

**CENTER FOR STUDENT  
ENGAGEMENT & LEADERSHIP**

# **STUDENT ORGANIZATION HANDBOOK**

**ENGAGING STUDENTS. ENCOURAGING  
LEADERS. ENRICHING LIVES.**

**Student Union, Office 236, 2601 Gentilly  
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## Center for Student Engagement & Leadership (SEAL)

### About Student Engagement & Leadership

The Center for Student Engagement & Leadership creates a vibrant co-curricular experience by coordinating educational, social, and cultural programs to foster experiences which develop students and student leaders as agents-of-change in a global society. We strive to enrich student lives by cultivating transformative experiences which increase self-efficacy, leadership development, social justice, and improve student physical and mental wellbeing.

The department provides programming, civic development opportunities, leadership development, campus recreation, student transition resources, social justice opportunities, and student organization assistance in an effort to enhance the quality of student life, contribute to the student growth and development, and establish a collegiate learning experience for students at Dillard University.

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## Areas within the Center for Student Engagement & Leadership

### Campus Recreation

Campus Recreation offers students the opportunity to enhance their well-being by promoting fitness and wellness, offering a positive outlet for stress, and providing safe and clean facilities, equipment, and programs. Additionally, Campus Recreation strives to promote a healthy college experience while building interpersonal and leadership skills. For more information contact SEAL at [studentengagement@dillard.edu](mailto:studentengagement@dillard.edu)

The facilities and programs included are:

- Aquatics Program
- Club Sports
- Group Exercise Classes
- Henson Gym
- Tennis Courts
- Intramural Sports
- Outdoor Adventure
- Wellness Promotion
- Union Fitness Center

### Greek Life

Greek Life strives to promote student development by providing opportunities for brotherhood, sisterhood, scholarship, service, and diverse programming to all members of the Greek community. Greek Life strives to uphold the values of the National Pan-Hellenic Council (NPHC) and the nine organizations that it represents. Each Social Greek organization hosts recruitment and intake of new members based on the guidelines of their individual national offices and are approved through the Center for Student Engagement and Leadership.

Those organizations are:

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Zeta Phi Beta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Omega Psi Phi Fraternity, Inc.
- Iota Phi Theta Fraternity, Inc.

### Student Leadership Initiatives

Student Leadership Initiatives are designed to provide students the opportunity to grow as leaders, and promote awareness of global and societal issues. These programs change year to year based on student interests and feedback.



## Student Governance and Advocacy

Dillard University's Student Government Association and Royal Court represent the Dillard student body to the university administration and to the community. These organizations advocate for the interests of Dillard students and work to better the student experience through community events and initiatives.

- **Student Government Association (SGA)** – All enrolled students are members of SGA. Student government at Dillard University is considered a learning-teaching opportunity that provides students with first-hand experience in democratic living. SGA is governed by an executive branch with committees, councils, and boards. The purpose of SGA is:
  - To act as a clearing house for student opinion on all matters relative to the welfare of the students at Dillard University
  - To provide a means through which students may work closely with administration and faculty in collaborative programs
  - To enable students to exercise their rights through self-governance in a democratic process.
- **Royal Court** - The Royal Court serves as the official student representatives of the University both on and off-campus. Miss and Mr. Dillard's Royal Court is made up of class queens and kings, which represent each of the classes of Dillard. The Royal Court is responsible for encouraging students to give back to the community, provide empowerment programs, and ensure that students make the most out of their experience.

## Diversity, Inclusion, and Civic Engagement

Dillard University strives to create a diverse and inclusive environment for all members of the Dillard community. Through trainings, seminars, and community service, SEAL works to provide students with the knowledge and experience to develop themselves into inclusive and active members of society. Some of the programs offered are:

- **Safe Zone**- these trainings are opportunities to learn about LGBTQ+ identities, gender and sexuality, and examine prejudice, assumptions, and privilege.
- **Step Up!**- A bystander intervention program that will educate students on being proactive in helping others.
- **Alternative Student Breaks**- this program engages Dillard University students in an affordable, substance free experiential service learning project that encourages an understanding of pressing social issues in a significant way.

## University Programming

Dillard Activities Board (DAB) serves as Dillard's premier student-run programming board. DAB is dedicated to providing fun, educational, and diverse programs that reflect and respond to the needs of the DU student population. DAB plans events of all types and provides students with leadership opportunities. Some of these opportunities include: serving on the selection committee to search for and select talented performers, popular programs, and other genres of entertainment.



**Eligibility:**

- Students interviewing for a DAB President or Vice President positions must have and maintain a 3.0 term and cumulative GPA.
- Students interviewing for a DAB committee position must have and maintain a 2.5 term and cumulative GPA.
- General members must have and maintain at least a 2.0 term and cumulative GPA.
- All students running for office must be enrolled as a full time student
- Disciplinary Good Standing – Achieved a record of good citizenship, defined as not currently on probation, suspension, or having incomplete student conduct sanctions or restrictions, as reported by the Office of the Dean of Students.
- All students running for an elected position must complete and submit their FAFSA paperwork to the Office of Financial Aid and Scholarship annually. Failure to submit FAFSA paperwork by the predetermined deadline will result in forfeiture of student leadership position.

**DAB Positions:**Executive Board

- President
- Vice President
- Director of Administration

Committee Members

- DAB Cinema
- On The Go
- Rec-IT
- Sound and Stage
- Fine Arts
- Main Event

General Body Members

The members of DAB work directly with the Center for Student Engagement and Leadership to ensure that DU students have the best possible campus experience. Some of the past events include:

- Homecoming
- Welcome Week
- Spring Fest
- Spring Fling



## Registered Student Organizations (RSOs)

Every student is encouraged to enhance their own college experience by being involved with Dillard's Registered Student Organizations. Registered Student Organizations (RSOs) are formally recognized by the University and are originated out of student interest. RSOs are formed by currently enrolled students sharing a common goal or interest and has successfully completed the necessary paperwork with SEAL and adhere to the guidelines established by the University. Student organizations add an important component to a student's life on campus by allowing the student voice to be heard and seen on campus. Students gain valuable experience in the practical aspects of leadership, communication, risk management, respect, responsibility and teamwork. Statistics show that students involved in a student organization maintain a higher GPA and are more active on campus. Visit Bleu Connect to learn more about all of the active student organizations offered by Dillard University. Current students are encouraged to establish new RSOs based on campus and student need.

RSOs actively participate in and contribute to a vibrant university community. Registered student organizations at the university provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Social and cultural events, lectures, and many other events organized by student organizations contribute to making DU a very dynamic and exciting campus.

SEAL works to be proactive in guiding student organizations by providing education, training, and consultation to all leaders on campus. This office strives to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in decision-making processes. We work to help student organizations appropriately manage their risk and achieve their goals. Student organizations have the privilege of using on-campus facilities, raising funds, sponsoring speakers and public performances, and distributing literature.

## Student Union

The Student Union serves as a place to bring students, faculty and staff together. As the center of the college community life, the Union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity for students to balance course work and free time as cooperative factors in their education. The Student Union's core values are student engagement, development and success, communication, learning, and community building.

### Departments in the Student Union:

- Office of Student Success
- Student Advocacy, Support, and Accountability
- Residential Life
- Center for Career and Professional Development and Swag Closet (CCPD)
- Center of Student Engagement & Leadership (SEAL)
- Student Health Center
- Student Government Association (SGA)
- Dillard Activities Board (DAB)



### **Student Union Multi-Purpose Areas:**

- Movie Theater
- Commuter Lounge and Arcade
- Bowling Alley
- Multipurpose Rooms
- Innovation lab
- Creative Corner
- Fitness Center
- Group Fitness Studio
- Simply-to-Go Food Court
- Conference Rooms
- Track

### **Kearny Hall**

Kearny Lounge is a space on campus that brings students, staff, and faculty together. Conveniently located in the center of campus, Kearny Lounge is a great place to hold events, meetings, or simply grab a bite to eat. Areas in Kearny Lounge include:

- Kearny Dining Hall
- Kearny Terrace
- Kearny Lounge
- Original Burger Company Grill

## **Student Organizations Policies and Procedures**

Registration shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. An RSO at Dillard University must meet the following criteria:

- Is chartered through the Center of Student Engagement and Leadership
- Open to all students regardless of age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran's status
- At least 5 Dillard students as members (please reference Starting a RSO Guidebook for more information)
- Abide by City, Federal, State, and University laws and policies
- Be a nonprofit organization
- Create and maintain a Bleu Connect account
- Create, maintain, and abide by a constitution
- Have an advisor who is a faculty/ staff member of the University
- Remain in compliance with the Center for Student Engagement and Leadership
- Registration shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the University. If the Center of Student Engagement & Leadership disapproves registration, the organization may appeal the decision to the Vice President for Student Success who shall review the same and affirm, reverse, or modify the decision.



**This is a final appeal and will not go to the President of the University.** This is the final phase of the registration process.

## **Expectations & Requirements of RSOs**

At DU, RSOs are granted privileges and resources. In exchange, it is essential to follow and fulfill the following expectations of being a registered student organization. RSOs will:

- Complete the annual registration process with SEAL by submitting all required information on Bleu Connect, participating in the mandatory SEAL meetings/ workshops, and making timely updates to organization's information (officers, constitution, etc.) as changes occur.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Dillard University, including the DU Student Code of Conduct and the Student Organization Handbook.
- Conduct themselves in a manner that correlates with the mission of the University.
- Obey the rules and regulations expressed in the organization's constitution, including the non-discrimination and non-hazing requirements for membership.
- Meet all financial obligations incurred by the organization and abide by the SGA Finance Guidelines when applicable.
- Obtain a checking account with bank to secure the organization's funds.
- Ensure proper planning and execution of organization events, and consult with the Center of Student Engagement & Leadership for help with event policies and contract management.
- Provide sufficient training during the officer transition process.
- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits granted to the organization.

## **Benefits & Privileges of RSOs**

Student organizations must obtain organization approval by the Center for Student Engagement & Leadership to be eligible to receive privileges and services. All registered student organizations will have the following privileges:

- Ability to reserve University facilities in accordance with all related policies for meetings and events
- Solicitation of membership on campus under the organization's name
- Listing of the organization in official publications of the University
- Use of university bulletin boards and other designated posting areas
- Ability to request funds from the SGA allocation committee for organization activities and events
- Access to campus services such as organization mailbox, audio-visual equipment and more
- Assistance of a faculty/ staff advisor
- Solicitation of funds (fundraising) on campus under the organization's name, subject to the approval of the Center of Student Engagement & Leadership



- Promotion of the organization's goals, purpose, identity, programs, and activities

## Organization of Distinction Program (DU Distinct)

The DU Distinct program is an initiative of the Center of Student Engagement & Leadership, which promotes and supports student learning and growth through co-curricular activities, training, policy enforcement, advocacy and serving as a resource to the university's RSOs.

The Organization of Distinction Awards is a collection of awards in various categories, which recognizes impeccable student leaders and student organizations that fulfill their mission while making exceptional contributions to student development and the DU community. The review of the awards will be conducted by a panel of Dillard University faculty and staff.

The Organizations Distinction criteria is used to measure an organization's progress in areas of organizational effectiveness, leadership, diversity, creativity, teamwork and service. Each measurement has a responding value which totals 140 points.

Point Breakdown:

- Organization of **Distinction**: 90+ points
- Organization of **Superior**: 75-89 points
- Organization meets **Standard**: 60-74 points
- Organization in **Development**: 0-59 points

Award Categories Include:

- Organizations of Distinction Awards
- New Student Organization of the Year
- Community Service Project of the Year
- DU Student Organization of the Year
- Spirit of Diversity & Inclusion Award
- Bleu Leadership Award
- Volunteer of the Year
- President of the Year
- Advisor of the Year

## Chartering a New Student Organization

Any group of 5 or more Dillard students desiring to establish an organization may apply to become a Registered Student Organization (RSO) with the Center for Student Engagement & Leadership. The process for chartering an RSO is listed below:

**Step 1:** Complete the Student Organization Chartering & Renewal form via Bleu Connect. Once completed, you will be contacted by the Assistant Director of Student Engagement and Leadership.

You will need the following information to complete the form:

- Electronic copy of the proposed membership roster (students' first and last names, ID number, and Dillard email address) of at least 5 Dillard students.
- Electronic copy of the proposed organization constitution. Sample constitution in the appendix.
- Proposed advisor name and contact information. Your advisor must be a current faculty or staff member at Dillard.

**Step 2:** Schedule meeting with a staff member in the Center for Student Engagement & Leadership.

**Step 3:** Representatives from the proposed organization will be invited to a Student Government Association Senate meeting to speak on the organization's behalf and answer questions from Senators. Questions that may be used to determine whether an organization should be recognized include, but are not limited to the following:

- What is the purpose of your proposed organization?
- Describe the activities of the proposed organization.
- What is the organizational structure of your organization?
- Is this organization open to all students?
- How do you plan to draw interest and recruit students into the proposed organization? Describe the expressed interest in the organization at this point.
- How do you plan to sustain the proposed organization financially?

**Step 4:** After meeting with the Student Government Association Senate, an official decision on the chartering of the organization will be made by SEAL and the organization will be notified. If the proposed organization is approved, the Center for Student Engagement will approve the Student Organization Charter form. The organization will be required to attend a mandatory New Student Organization Orientation before being eligible for all of the benefits of being a Registered Student Organization. Once approved, you will be given steps to create your Blu Connect profile. Orientation sessions are scheduled with the Center for Student Engagement and Leadership. If the proposed organization is not approved, the organization must wait one calendar year before re-applying.

## Organization Status & Annual Registration Renewal

It is the policy at Dillard University that each student organization is registered with the Center for Student Engagement & Leadership by an established date at the beginning of each academic semester. Registration can be updated on Bleu Connect under each student organization portal.

Registered student organizations must complete certain requirements annually to remain on active status. These requirements are:



1. Maintain a membership of at least five (5) full-time students at Dillard University and submit a current list of active members and officers.
2. Submit the Organization Advisor Agreement Form and the Student Organization Officer Form on Bleu Connect.
3. Attend the Student Organization Leadership Training annually; a minimum of three (2) organizations officers must attend S.O.L.T in order for the organization to remain on active status.
4. Attend Student Senate Meetings once a month.
5. Submit any constitution changes as needed for review to SEAL.
6. Maintain contact with University Advisor.
7. Complete 2 Community Service Projects

Before an organization can function on campus, it must be registered, failure to comply will result in an organization being placed on inactive or non-recognized status.

## **Status of Student Organization**

The Center for Student Engagement & Leadership (SEAL) uses different terms to describe the status of student organizations in four (4) categories: Active, Probation, Inactive, and Non-Recognized.

### **Active**

Active status is defined as the status of an organization that has completed all requirements to maintain an organization. As well as maintained all student organization responsibilities aligned with the Center for Student Engagement & Leadership throughout the academic year. These organizations may take advantage of the benefits and rights offered to registered student organizations such as but not limited to recruitment, new membership, hold meetings, and host events.

### **Probation**

Probation status is defined as the status of an organization that has been removed from active status for violations of Student Senate regulations, University policies and/or local, state, and federal laws. The length of probation status varies upon the discretion of the Director for SEAL. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

### **Inactive**

Inactive status is defined as the status of an organization that has been removed from active status, placed on probation, and has not completed all requirements to be placed back on active status. Organizations on inactive status may be granted the opportunity to have limited organization privileges which may include reserving a meeting space for organizational planning



purposes. No programs or activities may be conducted during this status in the organization's name. The following are guidelines for inactive organizations:

- 1) When an organization is inactive for three full semesters and wishes to become registered again, the organization must meet with the staff coordinator for student organizations before being able to register again.
- 2) An organization is dormant when they have been inactive for four to six full semesters. If they wish to become a registered organization again, organizations must be re-chartered.
- 3) An organization is dissolved when they have not been registered in more than six semesters.

SEAL staff will contact the president listed and faculty/staff moderator to let them know SEAL will be dissolving the organization within *two weeks* of the notification. The office staff will take the necessary steps to archive and terminate the organization's files and bank account(s).

### **Non-Recognized**

Non-recognized status is defined as the status of an organization that has not attempted to complete the requirements to maintain active status with the Center of Student Engagement & Leadership. Student organizations on non-recognized status are removed from all registered student organization lists and are not permitted to utilize any of the benefits and rights of being an active registered student organization such as participating in student organization events, hosting events, utilizing resource rooms, having a mailbox, participating in meet and greet, reserving conference room space, utilizing display boards, fundraising, seeking funding from Student Government Association (SGA), reserving rooms or services, collaborating with active registered organization, and enjoying the benefits of being recognized as a student organization at Dillard University. Non-recognized organizations can become active by meeting all of the requirements to maintain active status by the Spring Registration deadline.

### **Eligibility for Membership and Officer Status**

1. Active membership shall be restricted to currently enrolled Dillard University students.
2. 12 credit hours is the minimum course load for any student participating in a student organization.
3. A student must maintain a semester GPA of a 2.0 to be a member of a student organization and must keep a 2.0 GPA per semester to remain a member in good standing. A student must have and maintain a 2.5 GPA to serve as an officer and 2.75 GPA per semester to be eligible to serve as the President of a student organization. Organizations have the right to raise or require a higher GPA for membership or officers.
4. Should a student fail to meet the academic requirements, the student will be barred from holding any office until the academic requirements are met.
5. A candidate must be in good judicial standing to hold office as defined by the Office of the Dean of Students. Any elected officer who is placed on disciplinary probation during the student's term of office must immediately divest themselves from the office.



6. A transfer student must earn a minimum of twelve (12) semester hours at Dillard before he/she can qualify as a candidate for office.

### **Membership Selection Policy**

Because of the University's commitment to inclusiveness, membership in a student organization must be nondiscriminatory and open to the entire Dillard University student body.

An exception to this policy will be granted for Greek-affiliated organizations and performing arts groups. Performing art groups that wish to select members for performances based on special criteria such as talent and individual merit, academic councils which require enrollment in a particular college, or class committees which require attainment of a particular class standing. Any other group that believes selective membership is warranted must receive the approval of the Director of Student Engagement & Leadership and the appropriate advisory board. All such groups will be required to demonstrate that their selection process is integral to the success of the group, is openly advertised and fair and is non-discriminatory. This process will be reviewed annually (*Adapted from Georgetown University*).

### **Organization Size**

A group must have a minimum of 5 currently enrolled full-time undergraduate student members in order to be considered eligible for benefits. In order to preserve opportunities for undergraduate students to gain leadership experience, other individuals within the University academic community may participate in a group's activities or programs but may not be members or otherwise attempt to direct, lead or inappropriately influence the group's activities. Only members of the University academic community are eligible for participation in a student organization.

### **Compliance**

Student organizations recognized by the university have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Dillard University. The purpose and activities of all organizations must be in compliance with the rules and regulations of the Dillard University, local, state, and federal laws, including the DU Hazing and Alcohol Policies located in the DU Student Handbook. The policies and practices of the organization pertaining to membership may not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. In cases where the nondiscrimination policy conflicts with the organization's religious beliefs, tenets, or doctrines, or an organization's limitation of membership to a particular gender, as allowed by law, the organization may request in writing an exemption from the part of the policy that is in conflict.

### **Liability Information (Breaches of Conduct)**

Dillard University strives to help students and student organizations develop a sense of moral, ethical, and community responsibility as well as to create an environment conducive to living and learning. By applying to, accepting admission to Dillard University or registration as a student



organization, a student accepts the Code of Student Conduct and citizenship and acknowledges the right of the University to take disciplinary action, including suspension or expulsion for conduct judged unsatisfactory or disruptive. Any student or applicant found to have committed or to have attempted to commit the following misconduct is subject to the sanctions provided for in the Code of Student Conduct. In some instances, acceptance can be revoked prior to enrollment or class attendance due to conduct that violates the Code of Conduct. In keeping with this philosophy, the University regards the following as breaches of conduct:

### **Abduction and/or Kidnapping**

Enticing, persuading, or forcibly seizing and/or carrying of any student, faculty, staff or University official from one place to another or to prevent a person from leaving a location without that person's consent.

### **Aiding and/or Inciting**

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct or a breach of the peace.

### **Alcoholic Beverages/Intoxication**

The use, consumption, possession, purchase, sale and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any University sponsored or affiliated activity is prohibited.

### **Arson/Fire Setting**

The malicious or intentional burning of property on the University premises or property is strictly prohibited. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

### **Behavior Unbecoming of a Dillard University Student**

Any violation of the Code of Student Conduct and/or behavior that reflects negatively on the image of the student or reputation of the University.

### **Abuse of Conduct Process**

Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including, but not limited to:

- Falsifying, distorting, or misrepresenting information;
- Failing to provide, destroying or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's participation in or use of the campus conduct system;
- Harassing (verbal or physical) and/or intimidating a member of the University community body prior to during, and/or following a University conduct proceeding, pursuant to the Code of Student Conduct;
- Failing to comply with the sanction(s) imposed pursuant to the Code of Student Conduct



- Influencing or attempting to influence another person to violate the Code of Student Conduct.
- Damage to Property/Destruction of Property: Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including faculty and staff members.

### **Campus Displays**

Displays including, but not limited to, posters, notices, or banners which litter the campus or damage the property of the University or of other persons or entities, or which are explicit, or which materially interfere with the regular and orderly operation of the University are prohibited.

### **Conformance with Organizational Purpose**

Activities or organizations must be in conformance with their application's stated purposes.

### **Disorderly Conduct and/or Disruption**

Any offensive or annoying act that disrupts the peace. This includes, but is not limited to, conduct that is offensive or annoying to others or is disruptive to the rights of others, which includes excessive noise, noise after quiet hours, noise producing devices, talking excessively loud, failure to dispose of food trays, shouting or loud music.

### **Disruptive Behavior**

Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.

### **Distribution of Printed or Social Media Material**

Distribution of printed materials or posting of materials or videos through social media that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations. While the University respects a student's right to free inquiry, expression, and assembly, it reminds students of their responsibility to contribute to a climate of academic integrity consistent with the rights of others and to refrain from acts of degradation, humiliation or harassment toward any person, whether the person is a student, non student, relative, faculty or staff member, or a current or former spouse, boyfriend, girlfriend or a significant other.

### **Drugs/Drug Paraphernalia**

Possession or use of any counterfeit, illegal, dangerous, or controlled drug or other substance is prohibited. This includes:

- The unauthorized use or possession of prescription medications.
- Abuse of solvents, aerosols, or propellants.
- Manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited.
- Possession of drug paraphernalia (i.e., pipes, bongs, blunts).



- Violating any other provision of the Code of Student Conduct while under the influence of an illegal or illegally obtained drug.
- Diluted, late, missed, forged, or failed drug screens.
- The possession, distribution or use of medical marijuana that is legal in other states but is illegal in Louisiana is also prohibited.
- The receipt or distribution of illegal drugs prescription drugs or drug paraphernalia via the mail or other delivery services are also prohibited.

### **Endangerment**

Reckless or intentional acts that endanger or put at risk the welfare of oneself or others are prohibited. Threats in any form or behavior that could endanger one-self or others are prohibited. Compromising the security measures of the campus will constitute a violation of the Code of Student Conduct.

### **Failure to Comply**

Failure to comply with the reasonable directions of University officials acting in the performance of their duties. This includes failure to promptly identify oneself to University officials when requested and failure to comply with disciplinary sanctions.

### **Financial Responsibility**

- Organizations are solely responsible for all business transactions. Dillard University is not responsible for debts incurred by an organization.
- Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and practical use of funds.
- Use of allocated student activities fee funds must conform to the purposes and practices approved by the allocating authority.
- Any organization not in good financial standing with the university will not be permitted to use University facilities.

### **Threatening Behaviors**

- Threatening written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

### **Trespassing**

Unauthorized presence on or within any building or property owned or operated by the University.

### **Unauthorized Use / Entry of University Facilities**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities.

### **Use of University Name**

Use of the name or logo of the University is prohibited unless specifically authorized in writing by the Vice President of Student Success or delegated representative. Students are prohibited from falsely presenting themselves as entities of the university beyond the normal scope of activities associated with their student status.

### **Verbal Abuse**

Verbal Abuse can be defined as any derogatory language used to degrade or impose harm on others.

### **Violation of Civil or Criminal Law**

Evidence of violation of local, state or federal laws, when substantiated through the student conduct process, or police or court documents.

### **Campus Demonstrations/ Protests**

Students planning a picket, protest or demonstration on Dillard University property are to contact the Office of Student Engagement and Leadership to register and for further information. By registering the protest, the University does not intend to infringe on the students' right to assemble but rather to ensure that appropriate levels of crowd management staff as required by law are present.

Dillard University will not allow disruptive or disorderly conduct on its premise which interrupts the day-to-day operation of the University or the academic enterprise. Students engaging in disorderly conduct shall be subject to disciplinary action and could be subject to a hearing before the University's Judicial Board.

## **Student Organization Judicial Process**

The judicial process help inform organizations about the responsibilities of having official University recognition as a student organization, to hold organizations accountable for violations of University Policy, and to protect the rights of recognized student organizations. Students, faculty, staff, and community members can report any RSOs who violate any laws, University policies, or established protocols and procedures related to student organizations through the Student Conduct Incident report. The Dean of Students or their designee, as needed, shall review the activities of the registered student organization to determine whether or not they are acting in accordance with University regulations. After going through the review process, if the organization is found to be responsible for the alleged incident, they will be charged with appropriate sanctions.

Sanctions may include, but are not limited to:

- Restriction of all or any privileges enjoyed as a registered student organization
- Monetary fines, withholding, or withdrawal of student activities monies.
- Restitution for damages
- Probation and/or suspension for a defined period of time of registered group status
- Withdrawal of registration indefinitely.



If an organization accepts complete and unconditional responsibility for **ALL** alleged violations, they may then choose an administrative hearing. This means the organization waives their right to a conduct committee hearing or appeal. An organization has the right to appeal any sanction to the Vice President of Student Success. The Vice President of Student Success may utilize the services of an existing or ad hoc committee for the appeal process as described in the Student Code of Conduct. Upon notice and a hearing, the Vice President of Student Success may review at any time the registration of the student organization, and make whatever final disposition he/she deems is necessary in the best interest of the University.

## **Organization Advisors**

Dillard University requires each student organization to have an advisor who is currently a full time member of the DU faculty or staff and/or local chapter organization. It is recommended that each student organization have at least two (2) advisors, however it is not mandatory. Advisors are held responsible for ensuring that all groups function in ways that are compatible with the University's mission. In addition, advisors are required to be present at ALL meetings, activities, ceremonies, and social affairs conducted by the organization.

### **Duties & Responsibilities**

Advisors shall assist the elected officers of the organization to:

1. Define/interpret the aims and purposes of the organization.
2. Supervise the operational procedures of the organization to ensure that they are in with University and Student Organization Handbook regulations, and where applicable, national office policies and regulations, and graduate chapter instructions.
3. Supervise the election of new officers in accordance with Handbook regulations, and the organization's constitution.
4. Consult with the organization's officers prior to meeting so as to be apprised of major items on programs and the agenda of all meetings.
5. Supervise the expenditures of all organizational monies.
6. Sign all checks issued by the organization
7. Sign all treasurer reports to the University.
8. Ensure spending of monies in accordance with University policy, Handbook guidelines and the club's constitution.
9. Be present at meetings conducted by the organization when needed.
10. Recommend approval/disapproval to the Center of Student Engagement & Leadership of any on or off campus activity sponsored by the organization.
11. Accept responsibility for the overall supervision of any activity sponsored by the organization, to ensure that University regulations and requirements are fully met.
12. Recommend approval/disapproval of any on or off campus guest speaker sponsored by the organization.
13. Report as immediately as possible any/all major irregularities regarding the organization and/or its activities to the Director of SEAL or designee, and where applicable to the appropriate department head or graduate chapter.
14. Attend the fall and/or spring Advisors meeting.



## Advisor's Roles

- **Teachers/Coaches:** Advisors teach techniques of good leadership. They can work with the organization and individuals to develop effective group behavior and leadership. Consultants: Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.
- **Historian:** Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don't have to "reinvent the wheel" from year to year.
- **Liaison:** An Advisor often serves as the bridge between the University Administration and the Student Organization. The advisor can represent student needs and interests to University Officials and can interpret policies, share information regarding University decisions and actions to the Organization.
- **Navigator:** An Advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.
- **Observer:** Advisors can sit back and observe the group's process— Why things are working, or what can be done to improve group operations? The Advisor can see the interactions and relationships more objectively because they aren't involved in the running of meetings.
- **Resource Expert:** An advisor will either have the information you need, or they will be able to refer you to the appropriate office or persons to help you.
- **Financial Advisor:** An advisor will make sure that you know how to manage your budget responsibly.

## Bleu Connect: Student Organization Information Management

### What is Bleu Connect?

Bleu Connect is an online platform that provides tools to help you manage your organization including: maintain rosters, store and share important documents, communicate with members, plan and publicize events, track service hours and meeting attendance, collect dues, and significantly reduce paperwork. It gives you the ability to manage to your organization and centralize all the information you need so you can stay organized and become a more effective leader.

### Homepage

- A student's view who is not currently an officer of an organizations' view on the Bleu Connect homepage will show the Registered Student Organizations (RSO) that they are a part of, any current or upcoming events, latest news as well as helpful campus links.
- The student has the option to search all events on Bleu Connect by clicking 'View All Events' or by clicking the 'Events' tab on the top of the page.
  - Searches for events can be narrowed by searching for specific events, selecting a specific date(s), themes, categories or perks (free giveaways).
- Students can click the 'News' tab to find more specific details on news that has been posted on Bleu Connect.



- To access public forms such as sign up forms, session assessments, and other important forms students can click on the 'Forms' tab at the top of the page.

### **Personal Profile**

- To access your Bleu Connect profile click on the circle in the top right corner with your first initial. Here you can view:
  - Event History (events that you have attended)
  - Memberships (what RSO's you are a part of)
  - Experiences
  - Service Hours (broken down by organization, date, description, and duration)
  - Co-Curricular Transcript
  - Submissions Notifications (forms that you have submitted)
  - Downloads (documents you have downloaded from RSO pages)

### **Searching for Registered Student Organizations (RSO)**

- Go to the Bleu Connect main page and sign in.
- Click the tab 'Organizations' to view all of the RSO's.
- You can search for a specific name of an organization or you can narrow down your search
- To narrow your search click 'Select Categories' and choose from one of the twelve options. You can choose from:
  - Academic and Professional
  - Club Sports
  - Departmental Organization
  - Diversity or Multicultural
  - Fine and Performing Arts
  - Fraternity
  - Political
  - Religious or Faith-Based
  - Recreation;/Gaming
  - Sorority
  - Special Interest
  - Student Governance

### **Student Organization Page Viewing**

- Access each organization simply click on their page. Here you can ask to join the organization by clicking 'Join' or you can request to contact the primary person of the organization by clicking 'Contact'.
- On the RSO's page you can also view who the current officers are, a description of the organization, any events they are currently holding or have held in the past, and any public documents they have.



- If a student is interested in creating a new organization, they can go back to the main RSO search page and click 'Register Organization'.

## Student Organization Officer Abilities

### Organization Officer Access

- **Current officers of an organization** can manage their organization's page by clicking the image on the top right with nine dots. Once clicked, there will be a drop down menu that provides the option to Explore (regular member view) or Manage (organizational officer view).
- By managing an organization, officer's have the ability to access a variety of different things. Based on position, officers can have access to manage **all** parts of the organization's Bleu Connect page or **some** parts of the page.

### Organization Roster

- Officers can manage their organizations roster by clicking the three lined image next to their organizations name in the top left and selecting the 'Roster' tab.
- Here officers can:
  - Edit the organizations primary contact
  - Manage the current officers and members of the organization
  - View all current, pending, and prospective members
  - Edit member management access
  - Message all organization members
  - Invite people to join the organization

### Editing Organization Member Access

- To set different types of member accessibility, click the 'Manage Positions' link in the top right side of the page.
- After you click the link, you will be brought to a page that lists all of the positions that have already been created by your organization. If there is a position that needs to be added, you can do so by clicking '+ Position on the top left side.
- To change management access, click on each individual position. Here you can:
  - Change the position name
  - Edit the position type (officer vs. member)
  - If the position is active or not
  - Select No Access (People with this position can access NO management features), All Access (People with this position can access ALL management features), or Limited Access (People with this position can access the management features selected below)

### Documents and Forms



- Officers have the ability to edit and add forms and documents into their organizations page.
- Documents and forms can be used to store the organizations constitution/bylaws or any applications that the organization wants to use for current or prospective members.

### **News, Events and Gallery**

- Officers can add in various news and events for their organization. Events can be made public so that Dillard students as well as the greater public can see events.
- It is important to keep events and news updated on the organization page so that students know what is happening on campus in regards to the organization.
- Officers can add in pictures taken of the organization at events or meetings to keep the organization up to date and exciting for prospective members

## **Event Policies & Procedures**

Anyone can plan an event, but it takes hard work and preparation to host a GREAT event! Even a simple meeting can involve advertising and promotion, coordinating the event agenda, contracting speakers, planning engaging activities, keeping up with committees and special projects, and providing and permitting refreshments. The purpose of hosting events can vary (to communicate ideas, promote the organization, bring awareness to societal issues, etc.) so it's important to know both why you're planning the event and how to do it successfully. It is the responsibility of RSOs at Dillard to fully understand all event policies and procedures.

### **Event Registration**

Registered student organizations must register **all** events and programs with the Center for Student Engagement & Leadership through the Event Registration Form via your Bleu Connect portal. The Event Registration Form on Bleu Connect, includes room reservations, campus notification, security detail, and physical plant resources. Event Registration forms must be submitted at least 14 days (2 weeks) prior to the day of the event. The event **must** be approved for it to take place. If unapproved, the organization may request to meet with the Director of Student Engagement & Leadership to appeal the decision, however; the final decision will be authorized by the Director.

### **Planning the Event**

As you begin planning your event, please consider the following:

- The purpose of the event
- Does it align with the mission, purpose, and values of your organization
- Target audience
- Number of attendees
- Best time, date, and place
  - When selecting a date for your event it is helpful to consider the following questions:
    - What other events are going on that day? Check Bleu Connect and University calendars.



- Is there opportunity to collaborate with an organization on an event that's already taking place on that particular date?
- Is there space available that is suitable for your event?
- When reserving a space, always have an alternative date prepared.
- The budget for the event
- Funding for the event
- Other RSOs, campus departments, or community organizations you can partner with
- Resources and equipment
  - Type of set-up (banquet, classroom, auditorium)
  - Extra set-up needs (stage, dance floor, easels)
  - Food? Contact Food Services
  - Access time needed before the event/ time needed after the event

**\*\*Rain location:** When reserving an outdoor location, make sure to also reserve an indoor rain location. If the weather or outdoor space conditions are determined unsuitable, your event may be subject to cancellation.

## Reserving the Space

The use of campus space is a major asset for Registered Student Organizations. There are a variety of spaces across campus available for student use. In order to use a specific space on campus, it must be reserved ahead of time. This also applies to outdoor spaces on campus and 5k runs. Reservation policies vary by department.

The Center for Student Engagement & Leadership is responsible for the reservation for all meeting/conference/activity space in the Student Union. The primary objective of the Student Union is to serve the members of the Dillard University community including students, faculty, staff, alumni and occasional non-university groups.

**A request for space does not guarantee that a space will be assigned.** SEAL reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies and/or if the event is not in keeping with the primary mission of the Student Union. Documentation will be provided with the reasons for the denial. Requests must be submitted via the Electronic Event Request Form. No oral or tentative reservations will be accepted. No advertisement should be posted until the requestor receives a signed copy of the contract(s).

All requests for tables, chairs, audio-visual equipment, staging, public address equipment, etc., and room set-up must be made at the time of the reservation. Any reasonable room set-up changes to the request must be made by noon two days prior to the event. Changes to equipment needs must be made by noon the day before the event. Any changes made to scheduled weekend events must be made by noon on Thursday.

Only the Primary or Secondary Contact Person may change a room reservation. Reservations are non-transferable. Groups may not contact other groups to negotiate or bargain for space. RSOs will be held accountable for the actions of their members and guests at all times.



## Cancellations

Failure to use a reserved space or failure to cancel a reserved space within two 2 working days of the scheduled event by any Registered student organization or University department will result in the following:

**1st offense** – Letter of Warning-Policy violation

**2nd offense** – Full (for profit) rental rate & services charges will be billed & Policy Violation.

To reserve space for an event in the Student Union, RSOs will need to complete the online reservation form.

## Student Union Policy

1. Alcohol is **not** permitted in the building via the DU alcohol policy.
2. Animals are not allowed in the Student Union (exception- service animals such as “seeing eye dogs”).
3. Art objects, pictures, and furnishings are placed throughout the Student Union not only to enhance the beauty of the building, but also to provide a cultural atmosphere for the aesthetic education of the university community. These items are not to be removed from their location except by authorization from the Center for Student Engagement & Leadership.
4. Damage to fixtures, equipment, and/or any other property of the Student Union shall be billed to the abuser. The cost of repair and replacement will be determined by the Director of SEAL.
5. Food may be eaten in the food court area and in any of the lounge space areas. It is the responsibility of the person eating the food to do so in a clean and courteous manner. Dispose of all trash in the waste cans provided. If an accidental spillage happens, please notify the Information Desk as soon as possible.
6. Furniture in the building may be moved to accommodate conversation but must be moved back into place when leaving the area. No furniture is to leave the designated area in which it was found. No inside furniture is to be moved outside or outside furniture moved inside.
7. Gambling of any kind is **not** allowed in the building.
8. Loitering is **not** permitted in the Student Union by persons not directly affiliated with Dillard University. The Student Union is for use by DU students, faculty, staff, and their invited guests. Professional and/or student staff may ask anyone at anytime to provide a DU ID. University Police should be contacted immediately if an individual is suspected of loitering.
9. Panhandling and/or begging is prohibited in the Student Union. People panhandling or begging should be advised that this is contrary to Union and University policy. Persons who continue to panhandle or beg after being advised of this policy shall be reported to University Police.



10. Posting of all material shall be under the supervision of the Center of Student Engagement & Leadership staff and shall follow the established policies for distribution and posting of printed materials in the Student Union. (See specific policy in this manual.)
11. Reserved areas are to be used only by those who have an approved reservations contract issued by the Center for Student Engagement & Leadership. A copy of this contract should be kept by the user at all times during the scheduled event.
12. Skates, skateboards, bicycles, wheelies, and similar items are **not** allowed in the building.
13. Shirts and shoes must be worn by all persons entering and/or using the Student Union.
14. Tobacco products of any kind are **not** permitted in the building.
15. Use of Student Union by those under the age of 18 is **not** permitted unless they are attending or participating in a recognized university function or program or in the immediate supervision of their parent/guardian who is a Dillard University student, faculty, or staff. Anyone under the age of 18 who is not part of the above stated recognized groups will be asked to leave, and University Police will be contacted. The Student Union shall not serve as a child care facility and will not assume liability for the supervision for minors.

## Final Exam Policy

There should be no planned extracurricular programs or activities during the exam period. The final day for students and student organizations to host programs is on the last day of classes as indicated by the Office of Records and Registration.

Please use the following as a guide:

1. **Scheduling of Campus Programs** – Academic groups or RSOs are not to schedule concerts, major social events, organizational leadership meetings, or any activity that might conflict with academic studies or finals, except on weekends. This timeframe begins at 5 p.m., on the night before the start of exams. Events scheduled by parties external to the University that require attendance by Dillard students are exempt from this policy. However, University staff should take an active role in ensuring that students are rarely obligated in this way.
2. **Scheduling of Other Competitions** – No off-campus competitions involving student academic or student affairs organizations or Club Sport Athletic teams should be scheduled during Finals Week.
3. **Scheduling of Field Trips** – Faculty members should not schedule field trips during Finals Week unless the trip is the final exam for the class and fits within the time allowed in the final exam schedule. Exceptions to this policy may be granted by the dean of the college or school in cases when there are exceptional circumstances not under the control of the faculty member and where such exceptions would be in the best interest of the students. Requests for exceptions and logistics should have been made in advance of Finals Week.

There are only a few exceptions to this rule: study exam breaks, student support services programs for academic support, and study sessions ARE permitted, but should not be considered



mandatory unless attendance is required for a grade. These programs would have been approved in advance of finals.

## **Bake Sale Policy**

The following guidelines must be followed by students or student organizations hosting approved bake sale fundraising events:

1. The sale or distribution of food on campus by any university-affiliated group other than the official dining vendor is ordinarily limited to bake/confectionery sales.
2. All baked goods sold should be pre-packaged, store-bought goods. The package lists all ingredients for the purchaser, and this also eliminates unnecessary handling.
3. Baked goods that contain cream, custard fillings, or cream cheese frostings or need to be kept refrigerated, such as chocolate covered strawberries, are not permitted. These items contain moisture, which can support the rapid development of unwanted food poisoning organisms.
4. All foods must be protected from unnecessary handling, airborne contamination and pests. Baked goods should remain in its original container until dispensed during purchase.
5. Individuals shall thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom.
6. Bare hand contact with the food items should be avoided through the use of plastic gloves, tissues, bags or utensils (tongs/spoons).
7. No person who has a cold, is ill, or has a sore or infected cut on the hands, face, or arms is permitted to serve food products to the public. These people may perform other duties such as clean-up, handling of money, or any other non-food contact responsibility.

## **Amplified Sound Policy**

To maintain the academic environment at the university, the use of amplified sound is moderated. The amplified sound policy is designed to protect instructional and learning activities, administrative offices and academic departments from sound interference during normal business hours. Student organizations which intend to have amplified sound at an event must provide specific information related to amplified sound on event request submitted on Bleu Connect.

Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced. Additionally, any live music without the use of amplified equipment that is loud enough to impact the academic environment must follow the guidelines below.

The use of amplified sound on campus may not interfere with instructional activity or the administrative operations of the university regardless of the time of day. Such use will only be permitted at specific times, and in specific locations, so as not to conflict with this basic principle.

### **DAYS, TIMES, AND LOCATIONS**

The spaces in which amplified sound is approved include but are not limited to:

- Kearny Terrace



- Kearny Lounge
- Kabacoff Plaza
- Henson Hall
- Student Union
- Residence Halls

**Amplified sound is permitted at the following times:**

Monday – Friday: 11:00am – 2:00pm

Friday: 5:00pm – 12:00am

Saturday: 10:00am – 12:00am

Sunday: 12:00pm – 9:00pm

The use of amplified sound will not be permitted if such use would disrupt a previously scheduled event or function. Any organization or department sponsoring an event at which amplified sound will be used will designate a person responsible to control sound volume as necessary to ensure compliance with this policy.

**Sound Levels**

The Code of the City of New Orleans, Sections 66-22, sets forth maximum permissible sound levels based on the use of the property that the sound is affecting. This policy is intended to comply with, and be at least no less restrictive than, the Code. If at any time the Code is amended so that it is more restrictive than this policy, this policy should be deemed amended to conform to the Code. At a distance of 45 feet in front of the sound source, the sound pressure level may be no more than 70 decibels at any time.

The Center for Student Engagement and Leadership (SEAL staff will work with the individual(s) sponsoring the event to periodically monitor the sound pressure level. In order to keep the sound pressure level below 60 decibels inside of classroom buildings, all sources of amplified sound should be directed away from all classroom buildings.

**Appropriateness Of Sound**

All amplified sound played during standard business operating hours for the University (8:00am – 5:00pm) should utilize an “edited” or “radio version” with limited use of profanity. Moreover, any outdoor amplified music should never include any racial or ethnic epithets.

Organizations holding after-hours events must meet with SEAL to discuss amplified sound playlist and receive approval for appropriate music.

**Procedures**

All student organization events at which amplified sound will be used must be registered and approved by SEAL and must be registered in Bleu Connect. Any non-student organization events must be approved by the Director of Student Engagement and Leadership or their designee. Once approved, SEAL will notify and contact any potentially impacted departments and/or



offices. All amplified sound events must provide adequate security, as determined by the Dillard University Police Department.

### Violations

If at any time during the event the sound level exceeds the maximum permissible sound level set forth in this policy, a warning will be given to the sponsoring organization to lower the volume. The sound level must be brought into compliance with this policy no more than one (1) minute following the initial warning. If non-compliance persists, SEAL reserves the right to end the event and the sponsoring organization may face subsequent consequences from the Office of the Dean of Students.

## Event Budgeting

When planning an event, RSOs must take all costs of the program into consideration. There are several factors involved when planning an event that needs to be considered:

- Speaker/ Special Guest
- Production Costs (such as sound and staging)
- Venue Costs and Rentals and Capacity
- Advertising & Promotions
- Food
- Honorarium/Performance Fee (travel & lodging)
- Hospitality (food & amenities for the artist)
- Supplies (such as paper for fliers, posters, & programs)
- Security and medical staff

When requesting funding for your event, be sure to include **ALL** expenses for the event so you can predict the entire cost.

### Food Options

If Student Organization is expecting food for their event they must inform the Director of Student Engagement (CSE) via the Student Organization Activity Request Form.

Student Organizations **must** go through the University's catering services Sodexo for any food distribution.

- Only the advisor of the student organization can contact a representative from Sodexo for a menu and quote. Students are **not allowed** to contact Sodexo,

### Law Enforcement Coverage

The Center for Student Engagement & Leadership will make the final determination as to whether an event will require special security coverage and the number of officers required.



- Arrangements for special security services must be made with the Office of the University Police (Public Safety) at least two (2) weeks prior to the scheduled event
- A sponsoring organization is responsible for the cost of police details and additional public safety officers according to an hourly rate that is determined by the Office of the University Police (Public Safety)
- Certain university/student-sponsored events will require additional University safety, security, and police coverage. The types of events requiring special coverage include, but are not limited to the following:
  - Events that will attract more than one hundred (100) guests.
  - Events that present a topic or activity with the reasonable potential for a disturbance or disruption.
  - Events that require entrance fee
  - Events where money will be collected.
- At events where Public Safety officers are required:
  - Two officers are required for every 100 people
  - One (1) officer will be stationed at the main entrance and will conduct periodic checks of the immediate surrounding areas of the event.
  - Other officers will be responsible for roving inside the facility and will make periodic checks around the out-side perimeter of the area where the event is held.
  - Public Safety officers must be scheduled a half hour before event begins and remain until the event is over and the doors are secured.

## **Advertising & Publicity**

RSOs must make sure that all materials used to advertise for meetings or events are approved by the Center for Student Engagement & Leadership. RSOs must complete These materials or advertising strategies include:

- Indoor signage at event site
- Outdoor banners
- Bulletin board postings
- Sidewalk Chalk
- SEAL Newsletters
- DU Radio Station (WDUB)

### **Posting Policy**

- A copy of the proposed flyer/poster, table tent, email or social media message, t-shirt, or any other creative form of advertisement must be approved in advance and stamped by SEAL.
- May not be obscene or defamatory and must not violate University, federal, state, or local laws.
- Multiple copies of flyers and/or posters may not be posted so as obscure or cover materials already posted on bulletin boards.
- All notices and signs must clearly state the official name of the sponsoring organizations.



- Notices or signs are to be limited to bulletin boards. In no case should signs or notices be posted on the outside or inside of campus buildings, except on bulletin boards. Signs posted on walls, glass windows and doors of any campus building will be removed. Signs may not be posted on elevators, trees, or benches.
- Notices or signs posted on departmental bulletin boards must be approved by the department.
- Flyers or notices may not be placed on vehicles parked on campus.
- All signs posted in contradiction to this policy will be removed and discarded.

### Chalk Policy

- Sidewalk chalk is permitted on horizontal surfaces that are exposed to rain where it will naturally be washed away. **It is not permitted along the Avenue of the Oaks.** These surfaces cannot be under overhangs or other areas that would block the surface from being exposed to rain.
  - Only water-soluble chalk may be used for sidewalk chalking.
  - Chalking is strictly prohibited on vertical surfaces such as building walls steps, columns, etc.
  - Chalking is limited to the following horizontal surfaces: Kearny Hall entrance and Student Union front entrance. Please contact the Director of SEAL for additional information.
  - Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.
  - Removal of substances that damage university property shall be the responsibility of the persons or parties established as the violators and reimbursement for any restoration costs (i.e., paint removal, cleaning, removal of residual substances, and so on) will be the responsibility of the violating party.
  - Chalking space can be reserved for a week at a time. After one week, the sponsoring group must remove the chalk from the sidewalk.

## Risk Management

### Types of Risk

- Physical risks: injury, death, travel, food-related illnesses, etc.
- Reputation risks: the reputation of your officers and members, the reputation of the whole organization, the reputation of the university
- Emotional risks: emotions of your members, reactions of participants or attendees, sensitive subject matter, potential controversy, etc.
- Financial risks: cost reduction, proper budgeting, etc.
- Facilities risks : safety of the facilities for your participants or attendees, the maintenance and clean-up of the facilities, etc.

## Special Event Policy



The Director for the Center for Student Engagement and Leadership (SEAL) and Dillard University Police Department (DUPD) Special Events Coordinator are responsible for approving major events or events requiring security personnel on campus for registered student organizations. Special events range from organization ceremonies, parties, dances, benefits, and other one-time activities.

Dillard University is committed to free speech as essential to its educational mission and as a vital component of its identity. The University is also committed to enabling student organizations and other groups to host a variety of events on campus and thereby to supplement and enrich students' educational experience. Toward that end, the campus makes certain facilities and spaces available to student organizations and to other non-University users for events. The campus recognizes, however, that such events can raise significant security concerns. To ensure safety while protecting the First Amendment rights of those who wish to participate in events hosted on campus, the campus will enforce rules for events hosted by non-departmental users. This policy is explicitly intended to support the right and ability of non-departmental users to host Major Events of their choosing on campus and will be applied without regard for perspectives or positions expressed in connection with those events. **All criteria for assessing events must be applied in a viewpoint-neutral manner.**

The following criteria are taken into consideration for a Special Event:

- Is the event open to the public?
- Will food be provided at the event? (please note Sodexo is required for on-campus events)
- Will alcohol be served at the event?
- Will the event center around a controversial topic or speaker?
- Will outside media (e.g. local news, radio, etc.)
- Will money be collected at the event?
- Is special parking needed?

The process for requesting a special event is as follows:

1. The organization should submit the event at least **21 business days** in advance via Bleu Connect (<http://bit.ly/BleuConnect>)
2. Once received, SEAL will confirm the space and submit a Special Event request to DUPD
3. DUPD will determine the number of officers needed for the event and provide SEAL with a quote for services
4. A SEAL staff member will follow-up with the submitter and pass along information from DUPD
5. A week out from the event, student organization member and advisor must meet with SEAL staff to discuss event logistics including payment for security, risk management plan, facility needs. At the conclusion of the meeting, organization advisors will sign a document which contains the aforementioned information.

## Funding & Fundraising



**DIVISION OF STUDENT SUCCESS**  
**Student Engagement & Leadership**

Fundraising is a beneficial way to meet the financial needs of your organization. Proper planning, implementation and enthusiasm goes a long way in getting the University community engaged and willing to support by donating to your student organization.

### Planning a Fundraiser

1. Identify organizational expenses that must be covered and set a realistic goal for the fundraiser that more than the expenses, however attainable
2. Determine what the fundraising activity or event will be
  - Think about past fundraisers. What worked? What didn't work?
3. Determine the logistics of the fundraiser
  - Follow the guidelines and regulations of this handbook and other University regulations
  - Figure out your target audience (students, the community, etc.)
  - Advertisement
4. Consider partnering with businesses and organizations for sponsorship. They may be willing to donate business merchandise that can be used for raffles or sales.
5. Thank YOUs for supporters and contributors

### Fundraising

1. Complete Fundraiser Request Form on online and submit to SEAL at least 3 weeks in advance of fundraiser event.
2. If vendors will be present at fundraiser event, complete the Vendor Form for Auxiliary Services and submit to SEAL with Fundraiser papers and collect monies as instructed.
3. Complete Online Reservation Form no later than two (2) weeks in advance of fundraiser event.
4. After your fundraiser, submit the post fundraising form through Bleu Connect.

**Any items (food, t-shirts, bracelets, raffles, etc.) solicited for fundraising purposes by student organizations must be approved by the Center for Student Engagement & Leadership.** Any recognized student organization interested in soliciting monetary contributions outside the Dillard University campus must obtain authorization from the Office of Institutional Advancement. Please submit requests to the Center for Student Engagement & Leadership and they will be forwarded to the Office of Institutional Advancement.

### Solicitations and Donations

RSOs may solicit funds, conduct sales, or other fundraising projects on campus with approval in advance from the Center for Student Engagement & Leadership. Only sales or projects that are in line with the organization's purpose or offers a service that is not available on campus will be approved. RSOs are not permitted to give away alcohol or bar tabs as prizes in fundraisers. All established University policies are expected to be understood and followed. **All cash donations must be deposited into RSO Accounts.**

### Vendor Contracts

All contractual agreements are required to be reviewed by the Office of Legal Affairs. SEAL will not sign any contracts or requisitions that have not been signed by Legal Affairs. Please turn in any contracts that you would like to have reviewed by the Office of Legal Affairs through the Event Request Form to SEAL.

### **Contracts are needed:**

- if services are provided from a professional being paid- exchange of funds outside of the DU Community (faculty/staff, student, and/or alumni), this may include speakers, DJ, or any outside vendor
  - if the vendor has been used before on Dillard University campus they will still need to complete a contract; if the vendor is new to Dillard University campus along with a contract they will need to complete a W-9 Form and Vendor Registration.

Students are prohibited from entering into a verbal or written contract with any vendor or person. Contracts that require payment(s) and are entered into by a student may not be honored by the University. In such cases, the student may be held financially liable for payment and subject to disciplinary action.

## **Funding**

### **Membership Dues**

Membership dues are collected from organization members and are solely used by the RSO. These are in exchange for services, opportunities, or materials provided by the student organization. Also, membership dues may be required to belong to a national or local organization, professional association, honorary society, or similar. When collecting dues, members should work closely with their advisor(s) and deposit all funds into your on- or off- campus account. The cost of membership dues should be established in the organization's constitution and re-evaluated on an annual basis.

### **Co-Sponsorship**

Co-sponsorship is a great way to produce more effective programming, and when used appropriately decreases the stress of event planning. The key is to start looking for co-sponsors early and enthusiastically "sell" the program or idea to potential co-sponsors. Once an organization(s) or department (s) has agreed to the co-sponsorship, it is imperative to have the terms of the agreement in writing. Both parties should approve the terms and the presidents and advisors of both organizations should sign the document. The document will define the expectations of the co-sponsors while reducing confusion and ensuring a positive experience. The same procedure also applies to co-sponsorships with off-campus organizations and businesses.

### **Student Activities Allocation Fund**

All students at Dillard University pay a student activity fee. The University distributes the student activities fund to the Student Government Association (SGA). From this fund, SGA grants budget allocations to RSOs through the Allocation Request Process. Organizations are able to request

allocations funding from SGA as long as they are in good standing with the University. All allocations requests must be submitted no later than 21 days before the event or travel.

Student Organizations that wish to receive an allocation of funding must fill out the Allocation Funding form, which can be found on the Student Government portal on Bleu Connect.

### **Agency Accounts for Student Organizations**

Agency Accounts are those accounts established by the University for Non-University entities, such as student organizations, fraternities and sororities, other faculty and staff projects, and outside organizations or activities. The activities of DU agencies are usually closely associated with or even related to the activities of the University, and these DU Agencies in fact directly or indirectly provide services or benefits to the University community.

Student organizations that will fundraise or collect money (i.e. membership dues) are required to establish and maintain their banking activities with the Controller's Office through the use of an Agency Account. The University provides basic accounting, monitoring and reporting functions for the benefit of the agency account.

The account number structure will be 90-02-002-XXXX (denoting the name of the organization). It is imperative that each student always have this account number when transacting ANY business for this organization. This account number will be used for every type of transaction. Agency funds must have a positive cash balance at all times. Accounting will not process a disbursement that will create or increase an overdraft. The attached Agency Agreement is required to be updated at the conclusion of each spring semester in alignment with student organization renewal.

### **Deposits to Agency Accounts**

All funds raised and/or received by or for an Agency Account must be deposited in the Controller's Office at the Cashier's Window. In accordance with University policy,

- All funds collected should be submitted within 24-hours of receipt. Deposit slips must be signed by the student organization advisor, treasurer or president.
- Maintaining such funds as a change fund in a desk drawer is inappropriate
- Collecting funds and disbursing straight from those funds is inappropriate
- All disbursements must be expended from the Agency Account.
- All deposits must contain the account number for proper recording

### **Disbursements from Agency Accounts**

Disbursements from agency accounts may be requested by the organization's president or treasurer. All disbursement requests must have the approval of the organization's staff / faculty advisor as well as the Center for Student Engagement and Leadership. All disbursements requests must be supported by appropriate documentation, i.e. vendor invoices/ itemized receipts. To ensure disbursements are applied to the proper agency account, disbursement requests must indicate both the Agency Name and Account Number. For questions regarding Agency Accounts, contact Student Engagement and Leadership at [studentengagement@dillard.edu](mailto:studentengagement@dillard.edu) or visit us in Student Union Suite 236.

## Campus Policies

### Alcohol/Drug Policy

Possession, distribution and consumption of alcohol are **prohibited**. It is also a violation of the Code of Conduct for the student to be in an area where alcoholic beverages are located, regardless of age. See the *Code of Conduct*. Incidents will be documented and the student will be subject to disciplinary action.

Illegal drugs are **not** permitted on campus. A student who is in possession, distributes, or is in an area where illegal drugs are located is in violation of the *Code of Conduct*.

Guests are prohibited from the possession, distribution, and use of illegal drugs and alcohol on University property or at sponsored events, including intercollegiate competition.

### Alcohol Guidelines

- No alcohol may be purchased with RSO funds or SGA allocations.
- RSOs are prohibited from hosting fundraising events with alcohol.
- NO RSO shall sell alcoholic beverages.
- Promotion and advertising materials may not include alcohol-related messaging.

### Anti-Hazing Policy

The university supports only those activities that are constructive, educational, and inspirational and contribute to the intellectual growth and personal development of students. The university unequivocally opposes any situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. All RSOs are required to sign and submit their receipt and compliance of Dillard's Anti-Hazing Policy through Bleu Connect.

**Dillard University prohibits any of the following actions taken or situations created, regardless of location, intent, or consent of the participants which:**

1. Endangers the physical and/or psychological health or safety of an individual
2. Creates a risk of injury
3. Causes discomfort, embarrassment, harassment, or ridicule
4. Willfully destroys or removes public or private property for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership and affiliation in an organization.

**Dillard University prohibits actions or situations that:**

1. Are mentally, physically, or morally degrading
2. Interfere with scholastic activities or responsibilities of a student
3. Require a person to perform a menial task of any kind
4. Are inconsistent with Greek-letter organization ritual, founding principles, or national affiliate principles.



Dillard University prohibits any other activities that are in violation of the policies and rules of recognized student organizations, Dillard University, city, parish, state, or federal law, and/or national governing bodies/associations, conferences, or affiliates.

Dillard University cannot and will not tolerate hazing activities and will pursue severe action against any student or organization found in violation of this policy, up to and including indefinite revocation of the charter for the organization and suspension or dismissal for students involved.

Louisiana State Law states: *“Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution, is prohibited. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs”* LA R.S. 17:1801 (2008). Dillard University abides by the Louisiana State Law in its definition and handling of hazing.

Dillard University defines hazing as any act, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual's inherent dignity as a person for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization whether occurring on or off campus.

In addition, any requirements by a group, member, or prospective member that compels another group, member, or prospective member to participate in any activity that is against University policy or state or federal law for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization whether occurring on or off campus shall be defined as hazing.

**Such action is considered hazing, whether it occurs on or off campus. Actions and activities that are explicitly prohibited include, but are not limited to, the following:**

1. Forcing, requiring, or encouraging an individual to drink alcohol or any other substance.
2. Calisthenics such as push-ups, sit-ups, and runs.
3. Throwing anything at an individual.
4. Forcing, requiring, encouraging, or participating in theft of any property under any circumstances
5. Assigning or endorsing "pranks", such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
6. Defacing trees, grounds or buildings on or off University property.



7. Awakening or disturbing individuals during normal sleeping hours.
8. Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent (road trips, kidnaps, etc.).
9. Conducting hunts or quests.
10. Expecting participation in an activity in which the full membership is not willing to participate.
11. Required eating of anything an individual would otherwise refuse to eat.
12. Forcing, requiring, or encouraging an individual to drink alcohol or any other substance.
13. Calisthenics such as push-ups, sit-ups, and runs.
14. Throwing anything at an individual.
15. Forcing, requiring, encouraging, or participating in theft of any property under any circumstances
16. Assigning or endorsing "pranks", such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
17. Defacing trees, grounds or buildings on or off University property.
18. Awakening or disturbing individuals during normal sleeping hours.
19. Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent (road trips, kidnaps, etc.).
20. Conducting hunts or quests.
21. Expecting participation in an activity in which the full membership is not willing to participate.
22. Required eating of anything an individual would otherwise refuse to eat.
23. Requesting, requiring, or having a person feel obligated to be branded or tattooed.
24. Causing excessive fatigue through physical and/or psychological abuse.
25. Paddling or caning of any nature.
26. Physical abuse of any kind.
27. Interrogations conducted in a psychologically damaging manner.
28. Forcing, requiring, or encouraging someone to wear, in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
29. Calling an individual demeaning names.
30. Any form of audible harassment.
31. Not permitting a person to talk for an extended period of time.
32. Engaging in public stunts and buffoonery.
33. Nudity at any time or forced reading or viewing of pornographic material.
34. Acts of servitude.
35. Walking the line.



There are no exceptions to these requirements. It is the right of every student on this campus to be free from the humiliation and danger of hazing. Hazing by any individual or organization shall be viewed as incongruent with the mission and values of the university. Each student and organization is responsible for the designing of programs that recognize the moral, spiritual, and intellectual qualities of human rights.

## **Freedom of Speech Policy**

Students and student organizations are free to observe and discuss all inquiry of interest to them and express their opinions publicly and privately. At Dillard, freedom of speech and assembly is encouraged among students. Understood in these freedoms and with regards for the common purposes of the institution is the right to dissent and demonstrate in a peaceful, tactful and non-disruptive manner.

1. The Dillard University community upholds those who enjoy these freedoms to the responsibility for order and discipline that comes with them. Dillard guarantees the right to peaceful and non-disruptive protest to all members of the academic community, however; it cannot and will not allow any actions or activities which are disruptive of its normal operations. Examples of these disruptions include obstructive picketing or occupation of space and any activity which substantially prevents normal movement of persons, creation of interruptible noise or conduct which interferes with a person's right to speak ( including oral, written, or symbolic expressions imposed on an audience or a person), repeated interruption of or substantial interference with a person's normal expectations of silent for formal campus pursuits (such as education and administrative activities, studying, eating, and sleeping).
2. Immediate suspension of those specific activities judged to be disruptive may be ordered by the President, the Vice President of Student Success, or the Director of SEAL whenever it is determined that such preventive action is to be required in order to protect lives or property and to ensure the maintenance of order. The order from a university official to cease the disruptive activity and to disperse within a specified reasonable time as determined by the university official. If the individuals or groups participating in said demonstration cease their disruptive activity and dissolve within the time specified, that fact would be taken into consideration in any disciplinary hearings that may follow the disruptive action.

## **Protocol**

“Demonstrations” or “protests” are events that requires the presence of one or more persons in a campus location with the intent to express a particular point of view in a manner that attracts attention, as in rallies, sit-ins, vigils, or similar forms of expression. Campus demonstrations and/ or protests must be sponsored by a RSO and the sponsoring organization must notify the Vice President of Student Success or Director of SEAL of plans to demonstrate on campus.



## Property Damage Policy

RSOs are responsible for and will be charged for any damage caused by misuse of property and decorations that stain, alter, or damage on-campus property.

- This includes on-campus rooms, walls, walkways, hallways, residential hall rooms, etc. Damages include, but not limited to nail holes, hooks, decals, tape marks, and stickers.
- A student or student organization will be charged if disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc.

**Student Organizations that want to post decorations or event information in Student Union must receive approval from the Director of SEAL.** Student organizations are responsible for all clean-up related to decorations or event information posted.

## Sexual Harassment Policy

It is the policy of Dillard University that all decisions regarding educational and employment opportunities at this University shall be made without unlawful discrimination because of race, sex, sexual orientation, color, creed, age, national origin, disability or veteran status. Sexual harassment is a form of sex discrimination and is therefore in violation of University policy as well as federal and state statutes

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.”

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or
- Submission to, or rejection of, such conduct by an individual is used as a basis for employment, or services, or academic decisions affecting him or her; or
- Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual's work or academic performance or of creating an intimidating, hostile or offensive employment, service, or educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome and that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or “kidding” which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
2. Nonverbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, that is sexual in nature.
3. Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and/or fondling; forced sexual intercourse or assault.

Courteous, mutually respectful, non-coercive interactions between employees and/or students that are acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

**Sexual harassment may occur within a variety of relationships. These relationships may or may not involve unequal authority. Allegations of sexual harassment will be scrutinized, regardless of the relationship of a complainant to an alleged offender. Sexual Harassment will not be tolerated in any form.**

## Social Media Policy

Dillard University recognizes that social media is a significant part of everyday life for many students; it can bring real benefits and is a valuable means of communication. Through social media activity and engagement, students can enhance not only their personal lives, but also their learning and career opportunities. However, the use of social media also brings with it risks. The purpose of this policy is to help and encourage students to develop an online social media presence which is ethical and legal, while maximizing the benefits of these channels when communicating with others.

Websites and social media accounts operated by students and/or student organizations must adhere to the below guidelines, policies and procedures including but not limited to:

- Use of the School Name, Seal & Founders’ Names
- Dillard University Code of Conduct
- Dillard University Student Handbook
- Student Organization Handbook Policies & Guidelines

## Maintaining Professionalism

1. Be respectful. Express differences in opinion in a professional manner and tone. Avoid participation in nonproductive exchanges. Never use ethnic slurs, personal insults or obscenity or engage in any conduct that would be offensive in a face-to-face exchange.
2. Be informed. Get your facts straight before posting them on social media. This is especially important if posting on behalf of the University in any capacity.



3. Use social media to open doors, not close them. Ask yourself if the image you are projecting through your content is one by which you want your friends, colleagues, potential employers, family and others to know you?
4. Understand that what you post as an individual will reflect on the University. One's online activities, whether on a personal or school-related site, should not interfere with one's studies or reflect negatively on the University.
5. Social media platforms for Dillard University should not be used for personal marketing efforts outside the school's direct interests.
6. Do not use your email address for personal or private social media activity.
7. Do not present your posts or opinions as those of Dillard University unless you are authorized to do so.
8. Do not post chain letters or other spam.

### **Understanding the Reach of Your Posts and Your Responsibilities**

1. Be aware that those reading your posts could, and probably will, include current and prospective students, Faculty, staff, future employers, Dillard University donors, alumni, legislators, parents and the news media.
2. Understand that everything you write or receive on a social media site is public. Always assume that all social media posts and activities will create a permanent written record of what you say and do.
3. Postings, tweets, photos, videos, etc. – even when intended to be viewed only by close friends or family – can easily be circulated beyond your intended audience. Your posts represent you and, by association, the University to the outside world. “Personal” and “private” are not synonymous concepts in social media. Information you post may be personal, but it should never be considered private.
4. As with any student's conduct on or off campus, students can be held accountable for conduct that negatively impacts the University's mission. This may include postings that inappropriately share information related to the University or make inappropriate or unprofessional statements that could negatively impact the school or members of its community.
5. Be honest about your identity. Do not post anonymously, use someone else's name, or use a fake profile. Likewise, do not allow other individuals or entities to use your identify to post or view content. Do not post content under multiple names.
6. You are, and always will be, responsible for everything you post, whether on your site or others'.

### **Helpful Communication Strategies for Student Organizations**

- Define Your Goals. Make a list of what you want the site(s) or posts to accomplish. Are you delivering information or engaging potential supporters?
- Define Your Audience. Decide whom you wish to inform or engage. Determine how you will initially engage people to join your audience.
- Define Responsible Parties. Assign who will have or share responsibility for populating, maintaining and monitoring each platform in your social media plan. Ensure they have the skills and time to do so.



- **Define How You Will Measure Your Success.** Know what you want to be the result of your social media platforms. Define success, determine how and when you will measure it, and how you will respond or make changes to ensure that goals are met.
- **Determine Your Content.** Once you've thought through the above questions, you can begin to determine your content, images, videos, audio, links, etc. Keep the content a two-way communication process; allow opportunities for the audience to engage participate and respond. Social media platforms are more about connecting with people than broadcasting information.



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## Running an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

### Before the meeting:

- Set an objective for the meeting
- Plan an agenda
- Create any visual aids that may be needed (ex. PowerPoint)
- Decide a time and place for the meeting
- Send an email to all who need to be at the meeting
- Arrive early to fix any mistakes that could possibly occur and for preparation purposes.

(Sample Agenda)

- I. Call to Order
- II. Correction & Approval of Minutes from Last Meeting
- III. Announcements
- IV. Officer / Committee Reports
- V. Unfinished Business
- VI. New Business
- VII. Special Announcements
- VIII. Adjournment

- Choose an appropriate meeting time. Set a time limit and stick to it.
- Distribute the agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

### During the meeting:

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.
- Start on time. End on time.
- First, ensure that someone will be taking meeting minutes. Consider tracking meeting attendance.
- Follow the agenda.
- Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.



- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

After the meeting:

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
  - Put unfinished business on the agenda for the next meeting.
  - Give recognition and appreciation to the members for excellent and timely progress!

## **ROBERT'S RULES OF ORDER**

### **For Fair and Orderly Meetings & Conventions**

Provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

- The assembly rules - they have the final say on everything!
- Silence means consent!
- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution -Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!



- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

**Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

**Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

**Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

**Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

**Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

**Main Motion:** Brings new business (the next item on the agenda) before the assembly

**Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)

**Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

**Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

**Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

**Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

**Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

**Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time

**Postpone to a Certain Time:** State the time the motion or agenda item will be resumed

**Object to Consideration:** Objection must be stated before discussion or another motion is stated



**Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

**Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

**Reconsider:** Can be made only by one on the prevailing side who has changed position or view

**Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

**Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred

**Informal Consideration:** Move that the assembly go into "Committee of the Whole" – informal debate as if in committee; this committee may limit the number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

**Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

**Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.



## SAMPLE ORGANIZATION CONSTITUTION

*(Document may be changed or modified to meet your organization's needs)*

### ARTICLE I. – Name

The name of the organization shall be \_\_\_\_\_.

### ARTICLE II. – Purpose, Objectives, Aims

It shall be the purpose of \_\_\_\_\_ (organization name) to

\_\_\_\_\_  
\_\_\_\_\_.

### ARTICLE III. – Membership and Eligibility Criteria

Section A: Membership is open to any regularly enrolled Dillard University Dillard University student who:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

Section B: Dues and collections procedures (if any)

The fiscal year of the organization shall be from \_\_\_\_\_ to \_\_\_\_\_ (Month/Date).

The amount of annual dues shall be determined each year by \_\_\_\_\_.

(What method and how will this be determined?)

Dues shall not exceed \$ \_\_\_\_\_ per year.

### ARTICLE IV. – Voting

**Section A: A quorum** will be \_\_\_\_\_. (A quorum is the number or percentage of members that must be present in order for the organization to conduct business.)

**Section B: Each member** in good standing may vote. (Please define what you consider “in good standing” to be.)

**Section C: Proxy voting** is allowed by the following process: \_\_\_\_\_

\_\_\_\_\_. (Proxy voting is when a member who cannot attend a meeting provides a written authorization to another member to act in his/her behalf, i.e., voting. Not all organizations allow proxy voting.)

**ARTICLE V. – Officers** ( Be detailed in the duties of the officers, this is how you make sure an officer expectations are clear).



**Section A:** The (name of organization) \_\_\_\_\_ Shall have a President, Vice President, Secretary and/or Treasurer, and a Campus Advisor(s) (these titles may vary for your organization). These officers comprise the Executive Committee or Board. The Campus Advisor is a non-voting member of the Executive Board.

**Section B:** All officers must be members of \_\_\_\_\_ (name of organization).

**Section C:** The term of the officers shall be from \_\_\_\_\_ (month/date) to \_\_\_\_\_ (month/date).

**Section D:** Election of officers shall be held annually \_\_\_\_\_ (what month?). At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving the majority vote will be elected.

**Section E:** Any officer may be removed from his/her office by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

**Section F:** Any vacancy which may occur in an office shall be filled by appointment by the President pending ratification at the next group meeting.

## **ARTICLE VI. – Duties of Officers Defined**

### **Section A: The President**

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with the approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with the approval of the general membership.

### **Section B: The Vice President**

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

### **Section C: The Secretary**

1. The secretary shall be responsible for keeping the minutes of all the general membership meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and advisor and keep a master file. The master file will be passed into the keeping of each succeeding secretary.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

### **Section D: The Treasurer**



1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

**Section E: The Campus Advisor**

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functions.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experiences with the group.
5. The advisor will be a nonvoting member of the organization and the executive board.

**ARTICLE VII. – Structure of Group Committees**

**Section A: Committee Identification and Appointment**

The following committees (other than the Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section B:** The duties of the standing committees shall include: (provide details of responsibilities) respective to the committee (These are committees that are permanent. The President may create other committees as well – ones that are needed for a specific purpose or finite length of time.)

**ARTICLE VIII. – Notice of Meetings**

**Section A:** *The times* for regularly scheduled meetings shall be:\_\_\_\_\_.

**Section B:** At least \_\_\_\_\_ days' notice shall be given for each regular business meeting.

**Section C:** Special or emergency meetings may be called with not less than \_\_\_\_\_hours/days” notice by the Executive Board.

**Section D:** The meetings shall include quorum, order of business, and disposition of the minutes.

**ARTICLE IX. – Changes to the Constitution**

This Constitution may be changed by a two-thirds majority vote.



**ARTICLE X. – Parliamentary Procedures**

**Section A:** (Example) Robert's Rules of Order shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

**Section B:** The rules may be suspended by a two-thirds vote of the present membership.

**STUDENT ORGANIZATION TRANSITION CHECKLIST**

A smooth transition is the responsibility of both the outgoing and incoming members of an organization. Successfully transitioning your organization acts as a means to provide training for



new officers, closure for outgoing leaders and helps the organization maintain consistency from year to year.

1. Renew your student organization

Registration of student organizations is an annual process. Groups must re-register each year during the January/February registration period to remain active. The first step is to attend the Mandatory Student Organization each Fall semester. Secondly, complete the officer, advisor, and student organization re-registration on-line via Orgsync at in January of each year.

2. Share files and create a binder/flash drive related to your position and organization. Written information and computer copies of files are very helpful if the outgoing officer graduates or moves on to a different role on campus. Keep the binder/flash drive in a central location that officers can access. Your advisor should have copies of all important files and an operations manual with important information about your club.
3. Make sure the incoming officer has a copy of the following items, which should be part of an Operations Manual for your student organization:
- Copy of constitution and by-laws
  - Mission, philosophy, goals and purpose of group
  - Position description of officers and members
  - List of committees and their description
  - Member & officer contact list
  - Meeting minutes and agendas
  - Contact information of important people/offices on campus
  - Financial records and access to account
  - List of basic annual procedures and/or calendar of annual events
  - Web page and webmaster information. How do you maintain the site?
  - Email, Blackboard group logins and passwords. Who has access? How do you transition accounts?
  - Any historical records of the organization
4. Set up a meeting and/or plan a retreat

Make sure the outgoing and incoming officers meet together and discuss all of these issues and answer questions. Retreats are a fun way to train new officers. Topics to consider on a retreat include: Goal setting, idea brainstorming, group development, and direction of the organization.

5. Review budgets and funding
- What is the financial status of the organization?
  - Where did the organization get money from this year?
  - Did the organization apply for funding and/or receive funding through the Student Government/Student Activities Fee?
  - Which fundraisers worked? Which didn't?
  - If the club has a bank account, who has access? Can you transition prior to the old officers leaving? Is the advisor one of the persons with access to the account? Does the advisor receive bank statements?
6. Review past and future organization events
- Which events were successful this year? Which should be continued?



- When should the planning start?
  - Which events didn't go well? Should they be revamped and tried again or just dropped?
  - Were there any pitfalls or things that could have been improved?
7. Reserve Meeting Rooms and Dates
- Where were meetings held? What worked? What didn't?
  - Has a summer contact list been created for the organization?
  - Have you reserved your meeting rooms? Rooms book quickly and groups that are registered early and have planned ahead have the best opportunities. Contact the Center if you have any issues.
8. Recruitment activities
- What recruitment activities were done? What worked? What didn't work?
  - Why did new members stick around? If they didn't, what made them leave?
  - A great way to recruit new members is through the Happening held in the Fall Student Organization Fair held in the Spring.
9. Review a calendar of the year
- Take out a calendar of the current school year and review it together. What were the busy times?
  - What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.
10. Make introductions to resources
- Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers. Make sure new officers meet with the organization advisor as well.
11. Next Steps – create a “To Do” list
- Work together to make a list of “things to do” for the incoming officer.
  - Which items need their attention now?
  - Make this list together so the outgoing officer can help with direction.
  - Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.
12. Bookmark and frequently check the Student Organization Orgsync Page. The Student Organization page has important information and resources to help your organization throughout the year. The site includes information about sign-ups for organization fairs, downloadable forms, policies and more.



## Student Organization Advisor Role & Responsibilities

### Section 1. Overview of Student Organization Advising

All Registered Student Organizations (RSO) at Dillard University must have a staff or faculty advisor. The primary role of the advisor is to serve as a resource for the organization officers and members. By accepting the position of advisor to a student organization, a faculty or staff member chooses to play a significant role in the cultivation of students and student organizations. An advisor serves as a consultant, mentor, role model, and educator to an organization. Furthermore, an advisor assists in the growth of the group by providing direction through advice, understanding, support, and challenge.

Advisors have three broad functions:

- **To contribute to the growth and development of students:** The advisor can assist students in the development of skills such as time management, problem-solving, delegation, communication, and leadership.
- **To add to the continuity of the organization as members graduate and serve as a liaison between the university and the organization:** The advisor can share the history of the organization and explain why past decisions were made to new officers. The advisor will also explain university policies and connect students to the appropriate offices for assistance.
- **To assist in the area of program content and purpose:** The advisor will assist in the development of projects, events and activities.

The exact role of the RSO Advisor should be determined by the advisor and the student organization. This role may vary from organization to organization, based on the organization's needs and goals. **The advisor should never be considered just a signature on required forms.** The new student leadership of the organization and the advisor should have a conversation early on to determine the role and expectations of the advisor and the advisor's expectations of the students.

### Section 2. Time Commitment

The amount of time required to serve as an RSO Advisor is based on the needs of the group. Minimally, advisors are expected to spend two to three hours per month on organization issues during the academic year. A very active advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities. These activities may include:

- Attending meetings (executive and all-member)
- Attending various events sponsored by the student organization which you advise



- Meeting with the president(s) or leader(s) of the student organization to discuss event programming, organizational development, and reflection

### **Section 3. Risk Management and Liability**

When a staff or faculty member accepts the position of advisor to a student organization, he or she also accepts responsibility for the actions and activities of the organization. An advisor acts on behalf of the University and is expected to exercise that responsibility reasonably, diligently, and in good faith. The type of liability or risk varies greatly depending on the type of organization being advised and the type of activities planned by that organization. Advisors should anticipate risks which may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something to happen that might create a liability for the University.

Some organization events have a level of risk included in them, such as tugs of war, travel, or carnival-type events requiring physical exertion. Engage in pointed conversations with leaders as they raise these types of activities as possible events. Make sure they understand the risks inherent in such events and what additional planning steps are necessary when planning risky endeavors.

While student organizations need to have autonomy in decision-making processes, it is also very important that advisors stay aware of the issues and limitations inherent in the law. Maintaining awareness of legal issues is an important part of being an advisor.

Personal liability may be of concern for you as an advisor to a student organization. It is important to know that when advising, you are serving in an official role of the university and are therefore covered by the university's insurance policies. Unfortunately, this doesn't guarantee that you would not be personally named in a lawsuit should some unfortunate event occur within a group you are advising or as a result of their activities. To protect yourself and your organization, it is important that you not ignore any foreseeable risk, and that you advise the organization to follow all policies and procedures of the Center for Student Engagement and Leadership, Dillard University, the State of Louisiana, and all Federal laws. Intentionally harmful, willful acts or omissions by an advisor are not covered by the university's insurance policies.

As an advisor, you may need to educate your group about legal issues such as:

- Student organizations compliance with state, federal, and local laws. There is no immunity because they are students or because they are part of the University.
- Student organizations compliance with all university policies including the Student Handbook, Student Code of Conduct found and the Student Organization Handbook. Student Organization Handbook is the student information manual and a source for many University rules and regulations associated with student organizations.
- Student organizations being challenged by some of the laws or policies that they must follow. As an advisor, you can assist them in adjusting their events so that they are in compliance with the necessary guidelines.



Advisors should act only within the scope of their authority. Advisors may make certain decisions or take certain actions within their stated responsibilities as advisors. For example, an advisor may approve purchases necessary for the day-to-day operation of an organization. However, **advisors do not have the authority to contract on behalf of or to bind the University.** The Center for Student Engagement and Division of Student Success is authorized to sign contracts.

#### **Section 4: Clery Act, Campus Security Authority & Incident Reporting**

##### **Clery Act**

One particular requirement of student organization advisors falls within the purview of **The Student Right to Know and Campus Security Act of 1990**, or more widely known as the Clery Act. This piece of federal legislation requires DUPD to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a 'Campus Security Authority.' Student Organization advisors are considered a Campus Security Authority (CSA) because they have "significant responsibility for student and campus activities". This means advisors have the authority and the duty to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

##### **Campus Security Authority (CSA)**

As a CSA you need to **complete an annual training in compliance with federal law and mandated by Dillard University who receives federal funding.** The training includes duties, responsibilities and definitions that make up the Clery Act. All public and private institutions of higher education that receive federal funding are subject to serious penalties for noncompliance.

##### **Incident Reporting**

**As a CSA you are not required to investigate any crime or incident that is reported to you. However, you do need to report it.** If a crime or incident is reported to you, you should not wait to report that incident.

#### **Section 5: Supporting Officer Transition**

One of the key elements to ensure an organization's smooth transition from academic year to academic year is how well they transition their officers. An advisor can and should play an active role in the transition process. There are many methods of transition, including passing on notebooks/manuals and electronic records, having one-on-one meetings between incoming and outgoing officers, or planning day long retreats.

When your organization transitions, acting on the following elements is important:

- Selecting new officers
- Updating officer information with the Department of Student Involvement
- Identifying key information to be shared
- Communicating key information to new officers
- Officers assuming their new roles



In addition to these four key elements, some very helpful hints to utilize during and/or after your transition process are:

- Review the organization's leadership roles and expectations for each officer
- Encourage organization leadership to plan a retreat or other time for teambuilding and goal setting
- Be honest about the past and realistic about the future.
- Educate officers on their available resources.
- Build a relationship between group members and the advisor(s). Don't be afraid to try something new in your organization.

### **Section 6: Support and Assistance**

The Center for Student Engagement and Leadership supports student organization advisors through consultations, ongoing training and resources, and providing assistance with organization-specific issues. If you are in need of advisor assistance, please contact Courtney Williams at [cwilliams@dillard.edu](mailto:cwilliams@dillard.edu) or 504.816.4095.

