



Student Organization Handbook

2011-2012

Congratulations on your decision to get involved with Towson University's clubs and organizations! Joining is a great way to get connected on campus, make lasting friendships and get a head start acquiring the skills that you'll need after you finish school.

In this handbook, you will find the information, policies and procedures that you'll need to know to move projects forward within your group. The booklet covers areas from events and programming to financial and budgeting information. We encourage you to familiarize yourself with the information. Organizations benefit tremendously when contributors are informed and understand policy.

Please do not hesitate to visit the Office of Student Activities in the University Union 217. Staff members are happy to guide you and answer your questions as you navigate through the policies and procedures that will help make your organization a success.

Table of Contents

RESOURCES

Important Phone Numbers	3
People to Know	4
Office of Student Activities	5
Student Government Association	5
Types of Organizations	5
Student Organization Basics	5
Classification of Organizations	6
Benefits of Registration	7
Registration Requirements	8
Expectations for Student Organizations	9
Advisor Checklist	9
Support Programs	10
Involved@TU	10
Student Group Summit	10
Listservs	10
Involvement Fairs	10
Student Organization Workshops	11
Executive Board Roundtables	11
Resource Areas	11
Involved@TU Quick Facts	11
Web site	12

EVENTS AND PROGRAMMING

Programming Checklist	12
Available Facilities and Reservation Contacts	13
Food	13
Technical Services	14
Fleet Services	15
Driver Clearance	15
Procedures for Events with Alcohol	16
Financial Information	18
Prove IT!	18

Accessing Funds for Your Group	19
SGA Budgeted Groups.....	20
Student Organizations without University Accounts	20
Fundraising.....	20

GENERAL POLICIES

Hazing Policy.....	20
Chalking Policy.....	21
Posting Policy.....	22
Housing and Residence Life Posting Policies and Procedures.....	22
Decorations Policy.....	23
Table Reservation Policy.....	24
Policy on Buses to Campus for Student Organizations.....	24
Travel Policy.....	25
Excerpts from the Code of Conduct	25
Academic Criteria for Student Leaders	26
Mandatory Community Service Requirement.....	26
Financial Operations for Student Organizations.....	26

ANSWERS AT A GLANCE

How to Post on the Daily Digest.....	27
How to Publicize Your Events/Announcements	27
How to Complete Your Mandatory Community Service Hours	28
How to Request a Permit from Baltimore County.....	29
How to Request a Towson E-mail Address or Listserv	29
How to Request a Towson University Vehicle.....	30
How to Get Driver Clearance	31
How to Show a Movie on Campus	32
Important Dates for the Semester	34

Resources

IMPORTANT PHONE NUMBERS

If you are calling from an on-campus phone simply dial “4” and the last four digits of the number.

Art Services	410-704-2276
Printing Services	410-704-3254
Event and Conference Services (ECS)	410-704-2600
Housing and Residence Life (HRL).....	410-704-2516
Office of Student Activities (OSA)	410-704-3307
Student Government Association (SGA).....	410-704-2711
Technical Services	410-704-2315
Ticket Office	410-704-2244
The Towerlight.....	410-704-2288
University Fleet Services.....	410-704-2493
University Union Information Desk	410-704-4636

People to Know

PROFESSIONAL STAFF

John Adams

Assistant Director, Union Operations UU 200D 410-704-3524

Krystle Ongaco

Event Manager, ECS..... UU 212 410-704-2469

Pat Szymezak

SGA Accounting Associate UU 226 410-704-2711

John Fahres

Manager, Technical Services UU 212 410-704-5731

Joanne Forrester

Manager, Ticket Office UU TO 410-704-2244

Vicki Gosnell

Executive Administrative Assistant, Campus Life UU 232 410-704-2232

Teri Hall

Associate Vice President, Campus Life UU 232 410-704-2332

Brooke Jacobs

Assistant Facility Preservationist..... UU 119 410-704-2246

Mary Leeper

Administrative Assistant, SGA..... UU 226 410-704-2711

Chris Rindosh

Coordinator, Student Organizations UU 226 410-704-4317

Deb Moriarty

Vice President, Student Affairs..... AD 107 410-704-2055

OFFICE OF STUDENT ACTIVITIES (OSA)

The Office of Student Activities, a part of the Division of Student Affairs, is organized to meet the needs of students, their organizations and the university. OSA is home to the Student Government Association, Student Organizations, Leadership Programs, Community Service Programs, Fraternity and Sorority Life and the Campus Activities Board. The office is open from 8:30 a.m. to 6 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m. on Friday, throughout the academic year.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is dedicated to improving students' academic, social and cultural environments. Each student contributes indirectly to these aims by payment of the student activity fee, a percentage of which goes to the SGA. Students participate directly by taking advantage of the services offered and by getting involved in the SGA itself.

Upon enrolling in Towson University, all undergraduate students become members of the SGA. This is the primary organization that represents all undergraduate students in planning, organizing and directing student organizations and programs on campus. The SGA works jointly with the TU faculty and administration in areas of university governance.

SGA executive positions include president, vice president, treasurer, attorney general and chief of staff. The rest of the SGA is composed of senators, directors, representatives and justices. Positions are often available to serve on a variety of university committees.

TYPES OF ORGANIZATIONS

- Academic and professional (association or department/college-affiliated)
- Arts (music, dance, theater, film, visual)
- Cultural
- Fraternity and sorority life
- Honor and recognition
- Media and publications
- Political
- Residence hall
- Religious/spiritual
- Service
- Special interest
- Sports clubs

STUDENT ORGANIZATION BASICS

Towson University student organizations have numerous resources available to them when they register with the university. Registering through the university is an online process through the Involved@TU system. The Office of Student Activities (OSA) is designated by the university as a resource for student organizations and manages Involved@TU.

This information packet explains the three categories of registered organizations, requirements for registration and the benefits of each type of organization classification.

Organization Membership and Classifications

Active membership of all student organizations shall be chosen without discrimination on the basis of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation or gender. An exception may be made for gender qualifications that are directly relevant to the organizational purpose and when alternative opportunities either exist or are allowed to exist on campus.

Students must have at least a 2.0 GPA and be a fee paying undergraduate student to be an active member of a student organization.

Active membership of a student organization includes the right to vote and hold office.

All organizations are responsible for adhering to federal, state and local laws, and TU policies and procedures.

Prospective Organization: This type of organization is newly formed and is in the process of becoming SGA-affiliated, which includes meeting membership requirements and acquiring an advisor. The organization has met with the Coordinator of Student Organizations and is registered on Involved@TU. To aid these organizations in recruitment, OSA and SGA will provide up to \$50 for printed materials, advertising opportunities and a limited number of room reservations for interest meetings. Prospective organizations only have one academic term to achieve SGA affiliation before being removed from Involved@TU.

SGA Affiliated: This type of organization is registered on Involved@TU and is considered SGA-affiliated. Membership must include **at least eight students**. Only fee-paying undergraduate students may hold office, and an advisor is required. These organizations have had their constitutions passed by the SGA. Amendments to an organization's constitution must be approved by the SGA senate, and organizations must be democratically structured. Although SGA affiliated groups do not receive a budget, these Groups, who have functioned for at least one semester and attend the Treasurer's Workshop, are eligible for a single supplemental during the semester after they are formed. Private, federally insured bank accounts may be maintained in the organization's name, but state employees may not be signatories. SGA-affiliated organizations are responsible for adhering to federal, state and local laws, as well as all TU policies and procedures.

SGA Budgeted: This type of organization is registered on Involved@TU and is considered SGA affiliated. A membership of **at least 15 students** is required. Only full-time, fee-paying undergraduate students may hold office, and an advisor is required. These organizations have had their constitutions passed by the SGA. Amendments to the constitution must be approved by the SGA senate, and the organization must be democratically structured.

Organizations are eligible to apply for funds two terms after their approval by the SGA. Budgets are voted on at the end of each term for funds to be spent for the upcoming term. Budgeted organizations must follow SGA financial policies. If all of the annual requirements are not fulfilled by the time of the budget hearings, the budget will not go to the senate for a vote. All organizational funds must be deposited with the SGA Finance Office, and all budgeted funds must be used to benefit the TU community. SGA budgeted organizations have access to apply for two supplemental funds during each budgeted semester. SGA community service and fundraising requirements must be followed.

Benefits of Registration

There are many benefits to registering of your organization. The table below outlines these benefits based on classification type.

SGA Affiliated	SGA Budgeted
	Funding for the organization from SGA
	Copy services*
Advertising space in The Towerlight on SGA days	Advertising space in The Towerlight on SGA days
One Supplemental SGA budgets	Two Supplemental SGA budgets
Access to Prove IT!	Access to Prove IT!
Assigned an SGA liaison	Assigned an SGA liaison
Advertising space in SGA kiosks and campus electronic sign boards	Advertising space in SGA kiosks and campus electronic sign boards
Room reservations	Room reservations
Use of university name	Use of university name
Involved@TU student organization management system	Involved@TU student organization management system
Workshops and advisor trainings (when available)	Workshops and advisor trainings (when available)
Organizational e-mail aliases and Web accounts through OTS	Organizational e-mail aliases and Web accounts through OTS
Assistance of the OSA staff particularly, the coordinator for student organizations	Assistance of the OSA staff particularly, the coordinator for student organizations
Priority access to participating in OSA events (e.g.,TU Afterhours, Involvement Fairs)	Priority access to participating in OSA events (e.g.,TU Afterhours, Involvement Fairs)
Table reservations in the University Union	Table reservations in the University Union
Free publicity through various channels, including: <ul style="list-style-type: none"> • Recruiting publications • Access to organization mailboxes 	Free publicity through various channels, including: <ul style="list-style-type: none"> • Recruiting publications • Access to organization mailboxes

*Charges may apply

Registration Requirements

The organization must meet the following requirements to remain registered with the university. Failure to meet these obligations will result in the loss of the benefits that are afforded to registered student organizations in their respective classifications, including loss of access to financial accounts if applicable.

SGA Affiliated	SGA Budgeted
	Treasurers workshop*
	Fundraising requirements*
	Authorized signature card*
Community service requirement*	Community service requirement*
Registration/contact information on Involved@TU	Registration/contact information on Involved@
Attend student group summit*	Attend student group summit*
Complete ECS Handbook agreement (to receive room reservations)*	Complete ECS Handbook agreement (to receive room reservations)*
Constitution	Constitution
Liability waivers (when applicable)	Liability waivers (when applicable)
Advisor Re/commitment Form	Advisor Re/commitment Form
Rosters for use on the Involved@TU transcript	Rosters for use on the Involved@TU transcript

*Required one time per term Additional Information Regarding Requirements

- All contact information must be submitted electronically on the Involved@TU system. (Note: Officers' e-mail addresses and general organization e-mail account information will be accessible outside of the TU community.)
- Attendance in the Student Group Summit is mandatory each term. At least one executive member must attend; it is strongly recommended that the entire executive board attends.
- An Advisor Re/commitment Form must be turned in each year. It is highly recommended that each advisor attends training when offered.
- All rosters must be submitted electronically on Involved@TU.
- Students assuming leadership roles in an organization must maintain a minimum 2.00 cumulative GPA throughout their term of office (see Academic Criteria for Student Leaders in this handbook for more information). By assuming a leadership position, the OSA will have access to your academic record to verify your current academic status (including GPA). Please note that some organizations require higher GPA for leaders.

Failure to meet these obligations may result in loss of registered status, which means that privileges afforded to all registered groups are no longer applicable. Failure to attend the Student Group Summit

will result in organizations losing room reservations (current and future) until they meet with the Coordinator for Student Organizations.

Expectations for Student Organizations

- Complete the annual registration process on Involved@TU, participate in available training opportunities and make timely changes to information. This includes contact information and Events and Conference Services (ECS) event manager information.
- Follow and abide by all federal, state and local laws and regulations, as well as all procedures of Towson University, including those outlined in the Code of Conduct and this handbook.
- Remain in good standing with all aspects of Towson University (ECS, campus departments, etc.) and operate in a manner consistent with the mission of the university.
- Adhere to the organization's constitution and review the constitution every two or three years.
- Meet all fiscal obligations incurred by the organization and abide by the SGA codes when applicable.
- Ensure proper planning and execution of organization events and consult with staff for help with event policies and contract management.
- Ensure proper education and communication for officers in transition.
- Establish consistent communication with the organization advisor and keep him or her informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.

It is the responsibility of all student organization officers to familiarize themselves with Towson University policies, procedures and conduct code, and to share this information with the organization's members.

ADVISOR CHECKLIST

All organizations are required to have an advisor. Advisors play an important role within a student organization, helping to provide needed support to the organization and to facilitate communication between the organization and the university. It is highly recommended that advisors and executive board members work together to outline the expectations for both parties.

Advisors at Towson University should:

- Be informed of the purpose of the organization and assist in fulfilling its goals
- Discuss and clarify the role of the advisor with group members to avoid problems due to misunderstanding roles and responsibilities
- Be available to officers of the organization and assist in their ongoing training and development
- Encourage diversity among the organization's members
- Encourage co-sponsorship opportunities
- Ensure that all federal, state and local laws, as well as university and SGA policies, are upheld. Be particularly cognizant of student organization policies pertaining to membership requirements, fiscal responsibilities and event planning in order to assist the organization to uphold these policies.
- Attend meetings and events scheduled/sponsored by the organization
- Be reasonably available to members to advise and assist in organizational issues
- Encourage members to gain useful and valuable experiences from their participation in activities, though not at the expense of their academic responsibilities
- Encourage dialogue between the organization and university (specifically OSA)
- Be aware of the financial status of the student organization, assist the

organization in the preparation and oversight of its budget and help assure fiscal responsibility within the organization

- Mediate conflicts among members if they cannot be resolved within the organization
- Share insight but avoid “ownership” with organizational decisions; do not serve as a spokesperson, voting member or primary decision maker; advise, but do not supervise, organization officers in the decision-making process
- All advisors who become aware of an allegation of a violation of university policy, Student Code of Conduct, civil law or criminal law must report the allegation to the Office of Student Activities and/or the University Police (x4-2134).

SUPPORT PROGRAMS

To assist each organization, the OSA and SGA have several support programs and resources readily available.

Involved@TU (www.towson.edu/involvedtu)

Involved@TU is an evolving online communication tool and management package for student organizations. It enables student organizations to process many transactions online rather than on paper.

Involved@TU vastly improves communication between organization members, the SGA and the Office of Student Activities. Some features include: event calendars, document uploads, online discussion forums, e-mail lists, rosters, event tracking, polls and surveys, news and announcements and individual online student life transcripts. These features help organizations to be more effective and efficient.

For quick facts on how to log in to Involved@TU and a description of basic functions, please see page 11.

Student Group Summit

A mandatory student group meeting will be held at the beginning of each term, wherein policies and procedures impacting student organizations are reviewed and discussed. At least one executive member must attend; it is strongly recommended that the entire executive board attends.

Listservs

Listservs offer an online opportunity for student leaders and advisors to openly discuss leadership-related topics, seek advice, share expertise and promote events.

Leadership Listserv

Leadership Listserv is open to all student leaders on campus, regardless of group membership. To subscribe, log on to <http://lists.towson.edu>. Click the **Publicized Lists** button at the top of the page. Click on **Leadership Listserv** from the list of options. Click **OK**.

Volunteer Listserv

The volunteer Listserv provides a weekly email about upcoming volunteer opportunities!. It is a valuable resource for any group's community service representative. To subscribe, log on to <http://lists.towson.edu>. Click the **Publicized Lists** button at the top of the page. Click on **Volunteer Listserv** from the list of options. Click **OK**.

Student Involvement Fair

The Student Involvement Fair, happening once in the fall and once in the spring, is an enjoyable way to learn about the many student organizations on campus. Student organizations set up display tables

and actively recruit new members. It is a great way to promote your organization or find out what other organizations are about.

Student Organization Workshops

Throughout the year, the Student Groups Committee and the Coordinator of Student Organizations may offer workshops for members of student organizations that are targeted to their needs. Officers of these organizations are able to request a representative of the SGA to visit their board meetings or general meetings and educate members on topics such as fundraising and community service. Other workshop topics include retention, recruitment, transitioning, technology, communication and more. Suggestions for future topics are always welcome and can be e-mailed to Chris Rindosh, coordinator of student organizations, at crindosh@towson.edu. All workshops include fun and prizes.

Executive Board Roundtables

Join other student organizations on campus to voice your opinions and concerns about the status of Towson University, the resources available to student organizations and other topics presented by the SGA director of student groups. This is an excellent opportunity to network with members from other organizations on campus, meet a diverse group of friends and share the experiences you have in common.

RESOURCE AREAS

Two (2) resource areas exist within the University Union and are dedicated to student organizations.

The Conowingo Lounge opened in the spring of 2009. It is located at the rear of the Susquehanna Terrace. The space is equipped with 10 computers, two printers and plenty of workspace. Locker space is available for organizations to use during the school year. Applications for locker space can be obtained in the Director of Student Groups, in the SGA office. This brand-new space is equipped with the supplies to help each student organization succeed on campus.

The second resource area is located in UU 226. All of the necessary student organization paperwork is located inside, to the right of the office entrance. There is an extensive library of leadership books and training activities, as well as community service ideas and many handouts on leadership-related topics. Computers, along with a printer and a fax machine, are also available for organizations to create fliers, prepare meeting agendas and do organizational work.

INVOLVED@TU QUICK FACTS

Logging in

- Visit www.towson.edu/involvedtu
- Enter your Towson username and password
- Click “login”
- Your name will appear in the top right-hand corner of the screen
- You may now view news articles, search for student organizations, R.S.V.P. for events and much more!

News and Settings

On the home screen, you can view current news articles about events and announcements. You can also change your profile, notifications, privacy settings and view current tasks by clicking on the appropriate area in the black box on the right-hand side of the screen.

Manage or Access Information For Your Organization

If you are a member, the name of the organization will appear to the right. Click on it or do a search.

Charts—Click to view statistics about your organization.

News—Click to create*, cancel*, edit* or view the current news articles posted by your organization.

Member—Click to view and e-mail* members.

Events—Click to create*, cancel*, edit* or view R.S.V.P.s for events.

Documents—Click to view, add* or remove* documents for the organization.

Discussion—Click to post comments for a discussion.

Surveys and Elections—Click to create*, cancel*, edit* or view surveys and elections being conducted.

Forms—Click to create*, cancel*, edit* or view forms being used.

*For persons with management access only

Web Site

The Office of Student Activities and Student Government Association Web sites are granted for the non-commercial, non-discriminatory use of currently registered Towson University student organizations.

Entities of Towson University expect that student organizations will conform to established requirements and generally accepted standards of good taste. The university, at its discretion, reserves the right to determine what information can be posted on the Web site.

To change or add information to the Web site, contact the coordinator for student organizations. It is up to organizations to be proactive and make sure information is correct.

Events and Programming

PROGRAMMING CHECKLIST

Many resources are available to help your organization's events succeed. The coordinators in the Office of Student Activities are available to help answer your questions, as is your organization's advisor. The SGA and OSA will often offer workshops to help update your event planning skills and Event and Conference Services is available to help answer your questions. To assist your organization in planning successful events, it is helpful to consider the following questions:

- What are the goals of the program/event?
- What is the budget?
- Who is the audience?
- Has a location/room/site been determined and reserved through the appropriate channels?
- What technical services are necessary?
- Have all contracts been reviewed and approved by a technician prior to signing?
- How is the program/event going to be publicized? What are the requirements and restrictions for advertising?
- What special details need to be worked out (e.g., food, transportation, payment processes, tickets, staffing, permits)?
- Have volunteers and staff been assigned specific tasks and responsibilities before and during the event/program? Are committee members and volunteers completing tasks and communicating problems?
- How will success be evaluated?
- What information should be kept for future program planners?

AVAILABLE FACILITIES AND RESERVATION CONTACTS

All reservations begin with Events and Conference Services (410-704-2600). Reservations can be made online at <http://www.towson.edu/facilityreservations>.

University Union

- Conference rooms (305-308 and 314-316 rooms)
- Banquet rooms (Chesapeake Rooms, Potomac Lounge, Loch Raven Room)
- Dining halls (Severn Lounge, Susquehanna Rooms & Terrace, Patuxent Room)
- Paws lounge

Alternative Event Sites

- Burdick Field and Gyms*
- Newell Field
- Glen Picnic Area
- Hawkins Hall Speaker's Circle

Under the Lecture Hall

Freedom Plaza/Square

- Stephens Hall Theatre*
- Towson Center*

*Certain venues may have additional costs. Contact ECS for more information.

Details about size limits and features are available on the ECS Web site at www.towson.edu/ecs.

FOOD

Dining Services is interested in working with student organizations to meet their needs.

It is recommended that you meet with a catering representative at least two (2) weeks prior to your event.

Our full service catering menus are available to you at www.towsonu.catertrax.com, or by calling 410-704-3480 to discuss our student catering guide, "Just The Basics."

The "Just The Basics" guide can be found in the SGA Lobby, ECS Office or in the Reservation Services Office. All confirmed events with Dining Services will need to be paid in full prior to the event date or the event will be considered cancelled.

Below is the University Catering Policy and information about obtaining a food waiver. The University Union and other facilities are limited to University Dining Services as the source for food service for all special activities. The university has established a procedure that allows student organizations an opportunity to have this catering restriction waived. A food waiver must be completed for any food that is not provided by dining services. If you are found to have food without a waiver, the University Union building manager will ask you to either remove the food or close down the event.

Catering and Meal Coupon Policy

The university has a contractual obligation to purchase catering and food-related services from Chartwells Dining Services and Black and Gold Catering for all campus events. To request an exception to the contractual requirement, a **food waiver** must be requested from Chartwells (see Food Waiver information). Food purchased for campus events from outside sources without a food waiver is considered a violation of the campus Catering Policy.

Food Waivers

Food waivers must be obtained by university groups when neither Chartwells nor Black and Gold Catering is used to provide the catering services for an event on campus. Food served on campus without a food waiver may be a violation of the university's contractual obligation. All Baltimore County Health and Safety regulations still apply for these events.

A copy of the food waiver can be found at <http://towsonu.catertrax.com/images/FoodWaiverRequestForm.xls>, and may be issued for the following types of events on campus:

1. Events and meetings with less than \$50 in food value. Typically these events are small group meetings and cannot be catered cost effectively at this level.
2. Smaller events (less than 20 persons) and student group meetings with "non-production" food items. Non-production items are considered food items that are typically store-bought and require no special refrigeration and/or heating. These items include such items as bottled/canned soda, chips and cookies.
3. Events and meetings with donated food. Towson University often receives food donated from local restaurants as a part of their support for the campus. Health and Safety regulations, including all temperature requirements, apply to all food that is donated.
4. Events and meetings with a unique or special food requirement. Chartwells has an extensive staff of trained chefs on campus that can prepare almost any type of food. Occasionally, groups require food or food products that cannot be prepared or obtained by Chartwells.

TECHNICAL SERVICES

Technical Services is the audio/visual support arm of Event and Conference Services. The department provides coordination of the technical requirements associated with events held on campus. Any event that is not part of a class is handled by Technical Services. Additionally, technical requests for events held in the Towson Center and on the outside areas of the campus are coordinated through Technical Services.

Requests for Service

There are several key pieces of information required to request technical support for an event. These are the name of the event, the date and time of the event, the location of the event, and a contact name and phone number. This information will be communicated to the technical services manager through the ECS event manager. Requests for Technical Services must be placed at least 10 days prior to the day of the event (or 21 days for larger events). After that period, no guarantee will be made that the service can be provided. Requests made three working days or fewer prior to the day of the event will incur an additional charge, no less than \$25. A \$25 cancellation fee will be also be applied if cancelled within 24-hours of event start time. This

Costs

The organization hosting an event will be charged for services provided. These charges are based on the rate sheet provided by Event and Conference Services. This information is also available in the SGA budget packet. The two main components of charges incurred for an event are equipment and labor for services. Equipment costs for an event are charged at a per-day rate.

Labor

Basic labor is included in package rates. Any events requiring labor on-site for the entire event will incur additional costs.

FLEET SERVICES

All SGA groups may request university cars or vans for their transportation needs. Requests are granted based on availability of vehicles. Mini-vans, vans and cars are billed based on mileage only. These vehicles may be driven by students who are cleared to drive through University Fleet Services. Clearance should be obtained as early as possible and a minimum of three weeks before transportation is needed. No vehicles may be driven by non-cleared students. University buses can be obtained through Parking and Transportation Services by calling 410-704-3514, or by visiting the office located on the ground level of the Union Garage. Forms and rates for chartered buses are available online at www.towson.edu/adminfinance/auxservices/parking/charters.asp.

Procedures for Requesting a Fleet Vehicle

1. Requests should be submitted at least three weeks before the vehicle is needed.
2. Obtain a "Fleet Services Request" form from the OSA.
3. Take the completed request to Pat Szymezak, SGA accounting associate, who will verify that your organization has the funds available to rent a vehicle.
4. It is recommended that you call Fleet Services at 410-704-2493 a week before your trip to verify your vehicle.

Driver Clearance

STEP 1:

Before anyone may drive a university vehicle, their official MVA driving record must be on file with Fleet Services, along with a completed and signed Driver Clearance Request form and a signed General Rules Acknowledgment form. Please include your e-mail address on the request form. MVA records must be official or certified. Online records are not acceptable.

The required forms are available in the SGA resource area or from the OSA. Once completed, the forms need to be delivered to Fleet Services for processing at General Services Building Room 101, located on Towsontown Boulevard.

If all Information is accurate, University Fleet Services can obtain a Maryland driving record with the Driver Clearance Request form in about one week (depending on the date submitted), at no cost to you. If you need to drive a vehicle sooner, you should acquire your record from the nearest Motor Vehicle Administration location. Obtaining your record will cost approximately \$15.

If you have an out-of-state license, you will have to acquire your driving record from your state's motor vehicle administration office.

STEP 2:

You must complete and pass the Maryland online Defensive Driving Technique (DDT) program through the Office of Environmental Health and Safety on campus. After Fleet Services receives your official/certified/eligible driving record, they will notify Donna McLaughlin, administrative assistant for EHS, and copy you and your club advisor via e-mail. EHS will then e-mail you the password to initiate the online training. Upon completion, Fleet Services will be notified.

If you successfully complete the DDT and have an eligible driving record, then you will be able to drive a university vehicle, with the exception of the 10-passenger van.

STEP 3:

The 10-passenger van training takes about one to one-and-a-half hours of your time, depending on the size of the class. (Limit nine people per class.) You will watch a short video and then drive a van with

the instructor.

PROCEDURES FOR STUDENT EVENTS WITH ALCOHOL

The university believes that alcohol may be consumed on campus for student events, if appropriate procedures, laws and policies are followed. Persons of legal age shall be permitted to consume alcoholic beverages at any university-approved function where an alcohol use request has been submitted and approved. Alternative beverages and food must be made available during the hours of the event or activity. All persons using alcoholic beverages on campus must comply with the procedures for alcohol events, university policy and state and local laws. Depending on the scope and nature of the event, rules and procedures may be applied differently as deemed appropriate.

Locations

Approval may be granted for the consumption of alcoholic beverages in the following areas:

- University Union
- Burdick Field
- Johnny Unitas Stadium – Parking areas only

Several of these areas have time and seasonal restrictions, and alcoholic beverages are prohibited in Minnegan Stadium and the Towson Center during university intercollegiate athletic games. Please refer to the tailgating polices at the end of this handbook.

Approval for the consumption of alcohol at student-group events will not be granted for academic areas of the campus, specifically academic buildings, the library and common areas surrounding academic buildings.

Hours

All events where alcoholic beverages are dispensed must end by 11 p.m. on Sunday through Wednesday, by midnight on Thursday, and by 1 a.m. on Friday or Saturday. Sales will be discontinued one hour prior to the end of the event, regardless of the event ending time. The dispensing and consumption of alcoholic beverages will be allowed after 5 p.m. on Monday through Thursday, 3 p.m. on Friday and not before 11 a.m. on Saturday and Sunday.

Special permission must be granted by the associate vice president for Campus Life for student events during normal academic class hours.

Student events including alcohol will be no longer than four hours in duration.

Event Planning

1. Reserve the space with Event and Conference Services, in UU119 at least one month in advance.
2. Appoint a representative who will be responsible for group compliance with the university policy and state/local law. The intent to serve alcohol during the event will be stated at the time of the booking.
3. Final approval must be received from the associate vice president for Campus Life two weeks in advance of the scheduled event.
4. It is the responsibility of the sponsoring organization to make sure that no advertisement for an event makes the availability of alcoholic beverages the main focus. It is up to the discretion of the associate vice president for Campus Life or his/her designee as to what is and what is not acceptable advertising.
5. All advertising, including advertising of off-campus events, must be reviewed and approved by the associate vice president for Campus Life or his/her designee before distribution. Advertising and fliers should be attached to the Events with Alcohol Approval Form. Noncompliance to the university's advertisement policies may result in judicial charges placed against the student and/or student organization violators. Please refer to the alcohol advertising

policy.

6. After obtaining approval for events with alcohol, each authorized organization shall be required to agree, as a condition thereof, to assist the university as requested. That responsibility shall be considered a joint responsibility of the sponsoring organization and the university.
7. At all events where alcoholic beverages are sold/dispensed, substantial amounts of food and non-alcoholic beverages must be available, equal to the amount of alcohol present.
8. Security services, either university or non-university, for events are mandatory and will be financially charged to the sponsoring organization.
9. Bring-your-own-beverage (BYOB) events will not be permitted unless approved by the appropriate staff member in Campus Life in advance and maintained by University Union event staff.
 - Only those of legal drinking age will be allowed to bring alcohol.
 - Each person is limited to one six pack of 12-ounce beers or a four pack of other beverages such as wine coolers, lemonades, etc.—all beverages must be pre-mixed and pre-packaged.
 - Alcohol will be given to an event staff member to be checked.
 - Each participant will be given a punch-card with the number and kind of drinks noted.
 - Once a participant leaves the premises, any remaining alcohol brought is forfeited.
10. Under no circumstances should university student organizational funds be used to pay for or supplement the cost of alcoholic beverages.
11. Neither quantity of alcohol nor the frequency of use should be emphasized.
12. Alcohol may not be offered as prizes for student events.

Procedures

1. Admission to events with alcohol will be limited to Towson University students and non-students accompanied by a Towson University student. Students may sponsor only one non-student guest. All TU students will be held accountable for the behavior of their guests.
2. Those patrons of legal drinking age will be issued a wristband. Only one wristband will be issued per person. A list of patrons/students given wristbands will be kept at the main entrance to the event.
3. Removal of the wristband will result in the loss of drinking privileges for the remainder of the event.
4. The wristband must be displayed when buying a drink ticket and when redeeming the ticket for a drink.
5. Only one drink may be purchased at a time.
6. Under usual circumstances, students and/or guests will only be allowed to purchase the number of drink tickets equal to the number of the hours of the event (e.g., four-hour event, four drink tickets per patron of legal drinking age) and reasonable consumption of alcohol limits (12 ounces of beer or four ounces of wine per hour of the event).
7. Alcoholic beverages may only be consumed in designated areas.
8. Dispensing of beer or wine at university student events must be performed by Towson University employees or a third-party vendor hired by the organization through the University Union. At least one certified alcohol beverage provider will be present at each distribution point.
9. Under no circumstances may a group purchase alcohol to be distributed free of charge to its members or guests.
10. Drinking contests are not allowed.

Policies

1. Student groups must demonstrate compliance with any policies and/or procedures from any national/international/governing groups with which they are affiliated.
2. Closed student organization parties must comply with university policies and state/local laws and must maintain the university's system of identification for patrons of legal drinking age during the events.
3. The associate vice president for Campus Life has the authority to restrict the quantity of alcoholic beverages ordered, to review the method of distribution and to assure compliance with regulations for management of the space regarding the number of persons attending an event.
4. Any minor found consuming alcoholic beverages, or patron of legal age supplying alcohol to a minor, will have their identification information recorded, be removed from the event and will be forwarded to the Office of Student Conduct and Civility Education. Non-students may face criminal charges as well as being removed from the event.
5. Violations may result in suspension or cancellation of the event or denial of future reservation privileges. Violators will be dealt with through the university judicial system, and may be subject to criminal prosecution.
6. Patrons involved in fights, or those who damage facilities or equipment or act in an otherwise disruptive manner, will be required to leave the event and the facility housing the event. Appropriate judicial action may be taken.
7. Under no circumstances will patrons deemed intoxicated or under the influence of alcohol be served alcoholic beverages, nor will intoxicated patrons be allowed admission to an event.

Alcohol Advertising Policy

Towson University prohibits the promotion or advertising of alcohol products, including brand names, logos or mascots. Advertising with brand names from products such as malt beverages, beer and wine products is therefore prohibited. All on-campus advertising (for any on- or off-campus event or activity) which advertises the availability of alcohol for any event or activity must adhere to the following guidelines:

- a. Advertisements may not have alcohol as their main focus, nor may alcohol be the main focus of the event or activity.
- b. All advertisements, fliers and materials must state that all individuals shall be of legal drinking age to purchase or consume alcoholic beverages.
- c. Those producing advertisements are encouraged to use the Towson University "Think Before You Drink" logo on the advertisement.
- d. All such advertising must be approved by the associate vice president for Campus Life or designee.

FINANCIAL INFORMATION

Prove IT! Fund

The Prove IT! Fund was created to encourage programs, events and change at Towson University.

Have an Idea? If so, pick up an application packet in the SGA Office (UU 226). For more information please visit www.towson.edu/sga or stop into UU 226 and ask!

ACCESSING FUNDS FOR YOUR GROUP

Expense Vouchers

Submit invoices immediately upon receipt. Payment processing through state treasury checks mailed to vendors takes two to four weeks. To ensure that your vendors are paid on a timely basis, it is important that you submit your invoices immediately after receiving them so they may be processed.

University Visa Purchasing Card and Diner's Club

Purchasing card transactions take one to three days to complete. The SGA accounting associate will supply the credit card information to the vendor and the group supplies all other information.

Working Fund Checks

Submit voucher requests two weeks prior to when the money is needed. In the case of working fund check advances, original invoices are due back to the SGA within five working days from the date of the check. Submitting paperwork late may result in a temporary freeze of your account. Note that working fund checks are issued for expenses of an immediate nature, such as event-related expenses. Working fund checks may not be issued for payment of invoices for normal operational expenses.

Contracts

Contracts for less than \$1,000 must be submitted at least two weeks prior to the event. **Contracts for more than \$1,000** must be submitted at least one month prior to the event. There are no exceptions. A contract must be completed and signed by any person outside of the university who is providing a service to an organization, whether being paid or performing for free. The service could be a speech, musical entertainment or sound equipment use.

Standard contract forms can be obtained from the SGA administrative assistant or the SGA accounting associate.

Any contract negotiation that a student enters into should be done in consultation with an advisor. The Office of Student Activities, the SGA and Event and Conference Services are available for assistance.

Student officers cannot sign contracts for their organizations, with the exception of the SGA president and the director of the Campus Activities Board.

Procedure for SGA-Budgeted Groups

- Group presents contract to the SGA office, where it is initialed to verify that funds are available.
- Contract is forwarded and signed by the SGA treasurer as SGA funds are being requested.
- Contract is forwarded to the director of student activities (the SGA advisor).
- Contract is returned to the SGA with a check request for payment by the organization.

Procedure for Non-Budgeted Groups

- Group presents contract to the Office of Student Activities for signatures after being initialed by the organization's president.

The procedure requires sufficient time for all parties to read the contract and either initial or sign it. Contracts must be presented to the SGA Office **no later than two full weeks before the event is scheduled to take place** and must be presented to the director of student activities **no later than one full week prior to the event. No contract will be signed unless presented according to this timetable.**

Student groups are responsible for seeing that their contracts have reached and been initialed or signed by all necessary parties. It is wise for a student group to keep track of the progress of its own contracts. If, for example, your event is to take place a week from a given Friday afternoon and

Student Activities does not have the contract in hand, you should backtrack and find out why your contract has not reached them. No advances will be given. No exceptions!

SGA-BUDGETED GROUPS

Budget Spending Period

Fall: Allocated July 15 to December 15

Spring: Allocated January 15 to June 15

STUDENT ORGANIZATIONS WITHOUT UNIVERSITY ACCOUNTS

Organizations who do not have a university account through the SGA must pay in advance for catering, technology and labor costs provided through Events and Conference Services. Any costs not paid by the advance date set by ECS will be removed from reservation. An account code provided to non-budgeted groups indicates that only basic room reservations can be made through that account code. If a group incurs charges and does not pay, they will meet with an OSA coordinator to discuss options to pay off the debt and the possibility that no reservations can be made until the debt is repaid.

FUNDRAISING

SGA-budgeted groups are required to raise funds to cover a percentage of their overall budgets. Some organizations may have to fundraise more because of financial violations. There are many ways to raise funds, whether through individual or group activities. The resource room located in the SGA office is also a good source for ideas. If your group is interested in reserving a table in the University Union for a fundraising activity, it must be booked with ECS at least two weeks in advance. All money raised during a fundraiser will go into a group's general account.

Note: Due to Baltimore County gaming laws, student organizations are not permitted to conduct raffles within Baltimore County.

General Policies

Visit www.towson.edu/studentaffairs/policies/index.asp for the most up-to-date list of policies that impact students, including:

- Code of Conduct
- Off-Campus and Disorderly and Disruptive Behavior Policy
- Tailgate Policy
- Time, Place, Manner and Distribution of Literature Guidelines

HAZING POLICY

"Hazing" in any form is against the law (Annotated Code of Maryland, Article 27, Section 268H) and is strictly prohibited at Towson University. When this policy is violated, action may be taken against all participants, including pledges. The most damaging instrument to campus organizations (social, honor, service, athletic) is the employment of a program of education, pledging, membership or induction which includes hazing. Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of campus organizations at this university.

Definition

"Hazing" is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Any mental or physical requirement, request or obligation placed upon any person that could cause pain, disgrace or injury, or is personally degrading or violates any federal, state, local statute or university policy is also

considered hazing.

Such activities and situations include but are not limited to: paddling in any form; creation of excessive fatigue; road trips; scavenger hunts; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and humiliating games and activities; late night sessions that interfere with scholastic and occupational activities; calisthenics (push-ups, sit-ups, runs, etc.); line-ups (lining people up and harassing them verbally); running personal errands for the members; forced consumption of alcohol, illegal substances or food; and any other activities not consistent with the academic mission of the university.

Reporting Procedures

Anyone experiencing or witnessing a violation of this hazing policy is encouraged to report the incident and may bring their concerns to the Office of Student Conduct and Civility Education at 410-704-2057, Administration Building 236 and/or Campus Life at 410-704-2332, UU 217.

CHALKING POLICY

Chalking has become a standard advertising and communication tool for student groups at Towson University. While the university supports student involvement, students, student groups or departments wishing to chalk on campus must adhere to the following established guidelines:

1. Chalking must adhere to published university policy and guidelines.
2. Chalking is only allowed on horizontal surfaces where rain or natural elements will wash it off (i.e., not under the Lecture Hall, under the back patio of the University Union, sides of buildings or on the vertical risers of stairs).
3. Chalking must be non-offensive language. (No obscenities, profanity or hate speech.) The university reserves the right to remove anything offensive and bill the responsible individual or group.
4. Chalking is prohibited in entryways, porches or overhangs of buildings.
5. Chalking must be done with water-soluble and non-permanent chalk. The university will clean any permanent material used and the individual or group responsible will be billed.

Students, student groups or departments found in violation of this policy will be asked to remove the writings within 24 hours and judicial action will be taken. If after 24 hours the chalking is not removed and Facilities Management cleans the surface, the group will be charged for the cost of their services.

Procedures for Handling Chalking Violations

- If chalking that violates this policy is seen on campus, then the students, student groups or departments found in violation of this policy will be notified and given one business day to remove the writings. If a student organization is linked to the chalking, then the president of the organization will be held responsible for seeing that the violation is corrected. Cleaning materials are available in the OSA office and must be returned after use. If after one business day the chalking is not removed, the group or individual responsible will be fined \$100 plus the cost of cleaning the surface by Facilities Management. If a permanent medium is used, the group will be charged the costs associated with returning the surface to its original condition.
- If a chalking violation occurs but is not associated with a student organization or department, but can be attributed to a Towson University student (e.g., member of a band) then the individual will be contacted and asked to remove the chalk. The same fines apply to individual students as to groups.
- After an organization or individual has received a warning regarding this policy, the second offense will immediately result in a fine.
- When necessary, Towson University reserves the right to involve the Office of Student Conduct and

Civility Education regarding alleged violations of the chalking policy.

Questions regarding this policy or alleged violations should be directed to the Office of Student Activities, UU 217, 410-704-3307.

POSTING POLICY

All advertisements to be posted in the University Union must be submitted to the University Union information desk for approval. Union staff will post the advertisement.

Posting is never allowed on doors, windows, trees, poles, benches, lampposts, walkways, etc. Posting in academic buildings should only occur on approved free posting boards. Some academic buildings may not have any free posting boards, which limits the ability to post in those buildings, as taping to walls is not allowed.

- No flyers are to be taped to the walls of Linthicum Hall, the Psychology Building or the Lecture Hall.
- In Linthicum Hall, posting is limited to the metal clips on the walls. Permission to post in Linthicum Hall, the College of Liberal Arts building, and the Lecture Hall should be obtained from the College of Liberal Arts dean's office (LI 108).
- Permission to post in the Psychology Building, should be obtained from the Psychology Department (PY 200).

SGA-affiliated and SGA-budgeted organizations are eligible to advertise in the SGA kiosks on campus. Contact the SGA director of university communications or bring the advertisements to the SGA office for posting

Procedures for Handling Posting Violations

- If a posting that violates this policy is found on campus, then the students, student groups or departments found in violation of this policy will be notified and given one business day to remove the postings. If a student organization is mentioned in a posting, then the president of the organization will be held responsible for seeing that the violation is corrected. If after one business day the illegally posted materials are not removed, the group or individual responsible will be fined \$100 and Facilities Management will clean the surface.
- If a posting violation occurs but is not associated with a student organization or department, but can be attributed to a Towson University student (e.g. member of a band) then the individual will be contacted and asked to remove the illegal postings.
- After an organization or individual has received a warning regarding this policy, the second offense will immediately result in a fine.
- When necessary, Towson University reserves the right to involve the Office of Student Conduct and Civility Education regarding alleged violations of the posting policy.

Questions regarding this policy or alleged violations should be directed to the Office of Student Activities, UU 217, 410-704-3307.

HOUSING AND RESIDENCE LIFE POSTING POLICIES AND PROCEDURES

Policies

1. All posted materials must be in compliance with all University Policies and Guidelines.
2. Materials may not be posted by anyone other than Housing & Residence Life Staff. See procedures below.
3. Only materials from recognized University organizations or University departments will be accepted. The sponsoring organization's name must be listed on the material.

4. Generally, the materials submitted should be no larger than 8 ½" x 11" in size. Materials exceeding this size may not be posted depending on the availability of space.
5. No items may be hung or displayed outside of a window or anywhere on a building or its adjacent structures (porch, rails, etc.).
6. Items cannot be distributed door-to-door except when written permission has been specifically granted by the Assistant Vice President for Student Affairs, Housing & Residence Life or his/her designee. Note: when a written exception is granted, only the Housing & Residence Life Staff will be allowed to go door-to-door with the approved material.
7. Any item posted or distributed improperly will be removed and the individual(s) or groups responsible are subject to sanctions by Housing & Residence Life and/or the appropriate department/office.

Procedures

1. All items submitted must clearly state the sponsoring organization or department.
2. All materials must be submitted to the Housing & Residence Life Office (located in West Village Commons – ext. 4-2516) during regular business hours, 8:00 a.m. – 5:00 p.m. Monday – Friday.
3. Housing and Residence Life will only accept materials for specific dates/times only. No on-going club or organization meeting materials will be accepted as their posting duration would be considered excessive and likely ignored.
4. The maximum number of flyers posted will be 15—one per building lobby. Any additional copies given may be available in the Housing & Residence Life office.
5. In order to be posted in a timely manner, all materials should be submitted at least five (5) working days of the event or activity.
6. Housing & Residence Life staff will post in authorized areas approved materials for a limited amount of time. Flyers/posters will be removed within a few days after the event has been completed.

DECORATIONS POLICY

Assuring the safety of Towson University students, employees, visitors and facilities is paramount. Therefore, it is imperative that the campus community adheres to these guidelines at all times, regardless of the reason or season.

General Guidelines

- Only those materials labeled as non-combustible, flame-resistant or flame-retardant should be used.
- Do not block or obscure exits, passageways to exits, or exit and emergency lights.
- Keep all materials at least three feet away from heat sources.
- Exit signs, fire extinguishers, smoke detectors, fire alarm pull stations, emergency lights and audible fire signals/strobe lights cannot be decorated, covered or obstructed in any way.

Open Flames, Candles and Lanterns

Except as specified below, the use of candles, incense or any type of open flame device for any purpose is strictly prohibited in university buildings.

- Open flames: The use of open flame devices (such as tiki lamps, oil lamps, torches, etc.) is absolutely prohibited in university buildings and must be approved for outdoor use by Environmental

Health and Safety (EHS) on a case-to-case basis.

- Enclosed flames: Devices using controlled or enclosed flames (such as candles and lanterns) are prohibited in university housing and may not normally be used for decoration anywhere. Limited use of open-flame devices may be permitted only under certain conditions when approved by EHS.
- Ceremonies: The use of candles, incense or any type of open flame device for ceremonial purposes is strictly prohibited in university buildings.
- Mood and scent candles: Mood and scent candles are strictly prohibited in all university buildings.
- Incense: The use of incense is strictly prohibited in all university buildings.

Fire Permits

- TU Fire Permit: All outdoor ceremonies and outdoor cooking utilizing open fires or grills require a TU Fire Permit, which is issued by EHS at no charge to campus organizations.
- Bonfire Permit: Bonfires (with a flame base greater than or equal to five feet in diameter) require a Bonfire Permit issued by the State Fire Marshal (SFM). This permit must be acquired at least ten business days prior to the date of the event. The SFM's office charges a permit fee for a Bonfire Permit.

All permits are weather dependent and may be affected by seasonal weather conditions such as droughts. Contact the Department of Environmental Health and Safety at 410-704-2949 or safety@towson.edu.

TABLE RESERVATION POLICY

There are a limited number of resource tables located in the lobbies of the University Union. The scheduling of these tables is done through the University Union Facilities Management Office located at the second floor information desk in the University Union.

To view the entire tabling policy go to: <http://inside.towson.edu/generalcampus/tupolicies>.

POLICY ON BUSES TO CAMPUS FOR RECOGNIZED STUDENT ORGANIZATIONS

- I. (a) It is the policy of Towson University to prohibit bus transportation from the university's campus for off-campus activities that primarily involve the consumption of alcohol.

(b) This policy does not prohibit student organizations from arranging bus transportation to or from the university's campus for off-campus organizational, educational and social activities that conform to university alcohol policies as well as the Code of Student Conduct and do not involve transportation to or from activities that primarily involve the consumption of alcohol.
- II. Student organizations that arrange bus transportation for permitted off-campus activities shall obtain approval from the Campus Life office at least two weeks prior to the scheduled activity. No more than three buses shall be permitted on campus on any given evening for any one organization or event. No more than six buses will be approved for any given evening and no more than three at any given time. Appropriate parking tags will be issued for approved buses.
- III. Students or student organizations that violate Section I of this policy shall be subject to discipline pursuant to the Code of Student Conduct.

TRAVEL POLICY

Student organizations that arrange trips for their members must have each member complete a Travel Liability Waiver before leaving on the trip. Any trip associated with a student organization, including day trips and overnight trips, regardless of the type of transportation used (Towson University vehicle, personal vehicle, public transportation, etc.) are subject to this policy. Waivers are available in the SGA Office, UU 226. Any trips utilizing SGA funds must have the group's Travel Liability Waivers turned in prior to the trip to receive funding.

EXCERPTS FROM THE CODE OF STUDENT CONDUCT

A. Rights and Responsibilities of Campus Organizations

1. Organizations, groups and NCAA teams may be established within the institution for any legal purpose. Their recognition will be in accordance with established guidelines.
2. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any fee-paying member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.
3. Individual members, as well as the organization, group or team itself, can be charged with violations of the Code of Student Conduct, including those actions defined in the "Hazing Policy" section of this document.
4. Use of university facilities shall be granted to recognized student organizations. Student organizations shall be given priority for use of space as outlined in procedures established by Event and Conference Services and the SGA.
5. The authority to allocate institutional funds derived from student fees for use by organizations shall be delegated to a body in which student participation in the decision-making process is assured.
 - a. Approval of requests for funds is conditional upon submission of budgets to and approval by this body.
 - b. Financial accountability, in full accordance with university and state policies, regulations, procedures and practices is required for all allocated funds, including statement of income and expenses on a regular basis.
 - c. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
6. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured for verbal statements of views on institution-controlled and student-operated radio or television stations. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
7. All student communications shall explicitly state that the opinions expressed are not necessarily those of the institution or its student body.

B. Judicial Procedures for Student Organizations, Groups and NCAA Teams

1. Student organizations, groups and NCAA teams (referred to here collectively as "group") may be charged with violations of the Towson University Code of Student Conduct.
2. When one or more members of a group are charged with a violation of the Code of Student Conduct, the university may charge the group as well. A student group and its officers may be held collectively and individually responsible when violations of this code by those associated with the group have received the consent or encouragement of the group or of the group's leaders or

officers.

3. A position of leadership in a student group entails responsibility. Student officers or leaders cannot knowingly permit, condone or acquiesce any violation of this code by the group. This section of the code is designed, in part, to hold a group and its officers accountable for any act of hazing. The expressed or implied "consent" of the victim or participant is not a defense.
4. The officers, leaders or any identifiable spokesperson for a student group may be directed by the vice president for Student Affairs or designee, to take appropriate action designed to prevent or end violations of this code by the group. Failure to make reasonable efforts to comply with the vice president for Student Affairs' directive shall be considered a violation of this code, both by the officers, leaders or spokesperson for the group and by the group itself.
5. An informal investigation for student groups will be conducted in a manner similar to the procedures listed above. Conferences shall be conducted with one spokesperson representing the group, usually the president. Any sanction listed in the Code of Student Conduct may be imposed on a group and its individual members. If individual members are subject to suspension or expulsion from the university for actions of the group, those individuals will be offered a judicial board hearing.

ACADEMIC CRITERIA FOR STUDENT LEADERS

Involvement in campus clubs and organizations offers many opportunities for developing leadership skills; however, certain academic criteria are required of leaders. Leadership in an activity is a privilege and a responsibility, requiring commitment of time and energy. Therefore, student officers, senators and directors of any university-sanctioned activity must have and maintain through their term of office a minimum 2.00 cumulative GPA. (This excludes first-term students who do not have a TU GPA.) This policy covers all campus student organizations, except the Student Government Association, which requires a cumulative GPA of 2.50.

Students who do not have a cumulative 2.00 GPA will not be allowed to assume office; students whose cumulative grade point average falls below 2.00 during their term of office must resign. In addition, students not regularly attending classes may be asked to relinquish their leadership positions. Regular attendance is based on regular faculty attendance policies.

This policy applies only to undergraduate students. Because the Department of Athletics monitors the grades of student athletes, students on institutionally sponsored athletic teams are exempt unless they also hold office in a student organization. Appeals for exceptions to this policy must be made to the Office of the Vice President for Student Affairs and will be considered only under extraordinary circumstances.

MANDATORY COMMUNITY SERVICE REQUIREMENT

Student organizations select at least one of their members to serve as a community service representative (CSR). The CSR is responsible for implementing its group's service projects. The CSR is responsible for reporting the Student Government Association once they've completed their service requirements. The CSR may also contact the SGA if they need help finding a service project. All of the CSRs will meet with the SGA director of community outreach once a semester to discuss their student organizations' mandatory service obligations, other service opportunities and to complete all required paperwork. Failure to complete this requirement can result in a variety of sanctions or consequences.

FINANCIAL OPERATIONS FOR STUDENT ORGANIZATIONS

For the current policy, please check the SGA Website at <http://www.towson.edu/resources.asp>

Answers at a Glance

The following information was created from answers to frequently asked questions from previous years. Some of the information is included in other parts of this handbook, but it is listed here for easy reference.

HOW TO POST TO THE DAILY DIGEST

- All submissions should be sent to studentsdrequests@towson.edu.
- The Daily Digest can be used to promote your organization's special events and announcements. General meetings will not be posted unless the meeting involves a guest speaker or group elections.
- Postings must be turned in by 3 p.m. the day prior to the requested start date. Postings for weekends/Mondays must be submitted by 3 p.m. on Friday. If all information is not included, postings will not go live until the administrator receives the correct information.
- The maximum posting length is seven days.
- Only student organization events which comply with regulations (e.g. movie screenings, raffles) and have proper documentation submitted to the Office of Student Activities will be posted. Petitions and protests will not be posted.
- Only fundraisers that are events will be posted. Recruitment events will be limited to two recruitment postings per term.

The following information **MUST** be included in a submission of a Daily Digest message. Failure to include this information will result in a delay of posting.

- **Your full name:** Should someone from your organization question the posting, we need to be able to say who submitted it.
- **The name of the sponsoring organization(s):** Must be an organization that is recognized by the OSA or SGA. Outside organizations cannot be posted.
- **The headline of your message:** The headline should be descriptive and in proper title case.
- **Desired population:** General, faculty/staff or students.
- **Start date for the announcement to run:** Postings received after 3 p.m. during the week will not be entered into the system until the next business day.
- **End date for the announcement to run:** Announcements can only be posted for seven days. If you need the announcement to run longer, you must resubmit with new starting and ending dates.
- **Content of the announcement:** Must include who, what, when, where and why information and be in plain text. Remember, this is how you sell your event. Please make your content descriptive and interesting.
- **Contact information:** People who want to learn more about your organization or event must have a way to reach you (e.g., e-mail addresses, Web sites, phone numbers, room or office locations).
- When including email addresses and Web sites, please place inside curly brackets { }, like this: {JaneSmith@towson.edu}.
- Please spell-check your submission; it is not the responsibility of the Daily Digest administrator to edit your announcement.

HOW TO PUBLICIZE YOUR EVENTS/ANNOUNCEMENTS

- Ads in The Towerlight
 - Bring to SGA office (UU 226) by noon on Mondays (SGA-affiliated/budgeted groups only)
- Campus kiosks

- Bring 12 copies to the SGA office by noon on Wednesdays (SGA-affiliated/budgeted groups only)
- Contact local radio stations
- Contact local colleges
 - Submit your event to the Collegetown Web site at www.baltimorefunguide.com/calendar/submitEventForm.do
- Electronic message board (on Potomac Patio)
 - Submit brief message to mleeper@towson.edu. (SGA-affiliated/budgeted groups only)
- Inside academic buildings
 - Do not post on doors, windows, benches or on any painted surface
 - Post on free bulletin boards (confirm your flier placement with the department prior to posting)
 - For more information, please see the Posting Policy in this handbook
- Message board in Paws lounge
 - Go to the Student Government Association office (UU226) to fill out the form
- Outdoors
 - Chalk uncovered walkways (no chalking on vertical surfaces or under covered areas).
 - Do not post on trees, lampposts, or benches.
 - For more information, please see the Chalking Policy in this handbook
- Press release to WMJF-TV and WTMD
- Post on the Daily Digest
 - See "How to Post to the Daily Digest."
- Residence halls
 - Bring a copy to the Housing and Residence Life office in Newell Hall for approval
 - If approved, provide one copy for each residence hall to post
 - For more information, see the Housing and Residence Life Posting Policy in this handbook
- Student organizations
 - Bring fliers to the SGA office to be put in student organization and Greek Life mailboxes
- Table tents in dining halls
 - Contact Beth Valle at bvalle@towson.edu or visit Dining Services (located in Susquehanna in the University Union) for approval
- University Union
 - Bulletin boards: Drop off two copies at the University Union information desk
 - Reserve a table on the first or second floor by visiting the University Union information desk
- Take your advertisements down after your event. No one pays attention to fliers that have been up for too long.
- Know that if any of your fliers are posted somewhere they shouldn't be they will be taken down and your group may be subject to a fine, as outlined in the Posting Policy. Do not waste all that money on copies! Put them in a place where they will stay posted.

HOW TO COMPLETE YOUR MANDATORY COMMUNITY SERVICE HOURS

- All SGA-budgeted and affiliated organizations must fulfill the mandatory community service requirement.
- Each budgeted organization must complete five hours per term and have at least one-third of the organization's active members participate in service. Each affiliated organization must complete

three hours per term and have at least one-third of the organization's members participate in the service. This means that one-third of your active members needs to actively participate in a project or series of projects. For example, if there are 30 people in your organization, at least 10 of them must do something that serves the community. Then, your group as a whole needs to complete five (budgeted) or three (affiliated) hour's total. One-third of the student organization will be determined by the roster submitted on Involved@TU. The SGA will make the student organization aware of how many students are required to fulfill the service requirement.

- The CSR (community service representative) for each student organization is required to fill out the SGA Community Requirement form. The form will need to be signed by the leader/director/president of the organization/company/school/etc. that you are performing the service for. The SGA director of community outreach will contact this person to confirm that the requirement has been fulfilled. You can find the form on Involved@TU in the SGA document section. This form is due by the last day of classes each term.
- Failure to complete this requirement by a budgeted organization will result in: A) a warning, B) a decrease in monies given to the student organization by the SGA, or C) a hold on the student organization's budget for the following semester. Failure to complete this requirement by an affiliated organization will result in: A) a warning, B) a hold on room reservations, or C) the loss of room reservation privileges for the following semester. The punishment will be determined by the SGA Financial Standards Committee (FSC) and then voted on by the SGA senate. The Financial Standards Committee consists of four SGA senators and the SGA treasurer. These students evaluate all student organizations in violation during the budgeting process.

Helpful hints!

- Helpful resources for completing the service requirement:
 - Subscribe to the volunteer Listserv and receive a weekly e-mail detailing all of the upcoming opportunities both on campus and in the surrounding community. To subscribe to the Listserv, e-mail majordomo@lists.towson.edu and write "subscribe volunteer-l"(lowercase "L") on the first line of text.
 - Pick up a volunteer newsletter which details upcoming volunteer opportunities at the beginning of each month in the OSA, UU 217.
 - Don't understand or need more help? Contact the SGA Director of Community Outreach (www.towson.edu/sga).

HOW TO REQUEST A TOWSON E-MAIL OR LISTSERV

There are two different e-mail options available to student organizations: E-mail alias and MajorDomo Listserv.

E-mail alias

- When should I use this?
When the list of recipients is fairly small (five or fewer). All recipients must use a Towson e-mail account. This is a great communication device for use outside of the organization. It is essentially a forwarding address.
- How do I get one?
Go to the SGA office (UU 226) and pick up the Student Organization E-mail Request form, or get one online at www.towson.edu/studentactivities/StudentOrganizations/EmailWebsiteRequest.asp. Be sure to have it signed by your advisor before you bring it to the office.
- Then what?
OTS will contact you to finalize the request.

MajorDomo Listserv

- When should I use this?
This is normally used when the list of recipients is fairly large (more than five) and can include a mixture of students, faculty, staff and external (non-Towson University) addresses. This is a great communication device for use within the organization. It acts like a discussion group, so if someone within your organization of 20 members sent an email to the list, all 20 members will receive the email.
- How do I get one?
To request a MajorDomo distribution list, contact the OTS Help Center at helpcenter@towson.edu with:
 - Towson e-mail address and phone number of requestor
 - Owner of list (name and e-mail address), if other than requestor
 - Distribution list name (ex. CGS-I; the lowercase "L" is required)
 - Do you want the e-mail alias option? (This will allow mail to be sent to CGS@towson.edu rather than CGS-I@lists.towson.edu.)
 - Short description of list (fifty words or fewer)
- Then what?
OTS will contact you to finalize the request.

HOW TO REQUEST A TOWSON UNIVERSITY VEHICLE

There are two different offices dealing with university transportation: University Fleet Services and Parking and Transportation Services. Remember, before your organization takes a trip, all members that are traveling must have a Travel Liability Waiver on file with the Office of Student Activities. The forms are available in the Office of Student Activities (JU 217), the Student Government Association (JU 226) and online at www.towson.edu/sga/resources.asp.

Keep in mind: Cleared students may drive sedans and mini-vans; after the van training they may drive the larger passenger (10-pax) vans. In the event that a University van is not available or your trip is more than 600 miles 'round trip, you need to hire a Commercial rental. They (Enterprise or Budget) do not allow people less than 21 years of age to drive the large passenger vans.

University Fleet Services (UFS)

- Deals with the reservation of sedans, mini-vans, 10-passenger full-size vans and commercial rental vehicles.
- These vehicles must be driven by a member of your organization who has been cleared to drive university vehicles. Drivers' clearance includes driver clearance forms and passing a driver training course through UFS.
- After gaining clearance, go to www.towson.edu/adminfinance/facilities/transportation/documents/UniversityFleetServicesVehicleRequest.pdf to reserve a university vehicle.
- Charges range from \$.54-.96 per mile (dependent upon which kind of vehicle is used and is subject to change).
- For more info, call UFS at 410-704-2493 or go to www.towson.edu/adminfinance/facilities/transportation/UniversityVehicleUsage.asp to view all guidelines as listed on the UFS Web site.

Parking and Transportation Services

- Deals with the large university shuttles, smaller paratransit shuttles, university chartered buses and privately chartered buses used for off-campus trips.

- The chartered buses come with a driver, but a larger fee is charged and you may be responsible for paying for the driver's meals.
- While using these buses, all students must adhere to the guidelines listed in this handbook, under Policy on Buses to Campus for Student Organizations.
- For more info, call STS at 410-704-7275 or go to www.towson.edu/adminfinance/auxservices/parking/charters.asp to view all guidelines as listed on the Parking and Transportation Services Web site.

HOW TO GET DRIVER CLEARANCE

- Request a copy of your driving record from the MVA in the state where your license was issued.
 - MD residents: University Fleet Services can obtain a Maryland driving record with the driver clearance request form in about one week (depending on the date submitted) or you can do it yourself from the nearest Motor Vehicle Administration (MVA) location (it costs approximately \$15.00).
 - Out-of-state residents: You will have to acquire your driving record from your state MVA office.
- You must complete and pass the Maryland online (DDT) Defensive Driving Technique through the office of Environmental Health and Safety (EHS) on campus.
 - Fleet Services will contact EHS and copy you via email. Wait for EHS, Donna McLaughlin (410-704-2949) or dmclaughlin@towson.edu to contact you.
 - Be prepared with your student ID number, found on your OneCard.
 - Donna McLaughlin will provide you with a password to initiate the online training.
 - After you pass this quiz and your official driving record has been received, you will then be eligible to drive university sedans and mini-vans.
- Fill out the "Driver Clearance Form" located in the Student Government Association (UU 226). This form must be signed by a department head, advisor, president or other authorized signature.
- Attend a Van Training Session through Fleet Services (410-704-2493).
 - It takes about one to one-and-a-half hours depending on the size of the class.
 - You watch a short video then drive the van with the instructor.
- After completing the DDT, submitting your MVA driving record, and passing the van training, you can now reserve a vehicle.
 - Go to www.towson.edu/adminfinance/facilities/transportation/documents/UNIVERSITYFLEETSERVICESVEHICLEREQUEST.pdf to reserve a university Vehicle. (Forms are also available in the SGA Resource Area.)
 - Charge is between \$.54-.96 per mile (depends on which kind of vehicle is used).

HOW TO SHOW A MOVIE ON CAMPUS

Why does my organization need to get permission to show this film?

Movies on VHS or DVD are copyrighted and cannot be shown publicly without the consent of the distributor. Copyright infringement is a serious offense that is the equivalent of stealing from a film distributor. This means that they can take legal action against you.

When do you need permission?

Permission to show a film is necessary more often than you might think. Some common examples are:

- Any time you show a film in the Union or any other public university space (e.g., classroom, lounge or common area at the university). These spaces are considered “public” spaces and showing the movie in these areas is the equivalent to showing them in a theater.
- You need permission even if the film showing is for educational purposes. If the distributor has special permission for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law and University Union policy.

Note: Your department may already have permission to show the film. If you are showing the film in conjunction with an academic department, they may already have permission, so check with them.

How can I get permission?

Getting permission for showing most films is fairly simple. Most mainstream films that are distributed for non-commercial use come from one of two main distributors:

- SWANK Motion Pictures, Incorporated; www.swank.com; 1-800-876-5577
- Criterion; www.criterionpicusa.com; 1-800-890-9494

You can also conduct a Web search to learn the distributor of the film. A good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type your film in to the search area, and choose the correct film from the results. Once you choose your film, go to “Company Credits” and look up “distribution.”

If you still cannot find out who distributes the film, you can call 310-247-3020, the Reference Library of the Motion Picture Academy.

Is this going to cost money?

Possibly. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. Have all the information below handy when you speak with the film’s distributor. Remember, newer movies will cost more than older movies!

What is a film distributor going to ask me?

- Your name and the name of the organization you are working with
- How you intend to show the film (Advertise, all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in)
- If there is a fee, how your organization will pay for the rights to show the movie
- Contact information for your organization
- Whether or not you need them to send you a copy of the film

I have permission, now what?

Once you have obtained the rights, you will receive a written record of your permission to show the film. If a distribution company is unable to provide this confirmation, they should send you a letter that certifies

that you have legally obtained the rights to show the film. Many companies will also give you information to get free promotional goods to use when advertising your event.

This is so complicated! Why don't I just not tell the OSA that I am showing a film?

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in court if you are caught! Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk!

I have more questions. Who can I talk to?

If you have questions specifically regarding the need for permission when showing films, or would like more information about copyrights, film events or planning an event around a film, please contact the Office of Student Activities at 410-704-3307.

Important dates for the semester

- September 5, 2011 by 4pm: Deadline to register for the FALL INVOLVEMENT FAIR
- September 7, 2011 at 4pm-6pm in the West Village: FALL INVOLVEMENT FAIR
- September 9, 2011 at 2pm-3:30pm in the Chesapeake: FALL STUDENT GROUP SUMMIT 1
- September 11, 2011 at 2pm -3:30pm in the Chesapeake: FALL STUDENT GROUP SUMMIT 2
- September 18-24, 2011: HOMECOMING WEEK
- September 28th/29th at 9:30am-10:30am in Chesapeake 1&2: TREASURERS WORKSHOPS
- October 14th at 5pm: INITIAL BUDGET DUE (e-mail nriver2@students.towson.edu in .xls format)
- October 17-20th at 9:30am-10:30am in UU306: FAC MEETINGS
- November 14th at 5:00pm: FINAL BUDGET DUE (e-mail nriver2@students.towson.edu in .xls format)
- November 18th at 11:00am-5:00pm in location TBD: BUDGET HEARING
- December 5th at 5PM: COMMUNITY SERVICE DUE
(www.towson.edu/sga/studentgroups/resouces.asp)
- February 6, 2012 at 4pm: Deadline to register for the SPRING INVOLVEMENT FAIR
- February 8, 2012 at 11am-1pm in the University Union: SPRING INVOLVEMENT FAIR
- February 14, 2012 at 2pm-3:30pm in the Chesapeake: SPRING STUDENT GROUP SUMMIT 1
- February 16, 2012 at 4pm -5:30pm in the Chesapeake: SPRING STUDENT GROUP SUMMIT 2
- Date: END OF THE YEAR STUDENT GROUP BANQUET -Taylor