

POLICIES GOVERNING STUDENT PROGRAMS AND ORGANIZATIONS

The Office of Student Engagement provides assistance to student groups in developing campus activities and programs that enrich and enhance college life. All student organizations are under the jurisdiction of the University. Direct responsibility of each club rests with the student group leader/president, SGA (for SGA funded organizations), the Coordinator of Service Learning and Campus Ministries (for official campus ministries), the Office of Student Engagement, and ultimately, the Office of Student Development.

The following policies and procedures govern the formation and activity of all campus clubs and organizations.

A. Group formation, establishment and recognition.

1. Student clubs and organizations have three phases of development at Eastern:

Formation Phase: This is typically when a group of students first begin to have an idea for a campus club or organization. Meetings are unofficial and often take place in residence hall rooms, lounges and campus food establishments (Dining Commons, etc.).

Establishment Phase: When a club moves beyond a group of friends to begin to advertise to the greater campus community, hold regular meetings for members, and/or hold events open to the whole campus, it is in the establishment phase. Groups do not need Student Government Association recognition in this phase to reserve rooms or to hold events open to the whole campus.

Student clubs and organizations are expected to abide by all community standards as set forth in the student handbook and in “Policies Governing Student Activities and Organizations”. Established clubs and organizations must register annually with the Student Activities Office including providing the names and contact info for student leaders and the advisor.

Recognition Phase: Clubs which have been established for at least an academic year can seek official recognition from the Student Government Association (SGA). Official recognition (sponsorship) carries with it overall University approval including the ability to request funding from the university through SGA.

2. Seeking recognition for campus clubs and organizations entails the following:

- a) Write a constitution that is in line with the SGA Constitution. Sample constitutions are available for new organizations to model their constitution after upon request.
- b) Acquire 15 student signatures on the “Signature Form for New Organizations”
- c) Receive the Coordinator of Student Engagement approval. This approval is based on

a club's track record of abiding by all campus policies, including registering annually with the Office of Student Engagement.

- d) Acquire a full-time faculty or staff member as an active advisor. A signed copy of the "Club/Organization Advisor Guidelines and Expectations" form must be included in the application packet for recognition.
- f) Attain majority vote by the membership of the SGA.

3. Maintaining Recognition as a Campus Club or Organization

- a. Campus clubs must have a full-time faculty or staff member as an active advisor of their organization. Campus ministries automatically have the Coordinator of Student Formation as their advisor but may also choose to have an additional faculty or staff member as an advisor.
- b. Recognized campus clubs must select new leaders each year in the spring semester for the next academic year's leadership team.
- c. Campus clubs must update the Office of Student Engagement whenever changes occur within a leadership team of a club. Clubs must have leaders' names, contact info, and titles on file with the Student Engagement Office each year.
- d. Campus clubs may also be required to do other activities to maintain recognition such as attendance at club leaders meetings and providing annual reports.
- e. Campus clubs must hold one event per month during the academic year outside of their standard meeting times. Continued inability to uphold this requirement will result in consequences which include reduction of funding and loss of club recognition.

4. Controversial groups

A group deemed controversial by the Vice President for Student Development must do steps a-e above and also:

- f. Make an application to and be unanimously approved by SGA.
- g. Undergo review and be unanimously approved by the Student Development Committee of the Faculty.
- h. Be recommended by the Student Development Committee of the Faculty to the President's Cabinet who will have the final authority for controversial group approval.
- i. A controversial group is defined as one that implicitly or explicitly, implied or in fact, is or may be perceived to be, internally or externally, in conflict with one or more Eastern University community standards, with the University mission statement or with the educational and community goals of the University.

B. General Regulations for Campus Clubs and Organizations

- 1. Groups of students wishing to meet can do so without University recognition as an official club subject to available space.
- 2. All groups of students who meet (recognized and funded or not) are expected to observe

and honor the policies, behavioral standards and act in concert with the mission statement and educational/academic goals of the University.

3. Student Development staff members may advise, guide and assist, encourage or disband, non-recognized and recognized groups.
4. All groups recognized or not, are encouraged to have a full-time, university employed, staff or faculty member actively engaged as a group advisor. Recognized campus clubs must have an advisor to maintain recognition and funding.
5. Failure to follow campus policies can result in fines and/or other disciplinary actions for student groups and/or student leaders of groups. In the case of a fine, if a club does not have a budget, fines will be administered to club leaders.
6. Fliers are allowed in select locations on campus. No fliers are allowed on walls in Walton Hall. Bulletin boards are provided for such postings. Individuals and organizations caught posting fliers on open walls in Walton Hall will be fined. In other areas of campus, whenever possible, fliers should be placed on bulletin boards. The use of sticky tack is allowed when placing fliers in residence halls, and tape is strongly prohibited.
7. Sidewalk painting is not allowed on campus but sidewalk chalk is allowed. Chalking is never allowed on buildings, bridges, or under awnings.
8. Clubs and organizations wishing to paint the rock must get approval on their design from the Office Of Student Engagement 2 weeks in advance.

C. Campus Event Regulations

1. Student groups must reserve rooms before using them. Rooms must be requested **at least 10 business days** before the activity in order to be considered. This does not include weekends.
2. Table usage in spaces such as the Upper Walton Lounge and outside Zime must also be approved through the online form for room requests.
3. The club, its officers, and any individual applying to reserve space on behalf of the organization assume responsibility for all damages or misappropriation of University facilities/property caused by their own members or non-member attendees and will reimburse the University for any damages. Spaces that are left dirty, disorganized, etc. can result in fines for campus clubs.
4. To hold an event for the entire campus, club leaders should discuss the event with the Office of Student Engagement at least a month beforehand.
5. If the University determines, for any reason, adequate safety of persons or property cannot be ensured at an event, he/she may deny, withdraw, or further qualify permission for use of facilities at any time.
6. Any use of sound amplification on the outdoor areas of campus must have prior clearance through the Office of Student Engagement. Approval will be granted for the use of amplification equipment outside if there is a high probability that the planned event will not disrupt or disturb other University activities or our neighbors. Amplified sound is restricted to specified locations and times.
7. If noise complaints are received from the surrounding community (e.g. classes, library, offices, neighbors, etc.) concerning club sponsored events, Campus Security or staff from Student Development and/or Student Engagement has the authority to ask event sponsors

- to lower the sound level or if necessary terminate the event.
8. Club meetings and events typically are not permitted during mid-term, final examinations and/or when school is not in session.
 9. Bonfires and/or fire pits are never allowed and groups sponsoring such events will be fined.
 10. Any student or student organization showing movies on campus (outside of residence hall residential rooms) is subject to federal copyright law. **All film** showings must be approved in advance by the Office of Student Engagement to confirm that appropriate licenses have been obtained. Renting a movie without public distribution licensing or bringing in a personal copy to show your membership or the general public is **ILLEGAL** and subjects the parties involved (students, your organization and possibly the University) to federal fines. Campus clubs and organizations which show movies without the appropriate licensing will be fined by the University.
 11. The use of explosives or flammable materials (this includes candles) is strictly prohibited during events.
 12. The use of alcohol or other unlawful drugs is strictly prohibited at Eastern University. Food and/or beverages cannot be brought into the dance event by attendees. Sponsoring groups are allowed to provide food and non-alcoholic beverages.
 13. Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a meeting room for a non-university group or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about "co sponsorship" for access to space or service, please contact the Office of Student Engagement.

D. Financial and Fundraising Policies

1. Financial Policies

- a. Student Government shall approve club and organization budgets before the end of the spring semester for the next academic year.
- b. Any active and eligible organization that seeks a Student Government budget must submit a written preliminary itemized budget to the Executive Board Treasurer within the allotted time period.
- c. Organizations must still gain approval of the Executive Board Treasurer for distribution of funds.
- d. Funds must be used for activities which shall benefit or be open to the entire student body or institution. Items such as member t-shirts etc. are not considered fundable because they are only for members of the club.
- e. Funds cannot be used to donate items or funds to other charitable organizations. Organizations, however, can use the funds to put on events open to the campus where money is fundraised for other charitable organizations.
- f. Unspent funds revert back to the control of the Student Government Senate at a predetermined time at the end of each spring semester.
- g. Established student clubs and organizations can request the opening of a student fund

- account separate from any funds administered by Student Government.
- h. Such accounts are established at the approval of the Student Engagement Office and the Vice-President of Student Development.
 - i. Clubs and organizations must be in existence for more than one academic year to request a student fund account and must be following all campus policies and procedures.
 - j. Student Government funds for clubs cannot be deposited into student fund accounts.
 - k. All student fund accounts withdrawals must be approved by club advisors. Club advisors are the signatory for all student fund withdrawals. In the case that a club advisor is not available, the Coordinator of Student Engagement can act as signatory.

2. Fundraising Policies

- a. Fundraisers must be approved by the Office of Student Engagement 2 weeks beforehand.
- b. Fundraising activities must comply with local and state laws.
- c. Betting and gambling are never allowable fundraising mechanisms or entertainment activities.
- d. No club can use an app to procure money for fundraising or for an event like cashapp, venmo, etc.

E. Social Media Policies

1. Purpose of the policy

- a. The purpose of using any of these platforms is to support the University's mission and goals and present the University in a positive way to our many constituents. This policy has been created to ensure that any account created in the University's name is used properly and to assist in the posting of content and managing of accounts. This policy applies to all Eastern University club and organization leaders, members, and advisors.

2. Social Media Policy

- a. Student leaders may create and maintain social media accounts for their clubs and organizations. However, club advisors must also be involved with the management and monitoring of these social media accounts.
- b. Keep in mind that social media is constantly changing. Try to stay on top of changes in platform policy or layout when managing your social account.
- c. Remember that all who administer an officially recognized account are representing Eastern University. Thus, your interactions should reflect the University mission statement and its values and should respect all audiences.

- d. Be respectful in your interactions. Do not engage in arguments or disagreements. Exercise discretion, thoughtfulness and respect for students, University staff and faculty, and your social media community.
- e. Personally identifiable information that can be used to locate someone offline, including but not limited to phone numbers, home or local addresses, birth date, and email addresses, should not be posted. When trying to get a user in touch with an individual at the University, utilize private messaging on the social media platform to transfer that information.
- f. Remove inappropriate or offensive comments. Inappropriate comments are defined as vulgar, disrespectful, or contain profanity. In most cases, negative comments should not be removed; they should be responded to in a professional manner. If someone has a problem and posts about it on a platform, find a solution for that user and post the solution publicly so that those who are part of our online community will feel they can come to us with their issues.
- g. Correct your mistakes if you make them. Be upfront and quick in making your corrections.
- h. Respect copyrights and fair use; always try to give people proper credit for their work.
- i. Be thoughtful about how you present yourself on your social media accounts. What you put online is forever. It's also important to remember that the lines between private and public are becoming increasingly blurred, so proceed with caution when posting anything online.

For more information regarding general social media use at Eastern University:

https://www.eastern.edu/sites/default/files/inline-files/social_media_policy.pdf

Please reach out to the **Student Engagement Team** for clarification regarding general club policies or the social media policy.

F. Non-discrimination Policy

1. Eastern University's Non-discrimination policy states the following: The University is committed to the principles of equal opportunity as defined under federal and state law, and does not discriminate unlawfully on the basis of race, gender, sexual orientation, color, creed, disability, national/ethnic origin, age, disabled veteran/Vietnam-era, Genetic Information and Non discrimination Act (GINA), or veteran status in its admission policy, program, or activities, educational policies, scholarship and loan programs, athletic and other University-administered programs, or employment practices and programs.

2. Eastern University prohibits student clubs and organization leaders, members, and participants from engaging in discriminatory conduct or practices defined by the University's Non-discrimination policy. Students who violate the University's Non-discrimination policy may be found responsible for violating the University's Code of Conduct and face consequences stated in the University Handbook. Non-discrimination policy violators may lose the privilege of participating in student clubs or organizations. Student clubs and organizations found responsible for engaging in discriminatory practices may be subject to losing their organizational status or University funding.

G. Probation and Dismissal

The **Eastern University Student Government Association (EU SGA)** Student Council in collaboration with the coordinator of student engagement, which grants recognition to clubs, also has the power to suspend or dismiss individual club and organization members. Should any club member violate Eastern University's club rules and policies as outlined in the [Policies Governing Student Programs and Organizations](#), or violate EU's [Student Handbook](#), the club member will be subject to the following procedure:

- First violation: A verbal warning will be issued through the club advisor to the club member by the coordinator of student engagement and the SGA Executive Board president.
- Second violation: A written warning placing the club member on three months probation will be issued through the club advisor to the club president by the coordinator of student engagement and the SGA president. The club member in question should use this probationary period to evaluate and correct the issue (s) resulting in their probationary status. If the probationary period is completed without incident, the club member will remain in good standing with SGA and their club or organization.
- Third violation: Should a third violation occur during the probationary period the club member will be suspended from all club activities.

The **Eastern University Student Government Association (EU SGA)** Student Council in collaboration with the coordinator of student engagement, which grants recognition to clubs, also has the power to withdraw recognition and suspend a club's activities. Should any club violate Eastern University's club rules and policies as outlined in the [Policies Governing Student Programs and Organizations](#), or violate EU's [Student Handbook](#), the club will be subject to the following procedure:

- First violation: A verbal warning will be issued through the club advisor to the club president by the coordinator of student engagement and the SGA president.
- Second violation: A written warning placing the club on three months probation will be issued through the club advisor to the club president by the coordinator of student engagement and the SGA president. The club in question should use this probationary period to evaluate and correct the issues (s) resulting in their probationary status. If the probationary period is completed without incident, the club will remain in good standing with SGA.
- Third violation: Should a third violation occur during the probationary period, all club activities will be suspended and all funds will be frozen pending further action.

THE OFFICE OF STUDENT ENGAGEMENT RESERVES THE RIGHT TO MODIFY AND/OR CHANGE THIS POLICY AS DEEMED NECESSARY.