STUDENT ORGANIZATION HANDBOOK

Your Organization’s Guide to Success!

Lib Jackson Student Union, Suite B213
843.349.2301 / Fax 843.349.2317

2018-2019 EDITION
# TABLE OF CONTENTS

STUDENT ORGANIZATION HANDBOOK .................................................................................................................... 1

**MISSION STATEMENTS** ........................................................................................................................................... 4

**INTRODUCTION** .......................................................................................................................................................... 7

**BEING A REGISTERED STUDENT ORGANIZATION** .............................................................................................. 8

**STUDENT ORGANIZATION DESIGNATIONS** ........................................................................................................ 8

**HOW TO START A NEW ORGANIZATION** ........................................................................................................... 9

**RIGHTS AND RESPONSIBILITIES OF REGISTERED ORGANIZATIONS** ............................................................... 13

**KEEPING YOUR ORGANIZATION IN ACTIVE STATUS** ............................................................................................ 14

**ORGANIZATION ADVISORS** ................................................................................................................................ 15

**EVENT REGISTRATION AND PLANNING** ................................................................................................................ 18

**USE OF UNIVERSITY SPACE** .................................................................................................................................. 20

**PROMOTION AND ADVERTISING** ............................................................................................................................ 24

**COASTAL CAROLINA UNIVERSITY LICENSING PROGRAM** .................................................................................. 27

**ORGANIZATION FUNDING PROCEDURES** ............................................................................................................. 30

**EXPENDITURE OF ORGANIZATION FUNDS** ......................................................................................................... 36

**STUDENT ORGANIZATION TRAVEL PROCEDURES** ............................................................................................ 39

**CONDUCT OF STUDENT ORGANIZATIONS** ........................................................................................................ 43

**UNIVERSITY POLICIES AND PROCEDURES** .......................................................................................................... 49

**FRATERNITY AND SORORITY LIFE** .......................................................................................................................... 50

**DEFINITION OF TERMS** ............................................................................................................................................ 51

**FRATERNITY AND SORORITY COMMUNITY** .......................................................................................................... 53

**RECOGNITION** .......................................................................................................................................................... 54

**PROBATIONARY TERMS FOR FRATERNITIES & SORORITIES** ................................................................................. 56

**REGISTERING CHAPTER EVENTS** ........................................................................................................................... 57

**MEMBERSHIP EXPECTATIONS** ................................................................................................................................ 58

**ACADEMIC STANDARDS** .......................................................................................................................................... 59

**NEW MEMBER RECRUITMENT AND EDUCATION** ................................................................................................. 60

**COASTAL CAROLINA UNIVERSITY EXTENSION/EXPANSION** .......................................................................... 62

**OFFICE CONTACT AND RESOURCES** .................................................................................................................... 65

**SPORT AND REC. ORGANIZATIONS** .......................................................................................................................... 66

**2017 – 2018 COASTAL CAROLINA UNIVERSITY CLUB SPORTS** ........................................................................ 66
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB SPORTS PHILOSOPHY &amp; ORGANIZATION</td>
<td>68</td>
</tr>
<tr>
<td>FORMING A CLUB SPORT</td>
<td>69</td>
</tr>
<tr>
<td>CLUB REQUIREMENTS</td>
<td>70</td>
</tr>
<tr>
<td>TYPES OF CLUB SPORTS</td>
<td>71</td>
</tr>
<tr>
<td>CLUB SPORTS FINANCES AND DISCIPLINE</td>
<td>72</td>
</tr>
<tr>
<td>DISCIPLINE OVERVIEW AND PROCEDURES</td>
<td>75</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>76</td>
</tr>
<tr>
<td>EVALUATION AND ADMINISTRATION</td>
<td>77</td>
</tr>
<tr>
<td>COACHES (VOLUNTEER OR PAID)</td>
<td>78</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>79</td>
</tr>
<tr>
<td>VISITING TEAMS</td>
<td>82</td>
</tr>
</tbody>
</table>
Mission Statements

Coastal Carolina University

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the region, Coastal Carolina has a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to building undergraduate and graduate degree programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and in committing itself to excellence through continuous assessment and improvement.
Campus Life and Student Engagement
The Division of Campus Life and Student Engagement promotes an environment for student success through diverse experiential learning opportunities and a broad range of services that promote the development of healthy, responsible and culturally aware citizens.

Office of Student Life
The Office of Student Life provides opportunities which empower students to capitalize on their collegiate experience by taking an active role inside and outside the classroom. Through collaborative relationships, we develop students who are successful, engaged, responsible citizens of the global community.
Dear Student Organization Leader:

On behalf of the Office of Student Life 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 190 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 Life is here to assist you in whatever way we can.

Go Chants!

Whitney Comer
Director, Student Life
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 Life website for additional resources. Office of Student Life is also committed to serving as a resource for student organizations – both leaders and members.

Office of Student Life

Lib Jackson Student Union B-213, (843) 349-2301 Fax (843) 349-2317 www.coastal.edu/osl

Areas within Office of Student Life

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

Office of Student Life 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, go to http://www.coastal.edu/osl/meetthestaff/
Being a Registered Student Organization

What is a Registered 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, registration 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 Life. Funding for student organizations is governed by the CCU Student Government Association.

Student Organization Designations

All organizations must be registered within the Office of Student Life. 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, sport clubs)

There are 5 types of student organizations. All registered student organizations are ASSIGNED to one of the following 5 types. This assignment is decided by a committee of 3 organization administrators. These will be reviewed each academic year and during the process of creating newly registered organizations.
**Sport & Rec Organizations**
These organizations are competitive, physical and recreational in nature. They may not fall under all three descriptors but they are always managed via Campus Recreation.

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

**Special Interest**
Organizations that focus on a specific interest or topic that differs from all other organizations.

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

**Campus Programs**
Organizations of any topic or interest that receive direct financial support from an office or department.

---

**How to Start a New Organization**

Please read this and follow the instructions CAREFULLY. The club 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. For a step by step guide packet of how to start an organization, please go to the SORC (LJSU, A-202).

**STEP 1:** Confirm on Coastal Connections that an organization with the same mission is not already active at CCU.

**STEP 2:** Gather the below information/items
- 7 active student members are interested in the organization. You will need their names and emails.
- 1 student to serve as the President and another as the Treasurer (can be part of the 7 students).
- 1 faculty or staff member to serve as an advisor
- Name and mission/purpose of the organization
- Any existing social media accounts or outside websites (if applicable)
- Contact information for the organization
- Membership dues (if any)
- The organization’s interests (leadership, gender based, entrepreneurial, etc.)
- The category of the organization (fraternity and sorority, faith based, general interest, honor society etc.)
• A profile picture for the organization (optional)
• Your organization’s constitution (sample constitution available at http://www.coastal.edu/osl/registeredstudentorganizations/)
• Signed Advisor Confirmation and Yearly Agreement Forms

STEP 3: Go to https://coastal.campuslabs.com/engage/register and click the “Register a New Organization” button to begin the online application.

STEP 4: Once all requirements are submitted, your application will be looked over and either approved or denied. You will be notified via Coastal Connections.

STEP 5: If approved, you will receive an official letter acknowledging your organization as a CCU registered student organization.

STEP 7: Executive Board members receive the New Student Organization Information Packet. Additionally, a copy code is requested for the organization and will be distributed as soon as it is processed.
STUDENT ORGANIZATION YEARLY AGREEMENT FORM

1. We confirm our willingness to abide by all University regulations and policies (including the Student Organization Handbook), as well as Federal and State Laws.

2. We further confirm our willingness to abide by the University Alcohol Policy, as outlined in the Student Organization Handbook.

3. We further certify that the members of our student organization do not, as part of their initiation procedures or at any other time, engage in hazing. We understand that hazing is defined as dangerous and physical harm, any act that injures, degrades, or disgrace any fellow student, that student’s consent notwithstanding. We confirm that we will abide by the University Hazing Policy, as outlined in the Student Organization Handbook.

4. We agree to notify the Office of Student Life immediately if and when the purpose of the organization changes, and/or when officers advisors change. Furthermore, we agree to be responsible for this organization until the newly elected officers sign a new agreement.

5. We acknowledge that all events, on or off campus (including meetings), must be cleared and registered with the Office of Student Life via 25Live prior to any preparations being made.

6. We acknowledge that the University determines all matters related to security and exercises control over access to all University buildings.

7. We acknowledge that all contracts, including those for performers, speakers, bands, and DJ’s must be reviewed by the appropriate office. Student organization officers, members, or advisors are not permitted to sign contracts.

8. In accordance with the University’s statement of value of equal opportunity, we acknowledge that our organization may not on the basis of race, color, sex, religion, national origin, age, mental or physical disability, exclude any persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its programs, activities, or meetings.

9. We acknowledge that the organization has the responsibility to make its activities as accessible as possible to all members of the University community. The organization agrees to not discriminate against any individual on the basis of handicap and to provide assistance to disabled students who wish to join the organization’s activities or attend its events.

10. It is recommended that all monies that are collected from any event or activity sponsored by the organization be deposited into the organization’s on campus account (Please see the Student Life Financial Technician). The University holds the right to request financial statements from organizations at any point during the year. The organization (not the University) assumes all responsibility for timely payment of all bills and debts. The University reserved the right to place holds on student’s accounts until bills/debts are paid.

11. We will incur any costs for damages to University owned property or facilities, including clean-up costs when using for events, etc.

By signing this Student Organization Agreement form, I confirm that I have read and understood the above policies and procedures and the organization promises to uphold all procedures and policies as outlined.

<table>
<thead>
<tr>
<th>Student President Name Printed</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Staff Advisor Name Printed</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Organization
THE OFFICE OF STUDENT LIFE

Adviser Confirmation

______ Student Organization ___________________________ Adviser Name ___________________________

Name of Student Contact ___________________________ Email/Phone Number of Student Contact ___________________________

Check One:
☐ I am an employee of Coastal Carolina University (Use Section 1&3)
☐ I am a non-CCU employee/volunteer (Use Section 2&3)

(Initial below)

SECTION 1 - CCU EMPLOYEES

☐ As a CCU employee, I will undergo a background check if I have not already done so.

SECTION 2 - NON CCU EMPLOYEE/VOLUNTEER

☐ As a non-CCU employee/volunteer, I understand that my involvement in this organization is subject for approval by the designated University representative.

☐ As a non-CCU employee/volunteer, I understand that I am subject to a background check and have completed the appropriate form.

☐ As a non-CCU employee/volunteer, I have completed the following forms:
☐ Confidentiality Agreement for Non-employees and Volunteers
☐ Liability Release

SECTION 3 - ALL ADVISERS

☐ I understand and will follow the adviser responsibilities as outlined in the Student Organization Handbook.

Type of Advisor Confirmation:
☐ Re-Registration of a continuing organization
☐ New Adviser
☐ New Organization

Signature ___________________________ Date ___________________________

Print Name ___________________________ Position/Office/Department (if applicable) ___________________________

Email Address ___________________________ Cell Phone ___________________________

Campus Address (employees) or off-Campus Address (non-CCU Employees/Volunteers) ___________________________

Office phone (if applicable) ___________________________

**This information is for administrative purposes. No information will be shared with students or members of the campus or at-large community.**
Rights and Responsibilities of Registered 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, so long as the name does not preface the organization name (example, CCU Rugby is not approved, but Club Rugby at CCU is appropriate)
- 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 Student Organization Resource Center (SORC)
- Leadership materials, educational resources, and mailings from the Office of Student Life
- Organization information listed in the Office of Student Life files and access to all the Coastal Connections resources
- Opportunity to participate in the Club Recruitment Day during the fall and spring semesters as well as other organization events.

Responsibilities of Registered Student Organizations

- Compliance with the University policies and procedures as defined in the Coastal Carolina University Code of Conduct and 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 Life 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.

Keeping your Organization in Active Status

Annual Registration Renewal Requirements

- All registered student organizations must renew their registration annually.
- Organizations must submit this registration via Coastal Connections. Re-registration is due at the end of each spring semester.
- The due date for all materials will always be the same as the programming deadline.
- 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 registration status.

Withdrawal of Registration

- Registration is frozen for any organization that fails to submit the yearly re-registration forms. Frozen status means an organization can still function to recruit members and will remain listed as active for 1 academic year. They cannot hold events until the online registration and paper forms are submitted.
- Registration is withdrawn from any organization that is inactive (failed to complete re-registration or attend mandatory meetings) for more than two academic years.
- Registration may also be withdrawn by the University if the organization violates any University policies and/or local, state or federal laws.
Organization Advisors

ADVISOR REQUIREMENTS

• Each student organization is required to have one faculty or staff advisor. Advisors are required to complete the Advisor Confirmation Form during the registration process.
• The advisor 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 advisor that they wish to continue in the role via the Advisor Confirmation Form.
• Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisors are expected to provide assistance. Serving as an advisor is considered to be within the role and scope of duties for the University; advisors 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 advisor, the student organization MAY choose to also have a non-CCU employee / volunteer advisor.
  o All non-CCU employee / volunteer advisors must sign the appropriate paperwork before beginning the responsibilities of the student organization advisor. The paperwork includes:
    ▪ signing a liability release
    ▪ signing a confidentiality agreement
    ▪ agreeing in writing to undergo a background check

RESPONSIBILITIES OF A STUDENT ORGANIZATION ADVISOR

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, and local, state, and federal law.
2. Attend the advisor training sessions provided by the Office of Student Life. Dates will be set and published prior to the semesterly Organizational Kickoff.
   a. Failure to attend a training by an advisor may cause an organization to reach a frozen status. Student organizations will be notified should their advisor miss training. Organizations will need to find a new advisor prior to the start of the next semester.
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:
   a. Providing the officers with the elements of good organizational practice
   b. Teaching the techniques and responsibilities of leadership
c. Teaching the principles of effective group operations
d. Developing procedures and plans for actions
e. Keeping the group focused on its goals
f. Developing self-discipline and responsibility in the group
g. 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 advisor is unable to serve, continue to act as advisor until such time as a successor is appointed.
13. Contact the appropriate organization administrator when questions or problems arise.

**WORKING WITH YOUR ADVISOR**

Group and executive board meetings should be planned at a time when the advisor is able to attend.

1. Be sure to relay the date, time, and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of all minutes.
4. Check with the advisor before scheduling a special meeting.
5. The president of the group should meet regularly with the advisor to discuss organizational matters and to relay and update information.
6. The group should inform their advisor of all organizational activities and extend an invitation for him/her to attend.

- An organization should ask their advisor 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 advisor 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 advisor has other responsibilities (i.e., family, home, and job) and they should respect these possibilities.

- Show appreciation for your advisor’s services by thank you notes, appropriate comments at meetings and other occasions and by personal thanks. Remember that advisors have birthdays and celebrate holidays. Let your advisor know that he/she is appreciated.
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.

All student organizations are eligible to reserve rooms/spaces, facilities (tables, chairs, etc.), and media (laptop, speakers, etc.) through the university, free of charge.*

*Some exceptions, see reservation form for details

All reservations MUST be submitted via the Coastal Connections Reservation form AT LEAST 1 WEEK PRIOR TO THE EVENT. Additionally, all rooms that your group use MUST be reserved. The only room that does not require a reservation and is open for all groups to use is the SORC, which is located at LJSU A202. While the room is not private, it can provide meeting spaces for various group sizes and types.

Through this process, please be AS SPECIFIC AND DETAILED AS POSSIBLE.

To reserve rooms on campus via Coastal Connections, follow the below directions:

1. Log onto Coastal Connections with your personal CCU login (www.coastal.edu/coastalconnections).
2. Go to your group’s page via the Coastal Connections home page or by searching for the group.
3. Click the “Manage Organization” button in the top right hand corner of your screen. If you do not see this button, you do not have proper permissions to make room reservations. If you feel as though this is an error, contact your group’s executive board member or Jessica Combess at jcombess@coastal.edu
4. Using the “hamburger menu” on the top left hand side of your screen (three parallel lined drop down menu), select the events option.
5. Click the “Create Event” button on the top right hand side of the screen.
6. Enter an event title, theme of the event, description (this is public), start and end date, as well as the EVENT start and end time (do not include set up and tear down at this time). Click “add location” and then the “no, I’d rather not show a map” option. At this point type in your desired room. THIS DOES NOT RESERVE YOU THE ROOM – THIS IS ONLY THE DESIRED ROOM LOCATION.
You may also adjust the individuals who can see your event using the “Show to” drop down. This can be open to the public, only those with a CCU log in, only members of your group page, or a select group of invited members. After you are finished with these options, click “next.”

7. You may enter a photo or flyer for your event, this is optional. Click either “skip” or “next” once you are finished on this page.

8. Click the “Student Organization” option and then click “next”

9. Estimate how many individuals will be attending the event (as close as possible), and then type in your desired room locations (first and second choice). Please note: we will try to get your event in the desired room, however the Office of Student Life reserves the right to place you in any room that is appropriate for your event. If you don’t care about what room you have, or just a specific building you would like to be in, type that in these lines.

NOTE: events submitted at 4:30pm will reviewed on the next business day and that events submitted on weekends and holidays will not be processed until the next business day.

10. Type in the estimated amount of time you will need to set up and tear down your event. All rooms require at least a 5 minute set up/tear down, although other rooms/locations/situations will require additional time. Once you have filled out all this information, click “next.”

11. Complete the questions on the next page. Depending on your answers, other pages of the form may come up for you to fill out.

When submitting your name, email and phone number, write in the contact for the event if not you. This is the individual we will contact if there are any problems or questions.

If you select “no” to all of these questions, this will be your last page. Make sure you click “next” on this page, as well as the next page, titled “Thank You.” This will lead you to a final page in which YOU MUST CLICK “Submit.” If you do not click this, the reservation will not be complete.

1. 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.). THE CONFIRMATION EMAIL WILL BE SENT TO THE ORGANIZATION’S CCU EMAIL, not a student’s individual account.

2. CHANGES/CANCELLATIONS – Organizations should use their confirmation number to make changes/cancellations to all reservations. If an organization fails to cancel an event with media or facilities request there will be disciplinary action taken.

NOTE: events submitted at 4:30pm will reviewed on the next business day and that events submitted on weekends and holidays will not be processed until the next business day.
3. Student organizations who are registering an event which involves traveling must also complete Travel Authorization paperwork. See Student Organization Travel Procedures.

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

**An event may be deemed as an organizational event if ANY of the following criteria are proven:**

1. Event is paid for by the organization (with organizational funds)
2. Event is endorsed by the organization (i.e. announced on Facebook, Twitter, or other social media accounts that are managed by the group)
3. The average person would associate the event with the organization in question
4. Evidence of the event could be found in any organization documentation

**Use of University Space**

Officially registered 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 registration process administered by the Office of Student Life.
- **Scale of Activity:** Student activities range from small internal meetings to large-scale public events. Major events require special assistance and expertise to implement. The Office of Student Life 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 Life, 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.

Events taking place in Wheelwright should be planned in collaboration with The Office of Student Life. There will be no last minute events allowed in Wheelwright. Failure to inform OSL of an event in Wheelwright prior to planning it may result in lack of approval.

**Lackey Chapel Events**

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

1. Reservations for the Lackey Chapel must indicate that food will be served.
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.

Organizations who violate this policy will receive some type of disciplinary action, which can range from a written warning to an organizations registration being withdrawn. University officials will make the determination of the said disciplinary action.

Contracts

*Students are not authorized to request, sign or enter into contractual relationships on behalf of Coastal Carolina University.* The Office of Student Life 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.

Events with Alcohol

Please refer to University Policy [STUD/HREO-114](https://www.coastal.edu/intranet/policies/policyDetails.html?x=156) for details regarding these events.

- Please note, that NO RSO may host an event with alcohol unless they have attended an Alcohol Training taught by a member of the Student Life Staff.
- Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the [Code of Student Conduct, Student Handbook](https://www.coastal.edu/intranet/policies/policyDetails.html?x=156) and/or this manual.

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 Life. The Office of Student Life will assist the student organization in ordering any food through Aramark.

All food is governed by the following food safety policy:
https://www.coastal.edu/intranet/policies/policyDetails.html?x=145

To order food through Aramark an organization may use the following website:
http://coastalcarolina.campusdish.com/Catering.aspx

Should an organization desire to purchase food from an off campus vendor other than Aramark, they must complete the following form.
Promotion and Advertising

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.

All Promotional Materials

Organizations must get all promotional material approved prior to posting. Each type of organization must visit their designated approval office, as listed below.

Sport & Rec Organizations - Campus Recreation & Club Sports Coordinator
Honor Societies, Special Interest, Campus Program - Student Organization Resource Center (SORC)
Fraternity/Sorority - Fraternity and Sorority Life Office & Director of Fraternity and Sorority Life

General Posting Guidelines

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. The maximum size for all posters is 8.5” x 11” (standard page size).
4. All unauthorized posters (those which do not bear an approval stamp) will be removed.
5. All non-University groups or establishments are required to have all posters approved by the Office of Student Life prior to posting anywhere on campus.
6. All posters relating to employment opportunities must first be approved and registered through Coastal Carolina University Human Resources prior to final approval for posting.
7. 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.
8. The use of table tents must be approved by having information stamped in the Office of Student Life, 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 the appropriate office and bear an approval sticker with a takedown date.
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.
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. Posting in any other areas must be approved by the Office of Student Life.

**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 designated area.
2. Chalk must not be in any covered locations, i.e. shuttle stops, overhangs etc.
3. No chalking is allowed on any vertical locations.
4. Designated Areas include sidewalks in front of the following:
   a. Lib Jackson Student Union
   b. Prince Building
   c. Wall Building
   d. Edwards Building
   e. Hicks Dining Hall
   f. University Place Activities Houses & Post Office
   g. Campus Recreation
5. 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.
6. Use of sidewalk paint is forbidden.
7. Organizations found in violation of chalk policy will lose posting rights for a period of time to be determined by the Office of Student Life and may result in other sanctions.

**Freestanding Signs (Staked signs, real estate signs)**
1. Signs that are freestanding may not be placed on sidewalks, walkways or roadways.
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 through the appropriate office

**T-shirts and Other Promotional Items**
- The designated area for each organization must give approval 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.

**Email Addresses**
- Each organization is assigned an email account. It is recommended that the email account be reserved for the officers and/or the advisor 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 an Involvement Specialist, cis@coastal.edu or visit the SORC.
- To read the organization’s email using web mail, go to http://www.coastal.edu/info/students/ click on “Email Login”. You can then use your organization’s account and password login. All email confirmations will be sent to this group email, including 25Live and Coastal Connections.
Coastal Carolina University Licensing Program

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.

REASONS FOR LICENSING PROGRAM

• 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

UNIVERSITY ROYALTY RATES

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 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.
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
- Coastal Carolina University athletic logo and athletic team marks
- CCU
- Chant
- Chanticleer
- Chant 411
- Feel the Teal

GRAPHIC IDENTITY

Graphic identity is the sum of all of the visual impressions associated with the name of an organization or business. The impact of a graphic identity plan depends on consistent and continuous use of the elements of the plan, ultimately resulting in repeated impressions over an extended period of time. Familiar logos are often processed visually rather than read as words, and in some cases, become more powerful than the word mark itself.

A shared graphic identity plan helps build Coastal Carolina University's stature as a place of premier education and will help us increase the quality, efficiency and cost-effectiveness of all of our communications efforts.

USE OF COASTAL CAROLINA UNIVERSITY'S MARKS

The Coastal Carolina University name, logos, abbreviations, trademarks, symbols, emblems and other terminology associated with the University (the "marks") are registered and fully protected trademarks. As such, the marks must only be used for approved purposes by an approved licensed vendor, and cannot be modified in any way without approval. To prevent the proliferation of unauthorized versions of the logo, as well as inappropriate applications, all creative using University marks should be routed through the Office of Marketing/Licensing for approval.
**USING MARKS 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.
Organization Funding Procedures

Coastal Carolina University
Student Government Association
Funding Requests and Procedures

All registered student organizations with exception of Fraternity and Sorority Life organizations are required to keep all organizational income and funds in an on-campus account. All funding requests, procedures and policies below pertain only to organizations with on campus accounts.
**PURPOSE**

The Student Government Association provides funding to registered student organizations for the purpose of encouraging student involvement, enriching the student life and college experience, and promoting a positive environment.

**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 Life. 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 Executive Director of Student Life
- Senators from SGA with the minimum being four (3) and the maximum being (7)

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.

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.

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

Any expenses incurred or commitments made prior to submitting a budget request will not be considered. – No reimbursements will be processed.
Honorariums to employees of Coastal Carolina University are not permitted.

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

Funding will generally not be allocated for food (except for end of the year/semester banquets)

**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.**

**The Big Five**

Throughout the funding process and while reading the manual you may notice a reference and/or exemption being made to “The Big Five”. The big five consists of the Sports Club Council, the Student Government Association, Coastal Activities Board (CAB), Student Media, and Students Taking Active Responsibility (STAR). These clubs and organizations are directly advised by offices on campus, therefor their rules and responsibilities may differ from the other clubs and organizations.

**Responsibility of all Funded Entities**

Each entity funded by the Student Government Association are responsible for:

1. Obtaining a copy of the finance code for SGA;  
2. Signing and submitting a statement of Understanding to the SGA;  
3. Attend one of two mandatory training sessions scheduled by the SGA Vice President for Finance, and the Office of Student Life.  
4. Spending within their line-itemized budget allocations; and  
5. Acting in compliance with the policies outlined in the Finance Code.

**General Funding Requirements**

A funding request may be rejected if the following requirements are not met:

- Organization must be registered and in good standing with the Office of Student Life.  
- Forms must be submitted electronically in good faith, accurately, and completely with authorization of the organization’s treasurer, president, and faculty advisor.  
- Funding requests must be submitted by the deadline stated by the Vice President for Finance the semester prior to when they hope to be allocated funds.
• Newly registered clubs on the Coastal Carolina campus are exempt from this deadline.
• Allocation will be done on a semester basis. Therefore whatever money is not spent from the fall semester will be automatically subtracted from the requested amount in the spring.
• Receipts of all the items purchased from the funds permitted by the Student Senate must be submitted to Student Life within the 2 weeks following the event.
• After the final allocation is complete and you know the amount you will be receiving, you must submit a final budget proposal form to show exactly how the money will be spent.
• For any changes in usage a new proposal must be submitted or it will not be processed.
• Each club/organization must charge a $5.00 membership fee per semester. (i.e. The Big 5)
• If you have a limited membership you are not eligible for funding. (i.e. The Big 5)
• Each club and/or organization must meet on a regular basis.
• All organizations must raise a minimum of 30% of their total budget request.
• Funding for food for end of semester/year dinners, and banquets is limited to the amount submitted by the organization for dues ($5/member) plus an additional $25 for the registered advisor(s) each semester.

***When reviewing budget requests, the Finance Committee will consider criteria that judges, among other things: the effect of proposed events on the entire student body; the lifespan and prior participation of the requestor in student and campus life; the number of students within the requestor’s entity; fundraising capabilities; and the nature of the request itself.***

**Procedure**

• At the beginning of each semester there will be two informational meetings about the funding request process in which two representatives must attend one of the two meetings.
• At that meeting they will be given the funding deadline and must sign up for a hearing time in order to propose their budget and explain why they need the requested amount.
• Upon submission of a funding request, an electronic copy will be sent to the Vice-President for Finance who will then distribute them to the members of the Finance Board to review the proposed budget.
• The Vice-President for Finance and Finance Board will review the requests prior to the hearing in order to come up with any potential questions about the funding request.
• The two representatives will come to their scheduled hearing date to present their budget request
• The Vice President for Finance and Finance committee will make any revisions necessary and then a senator will put that into legislation to go before the Senate to be voted on at the next Student Government Association meeting. Although a representative is not required, one is encouraged and welcome to be present.

• If the budget is passed, an e-mail will be sent to the organization’s treasurer informing him or her that funds will be placed in the organization’s account.

Funding Restrictions and Guidelines

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

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

• Any expenses incurred or commitments made prior to submitting a budget request will not be considered – NO REIMBURSEMENTS WILL BE PROCESSED.

• 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.

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

• Gifts for advisors 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.

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

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

• 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.

ALL FUNDING REQUESTS MUST BE SUBMITTED VIA COASTAL CONNECTIONS:

https://coastal.collegiatelink.net(form/start/36348

*FOR INFORMATION ON FUNDING FOR SPORT ORGANIZATIONS, PLEASE REFER TO THE SPORT ORGANIZATION MANUAL*
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 organizations 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 Office of Student Life fiscal technician. Organizations can see their account balances and transactions via Coastal Connections, under the Finance Tab on the Organization’s Page.

DEPOSITING FUNDS

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 Life.

EXPENDITURES/REIMBURSEMENTS OF ORGANIZATION FUNDS

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

Organizations must receive approval from their Advisor & Office of Student Life 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 Office of Student Life 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 Life.
- 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 the 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 Life.
- 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 the University Bookstore. Event information and “potential” items/supplies should be submitted.

OTHER METHODS FOR EXPENDITURES

- University Purchasing Card – The Office of Student Life Fiscal Technician or Sport Club Coordinator 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 or Sport Club Coordinator
- 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 or Sport Club Coordinator 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.
Student Organization Travel Procedures

*the following procedures do not apply to sport clubs, please refer to the Sport Club manual*

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 registered 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 Dean of Students Office.

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 Life.

A full-time member of the Coastal Carolina University faculty or staff must accompany an organization on all registered events involving travel unless a waiver to this requirement has been granted from the Director of Student Life. 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 Life. 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. 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 (a liability wavier is not needed if students are traveling in a university vehicle).
3. The advisor(s) accompanying the organization must also complete a Travel Authorization Form (four (4) weeks prior). This form must be signed by the Office of Student Life Director when using student organization funds (a liability wavier is not needed if advisors are traveling in a university vehicle).
4. A list of the following information must be provided to the advisor before departure, whether they are traveling with the group or not.
   - Why/Name of Conference
   - Who (name, student ID, phone number)
   - Emergency Contact Information for each traveler
   - Dates of Trip (including date group is leaving/returning and dates at the event)
   - Where
   - Lodging information (including address and phone number)
   - Travel Method (CCU transportation/personal vehicle/air travel)
   - Advisor on trip (if any)
   - Advisor of group (whether traveling with group or not)

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, then contact one of the following to make Coastal Carolina University aware of the situation:

- Office of Student Life 843.349.2301
- Dean of Students Office 843.349.4161
- University Department of Public Safety 843.349.2911

**ADVISORS 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 traveling student’s names, phone numbers, and emergency contacts before the trip.
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 Life 843.349.2301
   b. Director of Office of Student Life 843.349.2303
   c. Dean of Students Office 843.349.4161
   d. Department of Public Safety 843.349.2911

5. **If the advisor 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 advisor will be reimbursed for any approved expenditures.

7. SGA may allocate funds for one advisor to accompany an organization on an approved, SGA funded trip. Additional funds may be provided for more than one advisor to accompany the organization, if requested. Approval for allocating funds for additional advisors will be based upon the number of students attending, the nature of activities occurring on the trip.

**From University Counsel:**

University Counsel strongly urges advisors to refrain from the consumption of alcohol with students, generally, and with members of the advisor’s organization 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 advisor, if the advisor is named as a defendant in such a circumstance, since consuming alcohol with students is not within the job description of employees. Advisors 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 advisor 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 Life.
• Any organization 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 Life no less than four (4) weeks prior to the requested trip.

• All registered 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 Office of Student Life fiscal technician in submitting requests.
  
  o Students who are designated drivers for proposed organization 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.
  
  o 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. A [personal liability form](#) is required for each person traveling in a personal vehicle.

• The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Office of Student Life.

• All travel authorization paperwork must be completed, as with any other travel.

• Office of Student Life 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 Life will work with the organization to secure reservations on commercial airlines, trains, etc. Organization officers should schedule an appointment with an Office of Student Life 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.)

Conduct of Student Organizations

Organizations Conduct Policies

All registered student organizations by the Student Government Association, Fraternity and Sorority Life organizations, Honors organizations, sport organizations, and intramural teams must follow the policies and procedures specified in the Student Organization Handbook. Any violations of policies listed in the Student Organization Handbook and appendices will be addressed by the designated administrator, the Dean of Students Office, 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>Director of Fraternity and Sorority Life</td>
</tr>
<tr>
<td>Sport &amp; Rec Organizations</td>
<td>Club Sports Coordinator</td>
</tr>
<tr>
<td>Special Interest/Honor Societies/Campus Programs</td>
<td>Assistant Director of Leadership &amp; Civic Engagement</td>
</tr>
</tbody>
</table>

43 | Page

Last Updated: 7/11/2019
Policy violations will be classified in two categories: 1) minor offenses and 2) major offenses. Minor offenses are reviewed and enforced by the designated administrator. Major offenses are addressed by the Dean of Students Office once reported.

**PROCEDURES FOR INVESTIGATION AND HEARING**

When the designated administrator becomes aware of a potential violation, he/she will conduct an initial investigation. In cases of alleged major violations, the administrator will notify the Dean of Students Office that an investigation is underway. The Dean of Students may issue a cease of operations for the organization during the investigation and hearing period.

A fact-finding conference may be scheduled by the administrator with the president or the president’s chosen representative for the organization. If the administrator identifies minor violations, he/she will issue actions. If the administrator identifies any possible major violations, the case is referred to the Dean of Students Office. A meeting will be convened with a hearing officer. The hearing officer will communicate the facts that have been gathered and will request that the president or his/her representative choose between an administrative resolution and OCB hearing. If an administrative resolution is chosen, the officer will hear the case and render his/her decision along with appropriate actions. If an OCB hearing is chosen, the hearing officer will schedule the hearing and present the facts to the board which will render a decision and actions.

**Prohibited Organization Conduct**

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

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

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:

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

Restitution- An order to make restitution is issued when an organization/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 revocation. 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 Registration- Denial of privileges of a registered organization for a designated period of time. Any organization whose Registration is suspended must:
a. Cease all organizational activities with the exception of those approved by the designated administrator or the Dean of Students Office.

b. 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 Registration- Permanently excludes the organization from the University without any recourse to reapply for Registration.

**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 Organizations, 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 statements.
**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 Dean of Students Office 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 hearing 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 Vice President for Campus Life and Student Engagement when the original decision was made by the OCB. All appeal decisions are final.
Major Offense Appeals Process

Decision by OCB → Appealed to VP of Campus Life and Student Engagement (Final Decision)

Decision by Hearing Officer → Appeal Review → OCB Appeals Committee

Appeal Granted → Heard by OCB Appeals Committee (Final Decision)

Appeal Denied → Denial is Final Decision

Denial is Final Decision
University Policies and Procedures

This section contains a list of University policies and procedures regarding issues that affect all students. 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. All University policies are maintained at www.coastal.edu/policies.

Highlighted Policies

- **ALCOHOL AND DRUG POLICY**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=156

- **ALCOHOL/DRUG MEDICAL AMNESTY POLICY**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=178

- **FUNDRAISING POLICY**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=154

- **SEXUAL VIOLENCE/ASSAULT POLICY**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=141

- **DEMONSTRATIONS ON CAMPUS POLICY**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=102

- **POLICY FOR OFF-CAMPUS SPEAKERS**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=104

- **FREEDOM OF INQUIRY AND EXPRESSION**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=104

- **COMMENCEMENT / HONOR STOLES**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=152

- **STUDENT LIFE EXAM WEEK**  
  HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=129
GENERAL INFORMATION

Introduction
The Fraternity and Sorority Community at Coastal Carolina University is dedicated to the ideals of friendship, scholarship, leadership, and service to the campus and community. Recognized chapters and colonies/groups will be held responsible for positive contributions of the primary educational mission of the University and, therefore, are under an obligation to encourage the most complete personal development of their members, intellectually and socially.

Recognition information, procedures, and guidance can be obtained through the Office of Fraternity & Sorority Life. The Director of Fraternity & Sorority Life, Dean of Students and/or designee reserves the right to revoke University recognition if he fraternity or sorority fails to comply with any of the recognition guidelines.

Definition of Terms

- **College Panhellenic Council (CPC):** the governing body of NPC sororities. The College Panhellenic Council consists of an executive board and delegates. CPC coordinates joint activities, programming and provides support to member chapters.
- **Colony:** a group of Coastal Carolina University students who have been organized under the auspice of an Inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **FSL Board of Presidents:** a collaborative effort of the chapter presidents to advise, as well as assist with leadership, development and direction of policy, and general promotion of Fraternity and Sorority Life as to support the mission and needs of the community.
- **Interfraternity Council (IFC):** the governing body of NIC and other fraternities recognized by inter/national organizations. IFC is the legislative body consisting of an executive board and delegates. The IFC coordinates activities, programming and support to member chapters.
- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference, the National Panhellenic Conference, the National Pan-Hellenic Council, or a fraternity/sorority that has inter/national status.
- **National Association of Latino Fraternal Organizations (NALFO):** is an umbrella council for 17 Latino Greek Letter Organizations established in 1998.
- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters. NPHC promotes interaction through forums, meetings and other mediums.
for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

- **National Pan-Hellenic Council at CCU (NPHC at CCU):** the governing body of NPHC fraternities and sororities. NPHC consists of an executive board and delegates. The NPHC at CCU coordinates joint activities, programming and provides support to member chapters.

- **National Panhellenic Conference (NPC):** a collaborative association of 26 sororities whose member organizations typically have multiple chapters. NPC is an organization established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.

- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.

- **Office of Fraternity and Sorority Life (OFSL):** The office that helps advise all recognized Fraternities and Sororities at Coastal Carolina University, in addition to all governing councils and Order of Omega.

- **Office of Student Life (OSL):** the department of Coastal Carolina University that supports programs that encourage a sense of community through student involvement in clubs and organizations.
Fraternity and Sorority Community

The Fraternity & Sorority community at Coastal Carolina University is comprised of a variety of organizations representing a diverse student population. All of our chapters are nationally affiliated member of the National Panhellenic Conference (NPC), The North-American Interfraternity Conference (NIC), an inter/national organization, the National Pan-Hellenic Council (NPHC), or the National Association of Latino Fraternal Organizations (NALFO).

The Fraternity & Sorority community is governed by the respective council (CPC, IFC, NPHC) judicial boards. Every fraternity and sorority must maintain active membership and good standing with their respective council to achieve continued recognition with the University.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Chapter</th>
<th>Founding Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Sigma Phi</td>
<td>Delta Sigma</td>
<td>October 30, 1993</td>
<td>Closed in Fall 1999</td>
</tr>
<tr>
<td>Delta Chi</td>
<td>Coastal Carolina</td>
<td>October 15, 2005</td>
<td>Suspended Sp 13’ – Sp 20’</td>
</tr>
<tr>
<td>Kappa Alpha Order</td>
<td>Colony</td>
<td>Fall 2016</td>
<td>Colony</td>
</tr>
<tr>
<td>Kappa Sigma</td>
<td>Pi Theta</td>
<td>August 28, 2008</td>
<td>Active</td>
</tr>
<tr>
<td>Lambda Chi Alpha</td>
<td>Colony</td>
<td>Fall 2015</td>
<td>Colony</td>
</tr>
<tr>
<td>Pi Kappa Alpha</td>
<td>Kappa Rho</td>
<td>April 16, 2016</td>
<td>Active</td>
</tr>
<tr>
<td>Pi Kappa Phi</td>
<td>Eta Pi</td>
<td>November 11, 1995</td>
<td>Active</td>
</tr>
<tr>
<td>Sigma Alpha Epsilon</td>
<td>SC Alpha</td>
<td>November 3, 2007</td>
<td>Suspended Fall 13’ – Fall 17’</td>
</tr>
<tr>
<td>Sigma Nu</td>
<td>Mu Epsilon</td>
<td>1992</td>
<td>Closed*</td>
</tr>
<tr>
<td>Sigma Phi Epsilon</td>
<td>SC Epsilon</td>
<td>November 10, 1979</td>
<td>Active</td>
</tr>
<tr>
<td>Tau Kappa Epsilon</td>
<td>Tau Tau</td>
<td>April 18, 1998</td>
<td>Closed Fall 2014</td>
</tr>
<tr>
<td>Phi Gamma Delta</td>
<td>Mu Beta</td>
<td>April 21, 2012</td>
<td>Active</td>
</tr>
</tbody>
</table>
|                    |             |               | **College Panhellenic Council (CPC)** *Chi Omega*
| Alpha Delta Pi     | Theta Beta  | April 14, 2007 | Active                  |
| Alpha Xi Delta     | Iota Pi     | April 17, 2011 | Active                  |
| Gamma Phi Beta     | Zeta Zeta   | April 12, 1996 | Active                  |
| Sigma Kappa        | Lambda Beta | November 16, 2014 | Active                  |
| Sigma Sigma Sigma  | Zeta Chi    | February 8, 1997 | Active                  |
| Phi Sigma Sigma    | Theta Beta  | August 29, 1992 | Active                  |

**National Pan-Hellenic Council (NPHC)**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Chapter</th>
<th>Founding Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Kappa Alpha</td>
<td>Rho Pi</td>
<td>April 22, 1997</td>
<td>Inactive Fall 2014</td>
</tr>
<tr>
<td>Alpha Phi Alpha</td>
<td>Nu Phi</td>
<td>June 1, 1978 – Refounded F14’</td>
<td>Active</td>
</tr>
<tr>
<td>Alpha Psi Lambda</td>
<td>SC Alpha Alpha</td>
<td>April 12, 2013</td>
<td>Active</td>
</tr>
<tr>
<td>Delta Sigma Theta</td>
<td>Sigma Xi</td>
<td>April 21, 1996</td>
<td>Active</td>
</tr>
<tr>
<td>Zeta Phi Beta</td>
<td>Mu Rho</td>
<td>October 28, 2000</td>
<td>Suspended Fall 2010</td>
</tr>
<tr>
<td>Kappa Alpha Psi</td>
<td>Pi Gamma</td>
<td>April 16, 2006</td>
<td>Active</td>
</tr>
<tr>
<td>Phi Beta Sigma</td>
<td>Beta Beta Iota</td>
<td>October 22, 2004 – Refounded F14’</td>
<td>Active</td>
</tr>
<tr>
<td>Omega Psi Phi</td>
<td>Alpha Delta Kappa</td>
<td>July 21, 2006</td>
<td>Closed 2008</td>
</tr>
</tbody>
</table>

* No documentation on specific information
Recognition

OFFICE OF FRATERNITY & SORORITY LIFE RECOGNITION REQUIREMENTS FOR FRATERNITIES & SORORITIES

The following items must be fulfilled by each Coastal Carolina University Fraternity & Sorority in order to maintain an active recognition status. Applicable recognition pieces should be submitted by the date indicated below. Remaining pieces will be verified by the Office of Fraternity & Sorority Life. Should a chapter fail to fulfill the following items they will be placed on probationary period. The probationary terms are listed below.

1. Obtain a chartered status from an Inter/National fraternity or sorority. Colonies will be recognized for a period of two calendar years starting with the date of formation (the date on which the initial recruitment process begins). If a colony fails to receive a charter within this time frame the organization will lose University recognition and will be required to wait a minimum of one calendar year before applying to re-colonize. Verified by OFSL

2. Must be recognized as a student organization through the Office of Student Life. Re-registration is due April 15th every year. Chapter completes and then verified by OFSL

3. Must have representation at ALL Student Organization Training Sessions hosted by the Office of Student Life. Chapter completes and then verified by OFSL

4. Recognition by a University Governing Council. All chapters and colonies must be engaged and involved with a Governing Council (IFC, PHC, NPHC) to the level that is appropriate to maintain “good standing” as outlined by the councils constitution and bylaws. Council recognition will be completed by April and then verified by OFSL

   a. Governing Councils will be required to submit to the Office of Fraternity & Sorority Life documentation that member groups are in good standing; including but not limited to documentation of attendance, active participation in council-sponsored programs, and financial standing.

   b. Please see the IFC Bylaws, PHC Bylaws, and NPHC Bylaws for specific council requirements.

5. Identification of an active chapter advisory board that communicates regularly with the chapter and Office of Fraternity & Sorority Life. Contact information of these individuals must be submitted to the Office of Fraternity & Sorority Life.* Chapter completes by February 1st or when any changes have been made

6. Submission of the organization’s constitution and bylaws and/or governing policies and procedures.* Chapter completes by February 1st or when any changes have been made

7. Submission of the organization’s risk management policy (inter/national & local).* Chapter completes by February 1st
8. Updated proof of insurance on file. The Inter/National organization must cover the organization by a policy of general commercial liability insurance, and must present a certificate of insurance prior to expansion. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. Chapters will be required to maintain an updated copy at all times. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life. *Chapter completes by February 1st or when expired*

Coastal Carolina University
Attn: Director of Fraternity & Sorority Life
100 Spadoni Park Circle
Jackson Student Union, Suite B201
Conway, SC 2928

9. Organization’s Coastal Connections page must be current and up-to-date including chapter members on roster, contact information current, officer positions current, organization information detailed and specific. Additionally, all members of the chapter must join the chapter and have a completed profile.*Chapter completes by February 1st and September 1st*

10. Submission of accurate membership rosters to the Office of Fraternity & Sorority Life. All rosters are to be reviewed regularly and finalized by designated date of each semester. *Verified by OFSL*

Forms deadlines:
- Bid Acceptance Forms: 24 hours after new member accepts bid
- Depledge Form: 48 hours after new member resigns membership
- Request to Initiate: 48 hours prior to initiation of new members

11. Chapters must be educated on risk management and new member education expectations each semester. 100% of chapter membership or required officers must be in attendance. *Verified by OFSL*

12. New Member Education plans are submitted by the required deadline and approved by the Director of Fraternity & Sorority Life. Approved plans are followed unless additional requests are made and approved at a later date. *Verified by OFSL*

13. All new members must fully complete their new member education/pledging period within eight (8) weeks from the date upon which the new member was formally pinned or accepted into membership of the organization. Requested initiation date will be followed and not pushed back due to new members performance. *Verified by OFSL*

14. Compliance with all applicable University policies, rules, and regulations. If an organization has an open conduct case, the organization must be working toward a resolution. *Verified by OFSL*
15. Chapters must complete OFSL Accreditation program and semester report. *Chapter completes by last day to program of each semester.*

16. Chapters must have designated members/officers present at required trainings, retreats, or programs by OFSL. Dates will be given at least 4 weeks in advance. *Verified by OFSL*

**Privileges of Full Recognition for Fraternities & Sororities**

Full Recognition will afford organizations the following privileges and benefits:

1. Identification as a recognized chapter at Coastal Carolina University and use of the University's name along with, but in place of, as identification of the sponsoring body.

2. Participation in the recruitment of members from the Coastal Carolina University Student body.

3. Participation in educational, social, and athletic programs and activities sponsored by the University which are provided for fraternal organizations.

4. Access to and use of University facilities for official functions as approved by the University.

5. Ability to promote and advertise on the University website and on University property the chapter events and events the chapter sponsors.

6. Potential for OFSL scholarships and financial assistance and incentives.

**Probationary Terms for Fraternities & Sororities**

It is expected that all social fraternities and sororities at Coastal Carolina University are in full compliance with all components of recognition. If a chapter is not in compliance with the requirements outlined in this document the chapter may be provided one (1) semester to meet the requirement and after one (1) semester the chapter will lose its recognition as a fraternity or sorority at Coastal Carolina University. A chapter may also have a restriction of privileges, a warning, restitution, community service or disciplinary probation if not in full compliance until requirement is met.

When a chapter fails to meet the criteria for recognition and is not making satisfactory progress toward recognition, recognition may be withdrawn, and the chapter may be placed on a probationary status for one semester. During this semester the chapter must make satisfactory progress toward regaining recognition. Failure to meet the recognition requirements at the end of one semester will result in the organization losing University Recognition.
Registering Chapter Events

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.

A function/event may be deemed as a chapter event if any of the following criteria are proven:

1. Event is paid for by the chapter (with chapter funds)
2. Event is sponsored, promoted, endorsed or condoned by chapter (i.e., announced on Facebook, Twitter, or other social media accounts that are managed by the chapter)
3. The average person would associate the event with the fraternal organization in question
4. Evidence of the event could be found in the chapter’s meeting minutes

Events with Alcohol Registration

Student Sponsored Social Events

1. Fraternities and sororities should consult with FIPG and Inter/National Organization guidelines – follow the stricter of the two.
2. When two organizations are hosting an event together, be sure to follow the policies of the stricter organization. Rosters should be turned for every guest attending and the social event will count for both organizations.
3. 1 sober host per 10 guests.
4. Events with alcohol are limited to 4 per semester for any one organization.
5. **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.
6. **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 Life.

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.
Membership Expectations

**INDIVIDUAL MEMBERSHIP**

To be an active member of a fraternity or sorority, a student must meet some preliminary expectations. Consistent with the mission of Coastal Carolina University, the Division of Campus Life and Student Engagement, and the Office of Student Life, a student’s first priority should be academic success. While a co-curricular experience is a rich and essential component of one’s educational experience at college, it is a privilege to participate in a Fraternity or Sorority. These expectations for membership are also consistent with the chapter’s expectations, as well.

Students eligible to become new members of a fraternity or sorority must be a full-time, matriculated undergraduate student at Coastal Carolina University. Additionally, students seeking membership in a fraternity & sorority will need to refer to the respective governing council and organization for grade requirements.

Traditional first-year students (defined as students matriculated into college full-time for the first year because they were enrolled in high school the previous year) are eligible to join our IFC or CPC, and NPHC groups but must have a minimum of 12 credits in order to affiliate with one of our NPHC organizations. The high school GPA will be used from first-year students to determine fraternity and sorority eligibility. The Office of Fraternity & Sorority Life encourages traditional first-year students to learn more about the fraternities and sororities through new student orientation, organization kick off, and Greek 101.

Transfer students are defined as taking college courses at another college or university in the fall or spring semester prior to their full-time matriculation at CCU. Transfer students took college courses exclusively, and were not enrolled in high school during that semester. Cumulative grade point averages from transfer student’s previously attended institution (if 12 credits or over) will be used to determine eligibility for a fraternity or sorority.

Accepting membership into a fraternity or sorority entails an agreement to abide by the policies and procedures set forth by the chapter, the governing council(s), the Inter/national organization, and the University. The University will consider all registered students as active members of the organization unless notified otherwise by the fraternity/sorority. Students that are placed on an inactive status with documentation from their Inter/national offices will be placed as inactive with the Office of Fraternity & Sorority Life as well. Inactive members do not have the ability to represent their chapter and, as such, the University will not consider that individual a member of
the chapter. Additionally, an inactive member will not have the right to represent their chapter or the Fraternity/Sorority community in any committee, leadership or governance role.

**Academic Standards**

In keeping with the Mission of Coastal Carolina University, a student’s co-curricular experience should be a rich and valuable supplement to their intellectual development. Ultimately, a student must make his/her academic progress a priority. Our fraternities and sororities are committed to this ideal, holding that scholarship is the most important aspect of the college experience.

Active members will give permission to the Office of Fraternity & Sorority Life to verify their cumulative and semester GPAs via signatures on an academic release form. The overall chapter GPA of each organization will include all active members of the organization currently enrolled at the University. In order for an inactive member to not be counted towards the organization’s overall GPA, the Office of Fraternity & Sorority Life must receive documentation from the organization’s Inter/national office indicating the students change in membership status.
New Member Recruitment and Education

RECRUITMENT GUIDELINES AND EXPECTATIONS
The Office of Fraternity & Sorority Life oversees the fraternity and sorority recruitment and New Member Education procedures. Recruitment events and programs should be approved through the Office, in partnership with the governing councils, and New Member Education programs must be approved before they begin.

New Members of a Fraternity or Sorority must fit into the following requirements:
1. Only full-time (12 credit hours or more), matriculated, undergraduate students are eligible to become a new member. Part-time, non-matriculated students and students on Academic Probation are ineligible to become new members. Each governing council and respective organizations may have different minimum requirements.
2. A first-semester transfer student is eligible to become a new member based on their cumulative grade point average from their previous institution.
3. First-time student’s eligibility will be determined based on their cumulative grade point average from high school.
4. Students must meet the requirements as outline by each individual chapter’s National/Local Offices.

Failure to comply with these guidelines is a violation of the Organization Conduct and could result in disciplinary action.

NEW MEMBER EDUCATION GUIDELINES
New Member Education is a pre-scheduled and pre-approved program through which students become active members of a fraternity or sorority. The process of choosing to join a particular organization is that of mutual selection. Eligible students are encouraged to learn as much as they can about each organization before they chose one to join.

All fraternity and sorority New Member Education programs must occur under the guidance of and with approval from the Director of Fraternity & Sorority Life and Vice President of Campus Life and Student Engagement. National New Member Education Plans or resources will be due to the Office of Fraternity & Sorority Life by the given deadline and then the local program developed by the chapter will be due prior to the start of the program. Local programs will not exceed eight (8) weeks, and must include all documented room reservations. If any organization is interested in having new members that semester, the chapter will work closely with the Office of Fraternity & Sorority Life to plan their process.
New Member Education Programs are meant to be an opportunity for new members to learn more about the fraternity or sorority, its values, history, members, and its philanthropies. A New Member Education Program should serve as an orientation period for the new members of the organization, and should promote the ideals of citizenship and leadership, while supporting the academic mission of Coastal Carolina University.

**NEW MEMBER EDUCATION PERMISSIBLE ACTIVITIES**

The following list offers examples of new member education activities which are permitted:

- Instruction in the history and philosophy of the organization such as: the role of fraternal organizations in higher education; relationship of chapters to national or regional groups; financial responsibilities; scholarship; alumni relations; chapter management; brotherhood/sisterhood; group behavior/communications; leadership and life skills; and respect for self and others.

- Community service programs such as: fund-raising events for non-profit organizations and charities; academic tutorials or study groups; volunteer mentorship of underclassmen; youth and children, etc.

- Cultural programs that enhance inter-cultural knowledge and understanding such as: sponsorship of speakers, workshops or seminars that promote these ideals; social events that exemplify inter-cultural harmony, and respect for others.

- Social programs and recreational activities such as: dances, athletic/non-athletic games, and other forms of social events that promote a sense of friendship and group camaraderie, all of which are conducted in a responsible manner.

- Meetings: periodic required business meetings of the new member class, where attendance at such meetings is a reasonable requirement and does not interfere with class, study, or sleep time, and is intended to promote group development, accomplishment of legitimate projects, and teach group leadership and organizational skills.

- Conduct: respect for the College and our community is essential; opportunities for building relationships between students and the community are encouraged; students are required to conduct themselves responsibly. No new member activity or intake education instruction should disturb the quality of life in residence and dining halls, or the quality of education in academic or administrative buildings.

- Common sense should prevail. If in doubt about an activity, consult with the Director of Fraternity & Sorority Life.
Coastal Carolina University Extension/Expansion

Supporting Materials

Upon receipt of the letter of interest inter/national organizations will be asked to submit supporting materials covering the following expectations:

1. The chapter is required to have a full advisory board to be considered for expansion. Failure to have at least three (3) permanent advisors and one (1) university faculty/staff advisor, will not be considered for extension/expansion. The three permanent advisors must be assigned to directly advice the areas of recruitment, finance, and overall general chapter operations.

2. The national organization must cover the interest group/colony by a policy of general commercial liability insurance, and must present a certificate of insurance prior to recruiting an interest group. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life.

   Coastal Carolina University
   Attn: Director of Fraternity & Sorority Life
   Post Office Box 261954
   Conway, South Carolina 29528

   Endorsed Additional Insured Language: “Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured.”

3. Throughout the duration of the extension/expansion period there must be at least one if not two inter/national officers or consultants that assumes responsibility for the extension/expansion process. Preferably one to be located in the Myrtle Beach/Conway area during the initial recruitment/intake period and is present at recruitment/intake events. There must be at least one consultant/field representative/graduate chapter member to work with the colony/chapter on a regular basis for the period of at least two years after installing/chartering.

4. There must be a specific commitment from the inter/national organization to continue support for funding, for increased chapter attendance at inter/national and regional leadership training conferences, and the development of alumni support.

5. Additionally a packet of materials with the following supporting materials should be included:

   1. Logistical Information
i. Name of Fraternity/Sorority
ii. Founding date
iii. Last 3-5 colonies and/or chapters (including recruitment/intake numbers and retention statistics)
iv. List of chapters/colonies in the South East region
v. Current number of undergraduate members
vi. Average chapter size
vii. Number of chapters closed or suspended in the last five years and reasons for closure
viii. Membership costs: new member, initiation fees, regular dues
ix. National/local service/philanthropy programs

2. Policies
   i. Inter/National Risk Management program
   ii. Anti-Hazing Policy
   iii. Inter/National Membership non-discrimination statement
   iv. New Member Education/intake program and length of program (not to exceed 8 weeks)
   v. Minimum standards of potential new members
   vi. Scholarship/Academic program and requirements
   vii. Inter/National Constitution and Bylaws or standing policies
   viii. Policy of relationship with host institution
   ix. Tax Identification Number

3. Extension/Expansion Process
   i. Inter/national organization’s criteria for chartering
   ii. Ongoing support for colony/chapter
   iii. Recruitment/intake support
   iv. Additional resources

4. Resources
   i. Foundation Scholarships/loans
   ii. Leadership schools, convention or programs
   iii. List of Active Alumni(ae) in the Myrtle Beach/Conway or near-by, within 75 miles

6. If the supporting documentation has been submitted, it may be determined by the Director of Fraternity and Sorority Life and respective governing council that the organization will be invited to make an on-site presentation, which will include a meeting with the appropriate university officials.
7. The presentation, if requested, should be led by the headquarters staff and will include how the group will support the mission of Coastal Carolina University and the fraternity and sorority community with the following areas of focus:
   1. How the Greek organization would enhance the Greek community.
   2. Community service/philanthropy
   3. Accountability of members
   4. New member and membership education
   5. National reporting requirements
   6. Risk management policies
   7. Timetable and expectations of colony/chapter
   8. National educational programs
   9. Number of chapters currently active and open inter/nationally
   10. Financial backing from headquarters
   11. National standards of conduct
   12. Overall general support from the National Organization
   13. Overall general support from local, regional, and national alumni(ae)
Office Contact and Resources

Office of Fraternity & Sorority Life
100 Spadoni Park Circle
Lib Jackson Student Union
Suite B201
Conway, SC 29526

843-349-2336
greek@coastal.edu
@CCUOFSL

Director of Fraternity & Sorority Life
Brittany Bowles
843-349-2988
bbowles@coastal.edu

Executive Director of Student Life
Whitney Comer
843-349-2301
wcomer@coastal.edu

Panhellenic Council
@ccupanhellenic
ccupanhellenic@gmail.com

Interfraternity Council
@ccuific

National Pan-Hellenic Council
@CoastalNPHC

A copy of all resources and policies can be found at:
http://www.coastal.edu/osl/greek/resourcespolicies/.
Sport and Rec. Organizations

2017 - 2018
# 2017-2018 Coastal Carolina University Club Sports

*(As Of October 2017)*

<table>
<thead>
<tr>
<th>Competitive On-Campus</th>
<th>Competitive Off-Campus</th>
<th>Recreational</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Men’s Soccer</td>
<td>-Equestrian</td>
<td>-Fishing</td>
</tr>
<tr>
<td>-Women’s Soccer</td>
<td>-Ice Hockey</td>
<td>-Outdoor Adventure</td>
</tr>
<tr>
<td>-Men’s Rugby</td>
<td>-Cheer</td>
<td>-Saltwater Anglers</td>
</tr>
<tr>
<td>-Women’s Rugby</td>
<td>-Softball</td>
<td>-Surf</td>
</tr>
<tr>
<td>-Men’s Lacrosse</td>
<td>-Baseball</td>
<td></td>
</tr>
<tr>
<td>-Women’s Lacrosse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Quidditch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Field Hockey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Swim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Women’s Volleyball</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Men’s Volleyball</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Men’s Basketball</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Women’s Basketball</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Club Sports Philosophy & Organization

Club Sports Overview
A club sport is a special interest group organized to engage in and promote interest in a competitive sport or activity. These groups are formed primarily to increase individual and team skills and to augment knowledge through a continuing instructional and competitive program. All students who are currently enrolled full-time at Coastal Carolina University are eligible to participate in the program. Faculty, Staff and part-time students (including HGTC Bridge Program and CEaL Program) are also eligible as an associate member to participate in the club sports program unless the league in which a particular club belongs limits involvement to full-time students. Under the supervision of the Department of University Recreation, the University makes its facilities and services available to participating clubs.

CCU Club Sports offers a structured environment to practice and play the game students’ love, while building friendships that will last a lifetime. Student-led and student-funded, Club Sport teams represent CCU in competitions and tournaments both regionally and nationally. Club sports teams are further broken down into categories to further suite their needs. All club sport team must fall under one of the three categories: competitive on campus, competitive off campus or recreational. These grouping aid in the universities support of the individual club. The Department of University Recreation, specifically the Club Sports Coordinator, will serve in a support role for supervision and coordination of all club activities. However, the planning, execution, and evaluation of all club activities is the responsibility of club officers and members. Coastal Carolina University cannot be held responsible for injuries incurred during travel or participation in these voluntary activities.

Club Sports Administration
The Club Sports Coordinator, Club Sports Council (CSC) and Club Sport Managers shall oversee all Coastal Carolina University Club Sports. The Council will assist the clubs in their administration and development. Each club must have a university advisor (a current faculty or staff member) and operate according to University regulations. Each participant is expected to practice good sportsmanship while participating, and to behave responsibly during all club-related activities. Any violation of this policy could result in a referral to the Director of University Recreation and the Club Sports Coordinator. The Club Sports Coordinator may revoke the membership of any individual or club that acts improperly. Furthermore, all final decisions on policy interpretations as well as program matters not
covered in this manual or the Student Organization Handbook will be at the discretion of the Club Sports Coordinator.

**Club Sports Council**

The CSC includes the Club Sports Coordinator (acting as chairman) and three elected student positions. The three elected student positions must be current Club Sports student-athletes and officers. To sit on the CSC, a prospective member must be in good academic standing and maintain a 2.5 GPA or higher. The CSC works with each Club Sport to assess and review special budgetary needs and provide advice for fundraising and fiscal responsibility. The CSC will also hear minor rules infractions committed by clubs and determine an appropriate sanction for each violation.

### Forming a Club Sport

**Forming a Club**

Clubs desiring to be officially recognized by Coastal Carolina University must seek recognition through Student Life and Club Sports offices as early as possible in the fall semester. Please see page 8 of the manual for instructions on how to form a club.

**Club Status**

*Conditional* - Clubs in their first year of existence will be conditional. Each club has one year to demonstrate viability in terms of leadership, administration, operation, interest, and member support. The following outlines the stipulations that conditional clubs hold:

1. Club members are not eligible for seats in the CSC.
2. Conditional clubs have the lowest priority for facilities bookings and reservations.
3. Financial assistance will be limited and done through CSC (up to $1,000). Conditional clubs must prove fiscal responsibility to be eligible to receive “full” CSC funding.
4. Upon successful completion of Conditional status, a club will be automatically elevated to Full status and as such be eligible for support as deemed suitable (at the discretion of the Club Sports Coordinator as recommended by the CSC, subject to available funding).

*Official/Full* - A “full” club has passed conditional status for at least one year and/or is a returning full Club Sport. If a current club intends to split into two teams (i.e. from one team into men’s and women’s sides or A team/B team) the two new clubs may maintain the Club
Sports status of the original team provided that this team was in good standing throughout the previous year.

**Club Requirements**

1. Have a minimum of seven (7) full-time student members. Full-time students at Coastal Carolina University are those taking 12 or more credit hours per semester or are in their final semester prior to graduation.

2. All clubs must have at least one (1) Risk Management Officer (RMO) present at all practices and events. RMO are existing club members and must maintain current CPR, AED, and First Aid certification.

3. Ensure that a current list of club members and officers (including contact information: email, phone number, year in school and position held within the club) is on file with the Club Sports Office.

4. Hold annual elections of officers, including a president, vice president, secretary/treasurer, and risk management officer. (The same person cannot fill two offices).
   - The President is responsible for:
     a. Serving as official liaison between the Club and the Club Sports Coordinator
     b. Informing club officers and club members of all guidelines and requirements for acquiring, maintaining, and renewing Sport Club status
     c. Attending necessary meetings
     d. Ensuring that all necessary forms are submitted on time
   - Officers must attend an Officer Training Session.
   - RMO must have proper certification on file, attend all practices and events, and aid in the coordination of ImPACT testing.
   - Members of each clubs executive board must meet with the Club Sports Coordinator at the beginning of every semester to discuss issues related to their specific club.
   - Other club officers are responsible for assisting the President in managing club affairs including organization, programming, scheduling, reporting, risk management and finances.

5. Comply with Coastal Carolina University, Department of University Recreation, Club Sports policies and procedures

6. Have a relevant, revised constitution for the club when applying for Club Status and ensure the club's current constitution is on file with the Club Sports Office.

7. Ensure all publications and promotional materials (e.g. newsletter, posters, flyers, etc.) are approved (via stamping) by the Club Sports Office prior to printing and circulation.
8. Request and reserve facilities through Coastal Connections and 25 Live.
   a. Club members must attend a 25 Live training to learn how to operate the software.
9. Ensure supervision of all club activities by qualified personnel.
10. Ensure that each participant, prior to participating in the club’s activities, has signed a waiver form in which he or she assumes the risks of participating and agrees to release Coastal Carolina University from any possible claim arising from loss or injury attributed to participation.
11. High risk clubs must complete concussion baseline testing (ImPACT) before their first official practice. In the event of a head injury a second test will take place and the baseline will aid in the review of the results and necessary return to play protocol.
12. Comply with emergency response procedures of the University Recreation.
13. Ensure that accidents/injuries are appropriately documented by completing the Accident Report Form.
14. Sustain Club Sports renewal each year through application on Coastal Connections.
15. All proposals/intentions of clubs and association to include instruction/coaching (either paid or volunteer) must be disclosed to and vetted by the Club Sports Office (Coaches Contract). Non-compliance will result in immediate cancellation of existing facility bookings and suspension of further facility booking privileges.

Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budget monies and the club may be placed on probation.

**Types of Club Sports**

1. *Competitive On-Campus* are the teams that practice and play their home contests at the Recreational fields. They compete against other teams and/or individuals from other colleges or universities.

2. *Competitive Off-Campus* are the teams that need to travel to practice and play their home matches off campus due to lack of facilities. They compete against other teams and/or individuals from other colleges or universities.

3. Recreational are the teams that may only practice or do not compete. These clubs may still travel, but do not have “contests.”
CRITERIA FOR ALL CLUBS:

- Demonstrated strong club leadership
- Complete self-support
- In good standing with the Club Sports Office

Club Sports Finances and Discipline

FINANCES OVERVIEW

The Club Sports budget is intended to assist club teams in covering a portion of necessary expenses. All clubs should expect to supplement this funding through their own resources. Revenue received by each club usually comes from the following sources:

- Membership Dues
- Fundraising Activities
- On-Campus sale of promotional materials
- Off-Campus solicitation is permitted, but requires permission of the Club Sports Coordinator and completion of a Fundraising Request Form on Coastal Connections.

ACCOUNT TYPES:

- 10 Account: University funded through Scoreboard
- 15 Account: Club generated funds

Club Sports funding is distributed to individual clubs according to demonstrated behavior over the course of the prior year. The Club Sport Coordinator will calculate each club’s allocation based on the club sports scoreboard to evaluate each club’s performance over the course of the year. The scoreboard assigns a point value for specific categories that are essential to club function, and the total number of points translates into a dollar amount.

University funds for the next fiscal year's budget will be based on the club’s ability to follow policies and procedures. Any request for funds in addition to those already allocated should be directed, in writing, to the CSC. A full description and explanation of the need for additional funds must be included in this request.

Some of the CSC budget will not be given directly to Club Sports. The CSC retains the privilege of retaining some funding for leadership activities, retreats and an annual operating budget for the administration and overhead of the CSC itself.
These actions for Major Infractions may be carried out either independently or collectively and one action is not dependent on another. It is the responsibility of the Club Sport Coordinator to carry out these disciplinary procedures when deemed necessary. The Coordinator will make decisions on the level of the incident (major or minor). If there is a question as to the level of the incident the Code of Student Conduct will be consulted. Clubs may appeal the Club Sport Coordinator's final decision. A written appeal must be made to the Director of University Recreation within 48 hours of the Club Sport Coordinator's decision.

**Reimbursement Procedure**

**Travel Reimbursement**

- Collect all original receipts from team members in a travel envelope (available from the Club Sports Office). Dates on receipts must match dates of trip on the Travel Authorization form.
- Receipts must be collected from team participants immediately and turned in for reimbursement no later than one week after the trip.
  - Airline receipts (must be paid in advance): save the passenger coupon and e-ticket that shows the flight number and complete itinerary.
  - Hotel receipts: ask for a detailed and itemized summary (folio) not a credit card copy.
  - Gas receipts: must ask the clerk for an itemized gas receipt, not the credit card charge copy.
- Travel must be reimbursed to a person rather than a club.
- Bring the travel envelope to the Club Sports Office. Provide the name, student ID, and address of the person to be reimbursed.

**Equipment, Office Supplies, Etc. Reimbursement**

- Provide original itemized receipts.
- Fill out the enclosed reimbursement form.
- Non-travel reimbursement can be made out to the club or an individual team member. Provide the name, student ID, and campus address of the person to be reimbursed.
PAYMENT FOR CLUB ACTIVITIES/NEEDS

CLUB SPORTS PURCHASING CARD & TRAVEL CARD

- Clubs may utilize the university purchasing card (Visa) by placing a phone order and/or online orders from the Club Sports Office. Back-up information or invoice copies are required.
- Clubs may utilize the travel card (MasterCard) after completion of the TA and Expense Advanced Form through the Club Sport Office.

PAYMENT OF INVOICES, CHECK REQUESTS, ETC.

- Invoices may be brought to the Club Sports Office for direct payment (i.e. for league dues, etc.). Requests for checks to be sent directly should be accompanied by an invoice. If the invoice is being requested by a new vendor, a completed W-9 must also accompany the invoice.

REIMBURSEMENT FOR PAYMENTS TO OFFICIALS

- Any money paid to officials through Coastal Carolina University is considered salary and therefore Coastal Carolina must receive a completed new vendor application and W-9 form from the individual before payment can be made. Coastal Carolina University will not reimburse the club for their payment to an official, but will ONLY pay the official directly as salary upon receipt of the W-9 form. W-9 forms are available from the Club Sports Office or can be downloaded online at http://www.coastal.edu/recreation/clubsports/formslinks/

Follow these steps:

- Have the official complete the W-9 form (the address of the official, plus the social security and a signature).
- Have each official complete an Official’s Invoice Form stating team and opponent, date of game, time officiated, amount of payment, etc.
- Submit W-9 and Official’s Invoice Form to the Club Sports Office for processing.
- Coastal Carolina University will issue a check to the official.
**WHEN A CLUB WORKS STADIUM CONCESSIONS FOR ATHLETICS**

Contact Aramark/Dining Services (Jeff Stone at jstone@coastal.edu). Eventually the payment will be transferred to the club's operating account, and the club must submit receipts for reimbursement as outlined above (or elsewhere in this manual).

---

**Discipline Overview and Procedures**

Failure to comply with any of the Club Sport procedures and policies of the university may result in disciplinary action.

**Club Sport Meetings:**

All club sport meetings are posted online and meeting invites have been sent. The entirety of the club sport meetings must be attended by a minimum of 2 members of the council. Failure for one or both representatives to attend the meetings will result in the following disciplinary actions:

- **First meeting:**
  - $25 fine to their 10 account
  - No club activity until there is a meeting to discuss missed material

- **Second meeting:**
  - $50 fine to their 10 account
  - No club activity until there is a meeting to discuss missed material

- **Third meeting:**
  - Club is suspended for the duration of the semester

**Major Infractions**

Major infractions include actions, which are unacceptable standards of conduct or are in violation of university policy. Examples of major infractions include but are not limited to the following situations: displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sport Program; misuse of funds; allowing ineligible individuals to participate in club activities; failure to adhere to the Alcohol and Drug guidelines; misuse of Rec Facilities or University facilities.

When a Major Infraction occurs, the following steps can be made:

- Extended probation
• Expulsion from a club
• Suspension of facility privileges
• Suspension of funding
• Suspension of Sport Club membership

Facilities

The Department of University Recreation will provide support in the use of University facilities. Use of the facilities during periods other than normal hours of operation will necessitate special arrangements. Schedules for the use of gymnasium and playing field facilities will be drafted in August, October, January and March during Officer Meetings. Any changes to this schedule must be made at least one week in advance in order to provide adequate time for department personnel to prepare fields. All lining and fieldwork requests should be sent to clubsports@coastal.edu

Use of facilities will be reserved for registered Club Sports use per space availability. The scheduling software is 25Live.com, all club have access and will need to use to reserve space on campus. Due to the large number of programs administered by the Intramural Sports program and Recreation Center, field and gymnasium space may be limited. Priority will be given to clubs that have an established program, are registered as a Club Sport, are in their competitive season, and demonstrated facility need.

INDOOR FACILITIES
Please return all equipment to its proper location. Contact Club Sports Coordinator to report any missing or broken equipment.

OUTDOOR FACILITIES
In most cases, if fields are unplayable, club presidents will receive an email the day before or the day of a scheduled event. If, however, you get to a field and there is standing water on a significant portion of the field, it is unplayable. If clubs play on unplayable fields, this may result in field closure as well as fines on that club’s account. Please use common sense and stay safe. Fields played on during unplayable conditions will become damaged and will therefore have to be closed for maintenance.

If trash is left on the field, your club will be charged a cleaning fee. This money will come out of each club’s budget. This is used to pay the grounds crew to clean up during non-working hours.
Driving is not allowed on fields. Do not move the wheel stops surrounding fields. Clubs will be charged for damage and for replacing wheel stops back to their original location.

When fields are unplayable due to weather, indoor facilities are first come, first serve. They cannot be reserved and are limited to the available space. Fields are occasionally closed for pesticide treatments, irrigation, and fertilization.

Please contact clubsports@coastal.edu if your field is in need of service, and please be patient when fields are closed for treatment.

Evaluation and Administration

**Insurance**

The University provides no physical examinations for participants in any Club Sport. The Club Sports Council recommends that all participants get a physical examination from a doctor prior to playing in any Club Sport. All participants are required to complete a waiver of liability form each year. Additional contact sports are require to take a baseline concussion test, ImPACT. Coastal Carolina University, its employees and agents shall not be liable for injury to person, loss or damage to personal property arising from or in any way resulting from participation in the Club Sport. Waivers must be completed on Coastal Connections. Full time students (12+ credit hours) with primary insurance coverage have the option to receive supplementary insurance at no charge through CCU.

**Coaches and Advisors**

Club Sports organizations may choose or be required to seek the assistance of a coach. Coaches do not necessarily have to be affiliated with Coastal Carolina University. Coaches, however, should be experienced and knowledgeable in the sport. Coaches may serve in a voluntary or paid capacity. The officers of each club are responsible for “hiring” their coach and must recommend the coach to the Club Sports Coordinator. The Club Sports Coordinator’s role is to consider the officers’ input and make a final decision on all coaching appointments, both paid and volunteer. Coaches can be paid out of either 10 or 15 account.

Before being approved coaches must submit a background check, read and sign Club Sports travel guidelines, read this manual, sign a release of liability wavier, and complete the
coach’s information sheet. **This process takes some time**—please make your coach and/or advisor aware of this when asking them to get involved with the club.

Approved coaches, volunteer or paid, are indemnified by Coastal Carolina University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University and Sport Clubs policies and procedures.

**Coach’s responsibilities shall include the following but not limited to:**

- Attending the Coach/Advisor training session
- Possessing valid CPR/AED, and American Red Cross First Aid certifications from an approved organization. CCU University Recreation offers this class three-four times per year
- Help with planning and conducting field/court practices
- Ensuring safety of participants while managing risk
- Adhering to the policies and recommendations University Recreation regarding club sports.

### Coaches (Volunteer or Paid)

Volunteer coaches will not be considered paid staff and have no affiliation with the University but are subject to background check. Coaches may work on a volunteer basis or paid with club-driven fundraising revenue. Additionally, all coaches must sign a contract at the start of each academic year, regardless of whether or not they are paid by the club.

Coaches are entitled to a guest pass to gain admittance to any University Recreation facility.

Each Club Sport must have a current Coastal Carolina University faculty or staff member to advise the club. The advisor assists in the day-to-day operation of the club, travels as a university representative with the club as well as other administrative duties outlined above.

### Responsibilities of Advisors during Organization Travel

**If the Advisor is traveling with the organization...**

1. Obtain and become familiar with the policies and procedures for Sport Club 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 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. Club Sports Coordinator 843.349.6638
   b. Dean of Students Office 843.349.4161
   c. Department of Public Safety 843.349.2911

4. 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.

If the Advisor is NOT traveling with the organization...

1. Follow all procedures as listed above
2. Require that students check in with advisor upon arrival at their destination, upon leaving to return home and upon arrival back to campus.
3. 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. Club Sports Coordinator 843.349.6638
   b. Office of Student Conduct 843.349.4161
   c. Department of Public Safety 843.349.2911

Travel

Although not required, all organizations are encouraged to travel with one of their advisors, either on-campus or off-campus. Please see following section “Responsibilities of Advisors during Organization Travel”.

In general, travel will be restricted to destinations that will involve limited overnight stays. Travel to more distant destinations will, in general, be at the expense of the club or individual member. Travel to destinations not listed on the Travel Authorization form is prohibited.

At the completion of each trip a Travel Authorization outlining actual expenses must be submitted to the Club Sports Office for reimbursement of approved expenses. These
statements should be completed within one week of the trip. The University will not provide reimbursement for travel that is more than one week old.

Private automobiles are the principal means of transportation for club sports members when going to and from events. The owners of these automobiles must verify that adequate insurance coverage is maintained. Coastal Carolina University does not provide insurance coverage for privately owned vehicles or their drivers.

1. University Owned Vehicles
   A. Any club member that plans on driving a university vehicle for club travel must be at least 21 years of age, submit a 3 year driving record to Transportation services, and request a gas card PIN # to ensure use of university gas card.
   B. Commercial Vans and Trucks - Employees or students with the appropriate driver’s license will be permitted to operate a van or truck. No one under the age of 21 will be permitted to operate the vehicle.

2. Personal Vehicles on University Business
   A. Employees or students who drive their personal vehicles on school business are responsible for:
      i. Maintaining automobile liability insurance in accordance with state law.
      ii. Maintaining current state vehicle inspections when required.
      iii. Maintaining their vehicle in safe operating condition.

3. Rental Vehicles
   A. Rental vehicles should be rented from a reputable vendor.
   B. Property damage and liability insurance should not be purchased for domestic rentals. The university is already insured for this exposure.
   C. Purchase rental insurance from the rental car agency for international travel.
**DRIVING RECORDS**

Each club must provide the Transportation office with a list of prospective drivers. This list should only consist of drivers who will be driving University owned, leased, or rented vehicles. Driving performance will be monitored throughout the driver's career using information obtained from the Department of Motor Vehicles. Each driver must request a 3-year driver's record from his/her own state's DMV to be able to drive a University-owned or rented vehicle. These records should be turned in at the beginning of the semester, as it takes several weeks to process each driver. A list of approved drivers will be maintained in the Risk Management office. An acceptable driving record is one that does not have any DUI, DWI, or similar alcohol or drug related offenses within the past three years. Other serious offenses that should not be on the driving record within the past three years include:

1. Failure to report an accident.
2. At fault in a fatal accident.
3. Conviction for reckless driving.
4. Driving after suspension or revocation of license.
5. Having two or more moving violations for running a red light or stop sign.
6. Having two or more moving violations for speeding.

**DRIVER PERFORMANCE**

1. A driver must have a valid driver's license.
2. The driver must be alcohol and drug free.
3. The driver and all passengers must wear seatbelts.
4. The vehicle must be driven at speeds appropriate for the road conditions.
5. During competition drivers must limit their driving to a total of four hours per day.
6. Total driving time for all other activities must not exceed eight hours per day.
7. Two approved drivers are required for trips where travel time exceeds two hours per day.
8. Whenever possible driving must be limited to daytime hours and avoid traveling past midnight.
9. The prospective driver must be qualified to operate the type of vehicle he or she will be driving.
PROCEDURES FOR REPORTING ACCIDENTS

A. If an accident occurs while operating an owned, leased, or rental vehicle notify the Sport Club Coordinator as soon as possible. Do NOT admit liability to the third party involved in the accident. The claims adjuster will determine who is at fault.

B. If city police are called to investigate, obtain a case number and submit an incident report to the Sport Club Coordinator complete with the case number and a description of the accident.

C. Attach a Citizens Exchange of Accident Information Form to the incident report when submitting your report to the Sport Club Coordinator.

D. You will need to complete a First Report of Injury or Illness Form (TWCC-1) and send it to the Risk Manager for processing if you are injured while traveling on University business.

Visiting Teams

The following guidelines should be sent to all visiting teams before they come to play at Coastal Carolina University. It is up to the Coastal Carolina University Club Sports teams to advise University Recreation in writing that a team will be visiting. The club should include the name of the visiting University or group, the sport they are playing and a list of all visiting players. Visiting Club Sports teams are able to use the shower/locker rooms in the HTC or Williams-Brice under the following conditions:

1. All visiting team members are required to act in accordance with the policies and procedures of the Recreation Center. If for any reason an individual does not, they will be escorted out of the facility and a report filed against that institution.
2. All visiting team members must have either their institutions’ student identification card or a driver’s license to gain access to the facility and have use of a towel. Any person claiming to be a visiting team member without proper identification will not be able to access the facility. The visiting team may use no area other than the shower/locker rooms.
3. The visiting team must furnish a list of all players who may use the facility at Coastal Carolina University
4. The visiting team may use no area other than the shower/locker rooms.
5. The locker/shower rooms are left in the condition they were found in upon entering the facility.
6. All muddy shoes/cleats are left outside the facility but not obstructing either entrance or exit.
7. Any towel not returned will be charged to the visiting team at full Coastal Carolina cost.
8. The related team from Coastal Carolina University will be responsible for any additional cleaning or repair needed due to the visiting teams’ use.
9. If there are any situations which the staff of the Recreation Center feel is inappropriate, the visiting institution will lose access to the facility permanently for future visits and the visiting team’s Club Sports director will be contacted.
**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.