



# STUDENT ORGANIZATION HANDBOOK

OFFICE OF STUDENT LIFE & DEVELOPMENT  
UNIVERSITY STUDENT CENTER SUITE 303

DEAR STUDENT LEADERS,

THANK YOU FOR PARTICIPATING IN A STUDENT ORGANIZATION AT MORGAN STATE UNIVERSITY. JOINING A STUDENT ORGANIZATION PROVIDES THE OPPORTUNITY FOR A LEADERSHIP EXPERIENCE UNLIKE ANY OTHER. THE SKILLS ACQUIRED WILL NOT ONLY BUILD YOUR STUDENT LEADERSHIP SKILLS BUT PREPARE YOU TO "GROW THE FUTURE AND LEAD THE WORLD."

AS YOU EMBARK ON THIS UNIQUE AND AMAZING JOURNEY, THE STUDENT ORGANIZATION HANDBOOK WILL PROVIDE YOU WITH GUIDELINES AND RESOURCES FOR YOUR ORGANIZATION TO BE SUCCESSFUL. AS WE BUILD A HOLISTIC EXPERIENCE OF STUDENT LIFE AT MORGAN STATE UNIVERSITY, STUDENT ORGANIZATIONS CONTRIBUTE TO THIS MISSION.

PLEASE REVIEW AND USE THIS HANDBOOK AS A GUIDE TO ENSURE THAT YOUR ORGANIZATION IS IN COMPLIANCE WITH UNIVERSITY POLICIES, PROCEDURES AND PRACTICES. WE HOPE THAT YOUR ORGANIZATION UTILIZES ALL OF THE RESOURCES THAT THE CAMPUS HAS TO OFFER.

WE LOOK FORWARD TO WORKING WITH YOU ALL.

IN MORGAN SPIRIT,

NATASHA A. WILLIAMS, M.S., COORDINATOR

DANNY T. MOLOCK JR., PH.D, ASSISTANT COORDINATOR



# DIVISION OF STUDENT AFFAIRS

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MS. TANYA V. RUSH, ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

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MR. LANCE HATCHER, POLICE CHIEF, CAMPUS & PUBLIC SAFETY

MS. JANUARI MINS, BEAR TEAM COORDINATOR



# MISSION

THE MISSION OF THE OFFICE OF STUDENT LIFE AND DEVELOPMENT (OSLD) IS TO FOSTER AN ENVIRONMENT OF INCLUSIVENESS, THAT ENCOMPASSES; CO-CURRICULAR EXPERIENCES, SPECIAL EVENTS, FRATERNITY AND SORORITY LIFE, WEEKEND LIFE EXPERIENCE, EXCURSIONS AND TRAININGS.

OSLD AIMS TO PROVIDE A LEARNING ENVIRONMENT THAT PROMOTES ACADEMIC EXCELLENCE, LEADERSHIP DEVELOPMENT, AND PERSONAL GROWTH IN STUDENTS. THIS INCLUDES, BUT IS NOT LIMITED TO AN APPRECIATION FOR INTELLECTUAL AND ETHICAL VALUES. A PRIMARY GOAL OF OSLD IS TO ASSIST INDIVIDUAL STUDENTS AND STUDENT ORGANIZATION'S IN THE CREATION, IMPLEMENTATION AND EVALUATION OF SOCIAL, EDUCATIONAL, CULTURAL AND RECREATIONAL PROGRAMS.

IN ADDITION TO FOSTERING LEADERSHIP DEVELOPMENT SKILLS AND PROMOTING COMMUNITY ACTIVISM, OSLD PROVIDES OPPORTUNITIES FOR SOCIAL PROGRAMMING THROUGH THE CAMPUS ACTIVITIES BOARD. CONSEQUENTLY, THE OFFICE OF STUDENT LIFE & DEVELOPMENT ENDEAVORS TO BUILD COLLABORATION BETWEEN ORGANIZATIONS THAT CONTRIBUTES TO THE HOLISTIC EXPERIENCES OF STUDENTS AT MORGAN STATE UNIVERSITY.



## What is a Student Organization?

A student organization is defined as a group of currently enrolled, undergraduate Morgan State University students who unite to promote a common interest. Morgan State University recognizes the vital contributions that student organizations make to enhance the quality of campus life; however, recognition as a campus organization is not to be interpreted as an endorsement from the University.

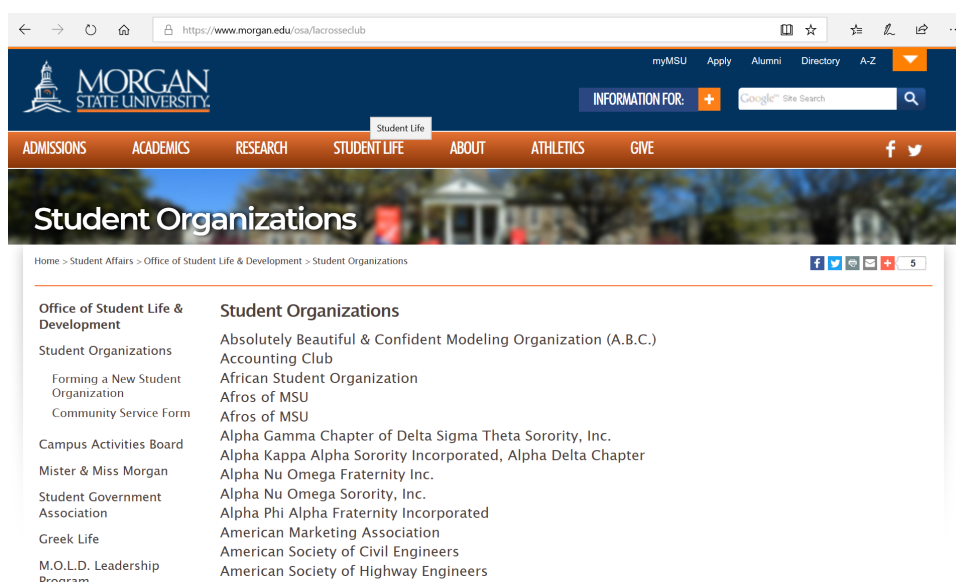
Student organizations shall abide by all applicable procedures of state and federal laws and local ordinances, as well as, all Morgan State University policies, guidelines, rules, and regulations, including but not limited to the Morgan State University Student Code of Conduct. If it is alleged that a registered student organization or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions as deemed necessary.

All student organizations are expected to sponsor programs and complete at least 50 hours of community service per academic year to remain active under the Office of Student Life & Development.

## Registration Process for Recognized Student Organizations

Student organizations are required to register annually with the Office of Student Life & Development in July of each year. Student organizations must register online at [www.morgan.edu/studentlife](http://www.morgan.edu/studentlife). Any existing student organization that does not register by the communicated deadline will lose any dates/events approved by the University Events Office and will be cited as inactive until the registration process is complete.

Completion of the registration form by a representative of each organization will be utilized to verify that the organization is active. Any information (i.e., valid Morgan e-mail address, phone number, etc.) on the registration form not fully completed will delay the registration process. Once your registration is approved, it will appear under the Student Organization's tab on the Student Life & Development webpage at [www.morgan.edu/studentlife](http://www.morgan.edu/studentlife)



## **Student Organization's Summit**

All student organizations must attend the Student Organization's Summit to be an active organization within the Office of Student Life & Development at Morgan State University for the current academic year.

Two (2) representatives and one (1) advisor from each organization are required to be present for the entire duration of the Summit. Student organization representatives can only represent one (1) organization on the day of the Summit.

The Student Organization's Summit is a mandatory conference that convenes each September in which leaders representing all student organizations gather together for the purposes of:

1. being educated on student organization Morgan State University policies, the University Student Center and Office of Student Life & Development policies, procedures and guidelines;
2. equipping student organizations with the tools they need to be successful on campus such as leadership development, parliamentary procedures, campus marketing, fundraising, and event planning;
3. providing advisors with training to become more effective in the guidance of student organizations and;
4. promoting effective networking with University administrators.

Two (2) representatives and one (1) advisor from each organization are required to be present for the entire duration of the Summit. Student organization representatives can only represent one (1) organization on the day of the Summit.

Failure to comply with attendance requirements will result in the student organization being inactive for the entire academic school year and all previously scheduled programs being canceled. Once student organizations register on the Office of Student Life & Development webpage, they will receive a notification to sign-up for the Student Organization Summit.

## **Forming a New Student Organization**

Students that endeavor to start their own student organization in order to serve a unrepresented need supporting the student body can do so in the Office of Student Life & Development. However, there are several questions to consider before embarking on this process:

1. Does the proposed organization address a need that is fulfilled already by another student organization? If so, please consider joining the existing organization rather than starting a new one.
2. Does the proposed organization have durability, i.e. is there a reasonable potential that the organization can attract new members on an annual basis so that it can remain viable after the initial members graduate from the University? If not, you may want to find ways to pursue your interests that do not involve creating a new organization.

3. Is the membership willing to actively participate in the Morgan student organization community and develop programs and events that foster relationships with the entire Morgan campus and the surrounding community?
4. Applications for a new student organization are only accepted in the months of November and March.

Student groups desiring to be officially recognized as a student organization at Morgan State University must complete the application process by submitting the following to the Office of Student Life & Development located in the University Student Center Suite 303. Specifically the components required are: :

1. New Student Organization Application
2. purpose to include the benefits to the University
3. a complete list of Executive Board Members (must include student Identification numbers)
4. Names of at least 12 current students interested in the proposed organization (must include student Identification numbers)
5. membership requirements;
6. a signed statement of advisement from a full-time University administrator, staff or faculty member on University letterhead consenting to serve as an advisor. The advisor statement must include that individual's email address and telephone number;
7. Constitution and By-Laws;
8. written consent from the national organization, if applicable;
9. Types of activities planned;
10. dues statement, if applicable

The proposed organization's purpose, programming, and constitution must not be in conflict with the policies, rules, and regulations of the University.

Once the application components are received, they are reviewed by the Coordinator for Student Life & Development and then forwarded to the Vice President for Student Affairs for final approval.

The Vice President for Student Affairs may elect to approve an organization on a trial basis, stipulating that one-year must elapse from the date of approval before a final decision for recognition will be rendered.

Notification of approval or non-approval will be communicated in writing within 30-60 days of submission. Organizations approved in the fall must attend a Student Organization Summit 2.0 in February. Organizations approved in March must attend the annual Student Organization Summit in September. Failure to attend the aforementioned events will result in the termination of the new organization.

Upon final approval, the proposed organization must comply annually with the existing rules for all registered organizations. The University shall exercise sole and complete discretion regarding approval of a proposed student organization.

Newly approved student organizations must participate in the Student Organization Fun Fair, in addition to the Student Organization Summit, and have an information meeting within the first two months of each academic school-year to remain active. New student organizations that are not active after approval will be deemed inactive by the Coordinator of Student Life & Development for the remaining of the academic school year for failure to comply.

All new student organizations have a 60-day probation period from the date of approval and must show how they are contributing to the campus culture and community through programs and activities.

### **Academic Standards for Student Organization Leaders**

The students in the following positions are required to possess a minimum cumulative grade point average (GPA of 2.7: President, Vice-President, Secretary, and Treasurer. Other Executive Board members indicated on the organization's roster will be held to the same 2.7 grade point average standard. All members of a student organization are expected to have a minimum 2.0 GPA to remain active under the Office of Student Life & Development.

A roster of all members must be submitted to the Office of Student Life & Development each academic year during the Fall and the Spring during the second week of January before the start of the Spring Semester.

Once your organization has registered with the Office of Student Life & Development, the GPA of each officer and member will be verified prior to your organization completing the registration process. If the listed officers do not possess the required minimum GPA, the organization will be deemed inactive for the entire fall semester. Those organizations deemed inactive during the fall semester may re-submit their registration for the spring semester if they have officers who possess the required GPA.

### **Student Organization Fun Fair**

The Student Organization Fun Fair, sponsored by the Office of Student Life & Development is held annually during the fall semester. Its purpose is to provide registered student clubs and organizations with the opportunity to recruit new members. Each group is given table space to display the organization's purpose, achievements, and activities (through fliers, news articles, pamphlets, and paraphernalia).

## Student Organization's Meeting

The Office of Student Life & Development conducts meetings with student organizations for the purpose of disseminating University policies, procedures, as well as promoting events, programs, and community service activities. The meetings also serve as an excellent networking opportunity for student leaders, to share ideas, and to gather critical and timely information as it relates to campus life.

Attendance at the meetings is mandatory, requiring each organization to have one representative and one alternate present. There is a compiled attendance list and any organization that misses three (3) meetings or more will forfeit all calendar dates/room reservations, etc. for the current semester and possibly the academic year.

## Student Organization's Discounts

Registered student organizations are permitted to the following discounts:

- ⇒ a 25% discount in the MX Copy Center on all advertisement printing/copying for authorized events and activities;
- ⇒ wholesale purchases from the Sweet Shoppe cost for any authorized events taking place in the University Student Center. Items purchased can be served or resold as a fundraiser;
- ⇒ sponsor free play hours in the Recreation Center by paying a service charge of \$60.00/hour.

## Travel & Conferences

As the Office of Student Life & Development strives to encourage a holistic student life experience, we want to ensure safety is at the root of all activities. If traveling off-campus for a conference, tournament, seminar etc. on behalf of the University through your student organization, a Travel Authorization Waiver (Provided by the Office of Student Life & Development) must be submitted at least one week prior to the anticipated travel.

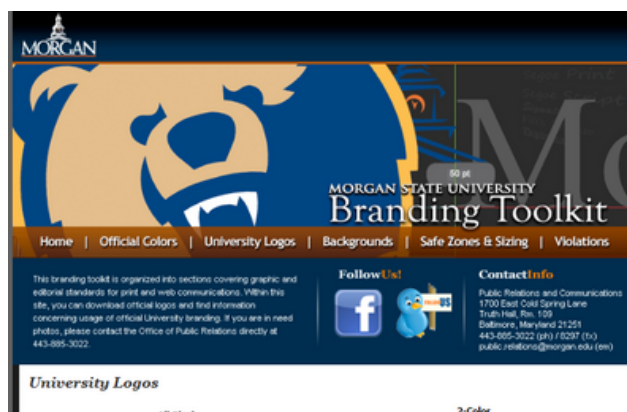




## Morgan State University Name and Logo Policy

The manual can be found at: [http://www.morgan.edu/Graphical\\_Identity/index.asp](http://www.morgan.edu/Graphical_Identity/index.asp)

Use of the Morgan State University name, that is, the use of the University's name in the title of any program sponsored by a student organization is prohibited. Advertising should not imply University endorsement. "It is the policy of Morgan State University to protect the name, designs, and colors of the University, including without limitation, the trademarks, service marks, designs, team names, nicknames, abbreviations, slogans, logographics, mascots, seals and other symbols which have or will come to be associated with the University (hereinafter collectively referred to as "Indicia") from unauthorized uses and to permit the use of the same under circumstances benefiting the University and its educational mission." The intent of this policy is to ensure that the University retains the benefit and control of its and that no use is made of them without the express approval and consent of the University, including any future or current uses. All use of the University's name and trademark are subject to prior written approval and must conform with the Morgan State University Graphic Identity Manual.



## Raffles

Any student organization desiring to conduct a raffle must first obtain a gaming permit from the Police Commission of Baltimore City. Organizations requesting a permit for the first time, must allow thirty days for approval. A gaming permit application can be acquired from the Office of Student Life & Development.

## Bake Sales

Goods baked/cooked by Morgan students, faculty or staff are not permitted to be sold on-campus. Only pre-packaged goods (M&Ms, candy bars, lollipops, etc.) are on-campus.

## Student Organization Community Service

All active student organizations are required to do at least 50 hours of community service during the academic school year. Organizations who exceed the provided 50 hours requirement will be eligible for an award at the Annual Student Organization Stars Banquet held each Spring.

## **Student Organization Advisors**

### **Who can advise a student organization?**

Each student organization is required to have an advisor who is a full-time administrator or faculty member of Morgan State University. Advisors should be an individual who are willing to actively serve and contribute to the positive growth of a student organization. Advisors (on-campus and off-campus) for fraternities, sororities, and social fellowships must have graduated from college at least five (5) years prior to serving in an advisor role.

### **Why should I advise a student organization?**

Advising a student or student organization provides you with an opportunity to help facilitate the growth and development of student leaders. It's a fun way to get to know students outside of the classroom or office. Advisors will be able to see the students they work with become successful in their organization's work and see knowledge acquired within the classroom used in their everyday lives. Please understand that being an advisor places you in a role that is "on-call." Therefore, time management is needed when serving in this capacity.

### **Advisor Responsibilities and Expectations**

- ⇒ overseeing the overall conduct and comportment of the student organization by attending and supervising all sponsored events;
- ⇒ attending all scheduled meetings and those activities sponsored by his/her respective organization. Failure to do so may result in the meeting or activity being canceled;
- ⇒ serving as a role model that students in the organization can learn from and emulate;
- ⇒ be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws; and should be prepared to assist with the interpretation of the document;
- ⇒ coordinate and ensure that all persons leave the contracted facility at the conclusion of all meetings, events etc. held in the University Student Center and campus-wide;
- ⇒ ensure an orderly transition of officers at the end of his/her term;
- ⇒ become knowledgeable of University policies and procedures that impact student organizations and its members;
- ⇒ negotiate contractual agreements entered into by the student organization;
- ⇒ providing assistance in the areas of budget development, major expenditures, and financial record keeping;
- ⇒ providing positive direction and confront behavior by members, which is deemed to be detrimental to the individual and/or other members of the organization;
- ⇒ encourage the development of effective communication and interpersonal skills;

## Standard of Behavior for Advisors

- ⇒ Advisors are not members of the undergraduate organizations; therefore, they are not to act on the behalf of the members at mandatory meetings, conferences, events, fundraisers etc. Exceptions will be made if requested advance notice is provided.
- ⇒ At no time should advisors hold fundraisers in the name of the organization without receiving prior approval by the student organization as per the meeting minutes. Minutes will be reviewed at will if suspicious activity occurs.
- ⇒ Fundraisers held at facilities with alcohol are strictly prohibited. Advisors found violating this policy will lose privileges as an advisor.
- ⇒ While partnerships are encouraged, at no time shall a student organization use the University's name when securing outside vendors. Each organization shall use the organization's non-profit status (if applicable).
- ⇒ Student Organization's traveling off campus or out of state on behalf of the student organization must inform the Office of Student Life & Development prior to traveling. This will protect the students, advisors and chaperones in the event that something occurs. They must submit a Travel Authorization Waiver, which the organization will receive upon informing the Office of Student Life & Development personnel.
- ⇒ Fraternization with members of the student organization is strongly discouraged.
- ⇒ Advisors are held to the same standards as the members of student organizations and must adhere to all guidelines set forth in the Student Organization Handbook.
- ⇒ Advisors must ensure that organizations hold elections prior to the last day of classes in the Spring semester. Organizations that have national mandates will have to submit the information to the Office of Student Life & Development.
- ⇒ Assist with the tracking and management of funds for the student organization along with the treasurer.
- ⇒ The Advisor must facilitate the transition of the account holders when officers are no longer serving in their positions.



## University Events Office

The University Events Office is responsible for the logistics for all events that take place on the campus of Morgan State University.

From scheduling information to catering, staffing, and liability insurance, the University Events Office staff is available to assist with all of your event needs.

### Staff

Deborah Grady, Coordinator  
Dawn Scruggs, Assistant Coordinator  
Eric Richardson, Assistant Coordinator

University Student Center  
Suite 303  
443-885-4143

## **I. Event Reservations**

- a. The University Events Office only recognizes Student Organizations that are officially registered with the Office of Student Life & Development.
- b. Student Organizations must submit a web request via the Virtual EMS Online Scheduling System, which can be found at <http://msusc310.morgan.edu/virtualems/login.aspx>
  - i. A web request is defined as a submission of a desired reservation using Virtual EMS (VEMS).
  - ii. A web user is defined as an individual that is assigned to a group that can create and view reservations in VEMS.
  - iii. Student Organizations can submit web requests in advance up to 1 year.
  - iv. Student Organizations are only allowed to submit web requests for General Body or Executive Board meetings during the first week of the fall semester. No events can take place during the first week of the fall semester; however, events are allowed during the first week of the spring semester.
  - v. During the summer, student organizations can submit web requests for Executive Board meetings to be held in rooms 204 and 208 only.
  - vi. The University Events Office reserves the right to cancel any room reservation if the aforementioned policies are abused.
- c. The requesting student organization must thoroughly complete all required fields including the Event Description. All details, equipment needs and any other pertinent information regarding the event must be included. The University Events Office is NOT responsible for information omitted from the web request that may delay the approval of the event.
- d. The University Events Office staff will review all web requests in the order in which they are received.
- e. Once the web request is reviewed by the University Events Office staff, pending no further details, an approval authorization will be sent to the organization's advisor. The advisor has 3 business days to respond with an event approval; otherwise the web request will be subject to cancellation. A web request is only officially approved and subsequently booked once an event confirmation is sent to the student organization.
- f. If the University Events Office staff indicates that there are charges or additional documentation required, the requesting student organization must make arrangements to fulfill the request prior to the event receiving final approval. Once approved, the event will be automatically added to the EMS Virtual Event Calendar.
- g. If the requested event is NOT approved, the University Events Office staff will send supporting documentation via email to the requesting student organization.



- h. In the event that a student organization is requesting the use of a facility outside of the University Student Center (i.e. residence hall, athletic field, recreational, academic space), a Use of Facility Authorization request will be sent to the manager of that facility. The University Events Office will never guarantee that a facility manager will approve any request. This process usually takes a longer time to receive an approval.
- i. Advertisements and/or promotions are not permitted until the University Events Office has received approval for the proposed event.
- j. Fronting by a student organization (reserving campus space for another student organization, department or for any off-campus entity) is prohibited and is subject to sanctions.
- k. Reservations are non-transferable; one student organization cannot transfer a reservation to another student organization. Violation of this policy may result in the cancellation of future reservation privileges.
- l. Organizations using University facilities and/or equipment for events are responsible for any damage to the facility and its equipment that may occur during the event.
  - i. The University Events Office reserves the right to cancel any future reservations if proper payment is not made for any damages incurred during an event.
- m. Student Organizations are permitted to have events Sunday, 12 pm – 10:30 pm, Monday – Thursday between the hours of 9 am – 10:30 pm; Friday and Saturday, 9 am – 12:30 am. Events scheduled outside of this time frame must be approved by the Director of the University Student Center and Student Life & Development and/or the Vice President for Student Affairs.
- n. All student organization events will end on the last day of class during the fall and spring semesters.
- o. No events will be permitted to take place on University grounds without a confirmation from the University Events Office.
- p. All events are subject to observation by the University Events Office and or any member of the University Student Center staff.

## **II. Major Events**

- a. A major event is classified as a party, concert, performance showcase, fashion show, or any event with a projected 300+ attendees. The University Events Office reserves the right to classify other events as a major event.
  - i. Requests for major events must be submitted to the University Events Office no less than thirty (30) days in advance.
  - ii. A minimum of one (1) planning meeting prior to the event will take place to discuss the on-site operations for the event. Representatives from the University Events Office, University Police, and Public Safety, the Event Coordinator, Office of Student Life & Development, the student organization president and advisor must be in attendance.

- iii. Major events will not be permitted to begin until the advisor(s) is present.
- iv. Upon arrival to an event, the advisor(s) must check in with the University Events Office staff person on duty. Advisors are required to be present for the duration of the event.
- v. All performers must check in with the University Events Office staff immediately upon arrival and submit to a security check conducted by the University Police prior to entering the venue or setting up for the event.
- vi. A performer is defined as a professional or non-professional entertainer such as a DJ, singer, dancer, comedian, or the like. A comprehensive list is available in the University Events Office.
- vii. The University Police and Public Safety Department reserves the right to cancel any event that is deemed to be a risk to public safety.

### **III. Event Cancellations**

- a. All cancellation requests with no catering services must be submitted in writing no less than 1 business day prior to the event by the end of the office hours. Food service requests must be submitted no less than 3 business days prior to the event.
  - i. Cancellations for student organizations must come from the event requestor or campus advisor.
- b. Any student organization canceling an event less than 72 hours in advance will be responsible for the following.
  - i. loss of deposit (if applicable)
  - ii. any charges for outsourced equipment
- c. Any student organization that fails to cancel a reserved date and does not use that date are subject to the following:
  - i. 1st offense – A written warning
  - ii. 2nd offense – 2nd written warning
  - iii. 3rd offense – Suspension of reservation privileges for the remainder of the current semester and the cancellation of all events within that semester
- d. In the event that the University is closed due to an emergency, natural disaster or inclement weather, all events scheduled will be rescheduled based upon availability.

### **IV. Insurance**

- a. In accordance with the policies and procedures of Morgan State University, all affiliated and non-affiliated university events must be adequately insured. Morgan State University does not provide nor pay for liability insurance for events. The liability insurance coverage document must include the following: Rating, Additionally Insured, Occurrence Coverage, Policy Limits, and Terms.
  - i. The insurance companies providing coverage must be of an acceptable financial rating as determined by Morgan State University.

- ii. Exceptions may be made, however; Morgan State University retains the right to require the A-rating. Unrated companies will not be accepted.
  - iii. The policy limits are the following: \$2,000,000 in the Aggregate and \$1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.
  - iv. Morgan State University, which includes its current & former trustees, officers, directors, employees, volunteer workers, and agents, must be named as additional insured for liability coverage.
  - v. All questions and concerns regarding liability coverage should be directed to the University Events Office. The University Events Office can provide a full scope of what is needed for the liability insurance coverage to be accepted.
- b. The University Events Office reserves the right to cancel an event if liability coverage is not received within 3 business days of the event.

## **V. Catering**

- a. Student organizations are required to use Morgan State University's contracted food service provider, Thompson Hospitality.
- b. Morgan State University's contracted food service provider will only provide services for events that have been authorized by the University Events Office and have been issued an official reservation number.
- c. Student organizations must submit their food service requests to the University Events Office no less than 7 business days prior to their event.
- d. The University Events Office reserves the right to refuse any food service requests that have been submitted less than 7 business days prior to the event.
- e. Full payment for food services must be submitted to the University Student Center Box Office no less than 3 business days prior to the event.
- f. The University Events Office reserves the right to cancel any food service request that has not been paid in full within 3 business days of the event.
- g. Any menu changes must be submitted in writing to Thompson Hospitality for approval. Changes made within 3 business days of the event may not be honored.
- h. All cancellation requests must be submitted in writing no less than 3 business days in advance and must come from the organization's president or campus advisor.
  - i. Student organizations are prohibited from bringing any outside food/beverage into their event.

## **VI. Payment**

- a. All events must be paid in full no less than 3 business days prior to the date of the event.
- b. The University Events Office reserves the right to cancel any event that has not been paid in full within 3 business days of the event.
- c. The following are acceptable methods of payment:
  - i. Cash
  - ii. Cashier's Check
  - iii. Business/Corporate Checks
  - iv. Money Order
  - v. Credit Card
  - vi. Purchase Orders
  - vii. Approved Morgan State University Foundation Fund Requests
- d. Any student organization with an outstanding balance will lose all reservation privileges. Furthermore, all existing reservation requests are subject to cancellation.

## **VII. Security**

- a. All student organization events are subject to security measures as dictated by the Chief of University Police or his designee.
- b. All overtime costs will be charged back to the student organization that is requesting the event.
  - i. Overtime costs are defined as additional amounts compensated to employees for work performed in excess of a standard work-week.
  - ii. Overtime cost will vary depending on the employee's classification and specific type of job assignment.
  - iii. The University Events Office will ensure that all overtime costs associated with a reservation are communicated once an event is confirmed.
- c. University Police are scheduled for one hour prior to an event start time or the required reporting time as dictated by the client and or the Chief of University Police or his designee. University Police report to headquarters for a briefing and then report to the event site.
- d. University Police are scheduled for one hour after an event's scheduled end time in order to secure the facility and the surrounding area. Any additional time required to secure an event will be charged to the requesting student organization.

## **IX. Storage**

- a. The University Student Center does not have the space available to store materials and/or equipment for organizations utilizing reserved space for their event.
  - i. Any materials and/or equipment used must be removed at the conclusion of the event or the student organization will be subject to a non-refundable \$100 removal fee.
- b. The University Student Center is not liable for any pilferage or property damage that occurs as a result of materials and/or equipment that is left before or after an event.
- c. The University Student Center cannot receive shipments or delivery of materials for storage arrangements. Items shipped or delivered will be refused and returned to sender.

## **Tickets**

The University Student Center offers a variety of ticket services. Student organizations are required to use one of the services listed below for all events in which there is an admission charge. The University Student Center management reserves the right to require student organizations to use one of the services for an event.

### **1) Ticket Option 1 (printing only)**

- a) The University Student Center Box Office provides counterfeit proof tickets for authorized events at a rate of \$.10 per ticket.
- i) Tickets can be sold independently by the student organization.
- ii) The University Student Center Box Office will not be used for sales.
- b) This option requires that all event charges must be paid in full 72 hour prior to the event.

### **2) Ticket Option 2 (Ticketmaster)**

- a) The University Student Center Box Office provides official Ticketmaster ticket services for authorized student organization events at a rate of \$75.00 per event.
- i) Tickets can be purchased online at [www.ticketmaster.com](http://www.ticketmaster.com).
- (l) Additional services charges apply.
- ii) Tickets can be purchased at any Ticketmaster outlet
- (l) Additional services charges apply
- b) Tickets will be sold from the University Student Center Box Office by University Student Center staff.
- i) All monies collected will be applied to the charges indicated by the University Events Office
- (l) Student organizations will not be required to provide full payment for the event 72 hours prior to the event.
- ii) All monies collected in excess of the event charges will be refunded in cash to the Student organization in the form of a check within thirty (30) business days after the last day of the event.

## **Advertisements/ Flyers**

All flyers and advertisements on the campus of Morgan State University must be approved by the University Events Office. Any flyer or advertisement placed in the University Student Center without the approval of the University Events Office will be removed and possibly destroyed without notice.

Student organizations interested in placing flyers/advertisements at the University Student Center Information Desk must submit flyers to the Main Office for approval. The University Events Office staff will place all approved flyers throughout the University Student Center. The University Events Office staff will not post flyers immediately. To ensure that events receive adequate visibility time it is recommended that flyers/advertisements be submitted no less than seven (7) business days prior to the event.



The University Events Office reserves the right to refuse to approve any flyers/advertisements that have not been scheduled properly with the University Events Office that contain offensive or distasteful graphics or text, that promote events or activities not being held on the campus of or sponsored by Morgan State University. Flyers for activities held off campus will be placed based upon space availability.

Student organizations interested in posting flyers/advertisements in academic facilities are subject to the posting policies set forth by the academic department responsible for that facility.

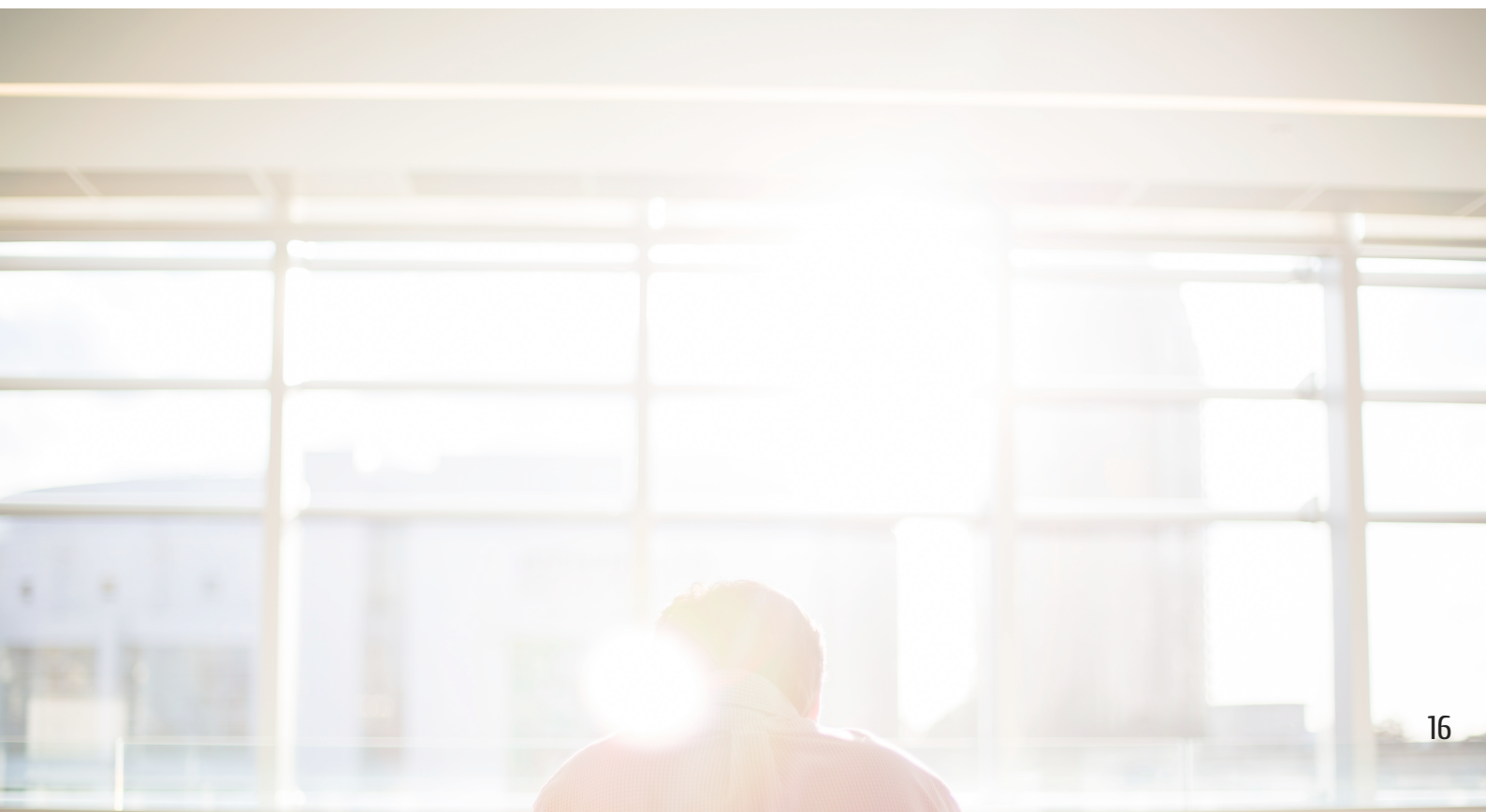
- a) Student organizations interested in posting flyers/advertisements in Residence Halls must get the approval of the Resident Director of that facility and are subject to guidelines set forth by the Office of Residence Life.
- b) Student organizations interested in posting flyers/advertisements in the Dining Hall must get the approval of the Food Service Department.
- c) Under no circumstances are flyers/advertisements are to be posted on any glass or plexi-glass surfaces, walls, floors, ceilings, columns, light fixtures or doors on the Welcome Bridge (adjacent to McKeldin Center), the Communications Bridge (between Banneker and the Communications Building) or the Legacy Bridge. Additionally, chalking is not permitted at all.

### **Outdoor Activities**

Outdoor activities are limited to the University Hour and Weekends with the exception of Homecoming activities and I Love Morgan Day. All outdoor activities/events must be approved by the University Events Office. The University Events Office reserves the right to deny any outdoor activity.

### **University Parking Garage**

The University Parking Garage hours of operation are Monday through Friday 7:30 a.m. -11:30 p.m. The Parking Garage can be made available for authorized events. Requests for extended Parking Garage services must be submitted in writing to the University Events Office.



## Policy on Hazing for Student Organizations

Hazing is a violation of State of Maryland law, Article 27, 5268. As such, it is punishable by fine and/or imprisonment consistent with the provisions of the statute.

At Morgan State University, it is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide a positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in University life, either on or off campus.

The Division of Student Affairs of Morgan State University defines hazing as:

"Any activity undertaken or situation created by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subjected to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, cause undue mental or physical fatigue or distress, or to cause mutilation, laceration, or bodily injury."

The following are forms of hazing:

1. Paddling
2. Requiring or forcing exercises and calisthenics.
3. Road trips (involuntary excursions)
4. Requiring or forcing exposure to uncomfortable elements
5. Requiring or forcing activities, which impair academic efforts.
6. Verbal or physical harassment
7. Requiring or forcing the wearing of apparel which is not in good taste.
8. Requiring or forcing nudity
9. Requiring or forcing consumption of any liquid or solid substance
10. Any activity which would degrade or otherwise compromise the dignity and free will of the individual
11. Any activity that would reflect poorly in the fraternity /sorority system individual from performing activities
12. Any action that would place the individual in immediate danger.
13. Any activity involving mental abuse
14. Any illegal activities
15. Any action, which prevents the necessary to maintain normal bodily functions
16. Any activity contrary to an individual's genuine morals
17. Any deception designed to convince the individual that he/she will not be initiated
18. Throwing harmful substances (oil, syrup, flour, etc.)
19. Any type of personal servitude which may be demeaning
20. Forcing aspiring members to do any physical work without help from the brotherhood or sisterhood
21. Any kind of mental or physical disciplinary action against an aspiring member

