference Services. All other University and non-University groups must register events directly with the Office of Conference Services.

Amplified sound is permissible at the following events, subject to the requirements of this policy:
CINO Day
Club Recruitment Days
Cultural Celebration
Hispanic Celebration
Approved events in Spadoni Park, Prince Lawn, and on the Student Center Deck

In programming these events, the Office of Student Activities will make every effort to avoid the use of amplified sound that might disrupt instruction. If amplified sound is utilized, it will be programmed for minimal disruption for faculty, staff and students.

Any events that occur in Residence Hall Areas that utilize amplified sound must be approved by the Office of Residence Life and the Office of Conference Services, subject to the requirements of this policy. Notification of events in The Gardens Residence Hall, including the date, time and type of event, must be given to the Quail Creek Property Owners Association one week prior to the date of the event by the Office of Residence Life.

Any exceptions to this policy must be approved in writing by the Office of University Counsel, no later than two weeks prior to the date of the event. The approval must be forwarded to the Office of Conference Services prior to confirmation of the event.

**DEMONSTRATIONS ON CAMPUS POLICY**
Coastal Carolina University is dedicated to the constitutional principles of free expression, free assembly, and the right to petition government for a redress of grievances. The University considers these principles to be an integral part of the educational process and, as a state institution, the University is aware of its civic responsibilities, as well.

A University campus, as a place of higher education, is generally tranquil for the purpose of being conducive to learning. While demonstrations are not discouraged, any activity that disrupts the educational process will not be tolerated. Accordingly, peaceful demonstrations by members of the University community or by members of the general public will be allowed on campus, subject to certain restrictions of time, manner, and place. The
University assumes a posture of neutrality toward the content or subject matter of any demonstration, but will not allow demonstrations that advocate unlawful activity.

Any person or group desiring to conduct a demonstration must secure permission from the OSAL and Chief of Public Safety. The application shall inform the staff members of the desired date, time, and place for the demonstration and the estimated number of participants. This information shall be necessary for a determination by the staff as to whether to assign officers for purposes of crowd control and traffic/pedestrian safety. The staff may withhold approval or assign an alternate time and place, if such a demonstration has the potential to disrupt educational activities or precipitate unlawful behavior. The applicant must also inform the staff if the use of electrical voice amplification or any device that generates amplified sound will be used at the demonstration. Use of such devices may result in the assignment of an alternate place and time that will minimize campus disruption for excessive noise.

**POLICY FOR OFF-CAMPUS SPEAKERS**

The Board of Trustees is, by law, the governing board of the University, and nothing in this statement of policy abrogates or limits in any way the authority of the Board in matters of governance.

A. Coastal Carolina University is committed to the principle that students should be allowed to invite and to hear any person of their own choosing. The campus is open to free discussion and the examination of views and ideas, popular and unpopular, orthodox and unorthodox, with the condition that such discussion be accompanied by peaceful methods and peaceful conditions consistent with the scholarly nature of an academic community. Freedom of inquiry, both in the classroom and in all other aspects of University life, is essential to the search for truth and, therefore, is a major tenet of the University educational philosophy.

B. A positive effort is made to provide for a vigorous presentation of varied points of view under conditions of suitable scheduling and publicity.

C. Invited speakers and their sponsoring organizations are accountable to campus and civil authorities for compliance with existing regulations and laws which are designed to prevent disruption of the University, injury to person or property, obscene behavior or riot.

Since the University encourages the expression of diverse opinions and views, it is equally clear to the academic and larger community that the presentation of a particular view or opinion by the visiting speaker on campus does not imply University endorsement of that view.

The officers of a recognized student organization desiring to use University facilities for a visiting speaker shall submit to the Office of Student Activities and Leadership a request for reservation of meeting space and an Event Registration Form with the following information (submitted two (2) weeks prior to the event):

**Return to Table of Contents**
1. The name of the sponsoring organization and the proposed speaker’s topic;
2. Sufficient biographical information to identify the proposed speaker, including the address and telephone number of the speaker or that of the agency representing the speaker;
3. Request for a date and place of meeting; and
4. A statement as to what non-college attendance, if any, is invited or expected, along with an outline of the manner in which the event is to be publicized.

Arrangements for the scheduled use of University facilities are subject to administrative approval to prevent conflict in the scheduling of facilities. When a negative decision is made upon the grounds of conflict, the sponsoring organization is free to seek a more suitable date and arrangements. Unless there are conflicts in scheduling, speaker appearances will be authorized upon fulfillment of these requirements. An exception to routine authorization occurs when the proposed speaker or activity is undesirable under criteria of paragraph “C” of the policy statement above or when conditions within the University indicate that danger to persons or property might result from an appearance. The President of the University shall have final authority in these matters, whether upon review of the decision of the Office of Student Affairs or upon appeals from such decision. It shall be the responsibility of all organizations to provide speakers with a copy of the procedures at the time of the invitation.

Once a speaker affected by the above procedures has been invited, and acceptance received, the appearance on campus shall be governed by the following policies.

1. Student attendance at campus-wide events is not compulsory.
2. In order to assure the free and open discussion which is essential to safeguarding free institutions, the President, at his/her discretion and when he/she considers it appropriate, may require that a meeting be chaired by an officer of the University or by a ranking member of the faculty.

Exceptions to the above policy will be submitted to the Office of Student Affairs who will chair a committee comprising two (2) faculty and two (2) student members of the Student Affairs Committee of the Faculty Senate. Speakers thus permitted to speak will do so only in a designated area and only for a specific day and time. The speaker must fulfill all other requirements above. The President shall have final authority in these matters.

**FREEDOM OF INQUIRY AND EXPRESSION**
Coastal Carolina University recognizes and supports the rights of its members to the traditional freedoms of expression. The nature of an educational institution, which is dedicated to the search for truth and the development of the individual student for his role in a democratic society, protects these freedoms. Equally expected of students in the exercise of these freedoms is the weighing of possible consequences of their actions, especially those that involve conduct, which interferes with or impinges upon the rights of other students, faculty, or any member of the University community.
COMMENCEMENT / HONOR STOLES
For commencement exercises, graduates who are members of nationally recognized honor societies and recognized Fraternity and Sorority Life organizations wear special stoles bearing the University seal and the appropriate Greek letters or designated honor. Omicron Delta Kappa and the Office of Fraternity and Sorority Life can provide information concerning the stoles.
Alumni loyalty to Coastal Carolina University, the respect the University is accorded by the public, and the enthusiasm generated around its athletic program creates a demand for official University products among students, alumni, and University supporters who want to show their allegiance and pride in the institution. Coastal Carolina University seeks to foster this loyalty, respect and enthusiasm by ensuring that all products bearing its name or other marks are of the highest quality. By ensuring that products bearing the University’s marks are of high quality and good taste, Coastal Carolina University’s reputation for educational excellence is promoted. Proper use of the University’s name also stimulates public awareness and support.

THE THREE PRIMARY REASONS FOR IMPLEMENTING A LICENSING PROGRAM ARE:

• To protect the University’s brand (name and image) as represented by marks and symbols
• To market the University
• To generate revenue through royalty payments

WHAT IS LICENSING/WHAT IS THE UNIVERSITY’S ROYALTY RATE?
Licensing is an agreement wherein the owner of a trademark gives another party, in most cases the manufacturer of the goods, the right to use that mark in exchange for payment of a royalty. Coastal Carolina University’s royalty rate for general licensed goods is eight (8) percent.

WHAT IS THE COASTAL CAROLINA UNIVERSITY LICENSING PROGRAM?
The licensing program promotes and protects the commercial use of the University’s name and identifying marks. A major emphasis of Coastal Carolina University’s Licensing Program is to ensure that all products using the University’s name, marks, and symbols are of good taste and quality. Only those companies that meet the standards of the University are licensed to manufacture Coastal merchandise. Coastal’s licensing administrators work with manufacturers who wish to make products that utilize its trademarks and symbols, with retailers who wish to sell Coastal Carolina University licensed products, and with University departments, programs and student groups who want to use the University’s trademarks on products. By seeking help through the licensing program, campus organizations are assured of locating quality products from approved manufacturers. Secondly, the sale of licensed goods helps benefit the University through generation of royalty payments. Income generated from royalties paid by licensees is used to support athletics and general activities of the University.

WHAT ARE COASTAL CAROLINA UNIVERSITY TRADEMARKS?
The University claims as its trademarks any design, symbol, logo, art, word or words associated with or directly referring to the University. The University has legal trademarks for the following:
• Coastal Carolina University seal
• Coastal Carolina University name and logo
• Letter combination “CCU”
• Coastal Carolina University athletic logos and athletic team marks
• Words “Chant” “Chants” “Chanticleer” “Chanticleers”
• Campus symbol and the word “Atheneum”
• 1954 Society name and logo
• Words “Chanticleer Gear”
• 50th Anniversary name and logo
• Letter combination CINO

WHAT HAPPENS IF A UNIVERSITY MARK IS USED WITHOUT A LICENSE?
Coastal Carolina University intends to protect its name, marks, and symbols from unauthorized or inappropriate use. When an individual and/or organization is identified as producing or distributing products that infringe our trademarks, the University will contact them to attempt to stop the infringement, to establish a license, and to notify them of potential legal action should they fail to cooperate.

LOCATING LICENSED PRODUCTS
The Office of Marketing Communications maintains a list of manufacturers licensed by the University to produce Coastal Carolina University merchandise. Organizations who need help locating licensed manufacturers of particular products should contact the Office of Marketing Communications at 843.349.2102.

Future revisions:
This handbook is a supplement to the University Catalog, the Student Code of Conduct, and other publications. Coastal Carolina University reserves the right to update these policies and regulations, general and specific requirements at any time. Members of the campus community are responsible for being aware of all changes as published and disseminated. All changes will be posted on the University’s Website.