

***Student
Organization
Advisor
Handbook***

Office of Student Activities

Lynchburg College

Revised 7/2010

Office of Student Activities

Lynchburg College

Dear Student Organization Advisor:

Students join organizations for a variety of reasons: social connections, leadership development, specific interests, resume building, support of academic pursuits, and to foster personal growth. Your role as an advisor is critical to helping each member reach his/her goals and achieve success.

The faculty/staff member involved in advising student clubs and organizations at Lynchburg College has a unique opportunity to make a difference in the life of the group as well as the individuals involved. A large part of your success as an advisor will depend on the relationships you build with the students. There are five basic elements for developing a good student-advisor relationship:

- Shared responsibility for relationship building.
- Open, direct communication.
- Recognition of advisor's and member's additional commitments.
- A focus on human value systems and individual styles of interaction.
- Attention to the process of growth and development.

One of the functions of our office is to assist organization advisors in their role with clubs and organizations. Primarily the services we provide are support and resources. There are now over 80 recognized organizations, all of which require a faculty or staff member as an advisor. The Office of Student Activities is providing you with this handbook to better assist you in your advising relationship with recognized student organizations. Please share with us your feedback about this handbook as well as any other need you may have. Good luck in the upcoming year!

Sincerely,

Director of Student Activities

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Coordinator of Intramurals & Club Sports:
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Heather Morris

Advisor Responsibilities

In an effort to assist its recognized student organizations in reaching the objectives delineated in the student organization's constitution, the college requires each student organization to seek an advisor from the campus community. There are a number of general duties of specific functions each advisor is expected to perform:

1. To carry out the duties assigned to the Advisor by the organization's approved constitution.
2. To serve as a liaison between the college and the student group, to interpret college policies and procedures and to be an official "guest" at the organization's functions.
3. To be aware of and assist the organization in the management of its financial operations.
4. To assist the organization in planning its programs and events and to refer organizational leaders to appropriate college resources which may aid in the planning process.
5. To approve the organization's applications for use of college space and vehicles; to verify the organization's requests for financial support through SGA Budget Requests.
6. To consult periodically with the Director of Student Activities or designated staff concerning the student organization's direction, programs and function; to notify designated staff in the event the organization has decided to disband or has ceased to function as a student organization.
7. To serve as an Advisor or until a successor is appointed, if for any reason it is impossible to continue as Advisor to the organization.
8. To assist the organization in the periodic examination of its progress toward the goals specified in the organization's constitution and to suggest alternatives, which may aid in goal attainment.

The Role of an Advisor

You have chosen to become involved with student activities by accepting the position of Advisor to your organization. An Advisor is basically a consultant to an organization who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification. An advisor should:

1. Clarify his/her role as advisor to the group members as he/she sees it; once understood, there should be fewer problems due to misunderstandings regarding roles and responsibilities.
2. Be aware of the rules and regulations that pertain to a student organization and its members. (See Hornet & Organizational Manual)
3. Add continuity to the group by exploring rules and regulations, roles and responsibilities with group members.
4. Be available to the officers of the organization on a regular basis for consultation.
5. Be reasonably available to group members to advise or assist in organization-related problems or issues.
6. Stay up-to-date on what is occurring within the organization.
7. Attend meetings whenever possible.
8. Promote involvement whenever possible.
9. Provide constructive feedback where appropriate; it is generally preferable to provide such feedback after rather than during the club meetings.
10. Advise through a process of challenge and support (challenge the students to strive for more, then support them in their efforts.)
11. Guide, rather than dictate or order; sometimes a little "push" is called for but a "shove" is rarely appropriate or effective.
12. Recognize that failure is as much of a learning process as success, in many instances.
13. Incorporate classroom learning into group activities when possible.
14. DO NOT let personal goals interfere with or influence group decisions, activities or goals.

If you determine that you are unable to continue in your role as advisor, you should provide written notice of your resignation to both the student organization and the Office of Student Activities.

If possible, the student organization should then be referred to other individuals whom you believe may be interested in serving as an Advisor.

Liability Concerns for Advisors

When you accepted the position of Advisor to a student organization, you also accepted an added responsibility. There are some basic questions that arise concerning this added responsibility, which will be briefly covered below. One question often asked is, "What is my liability as an advisor to a student organization?"

With over 80 student organizations on the L.C. campus, the liability or risk will vary greatly depending upon the type of organization for which you are an advisor and what activities are involved. Rather than address specific organizations or activities, a generic list of suggestions is included here to assist you with your responsibilities as an advisor.

1. **Keep the Director of Student Activities (B. J. Keefer) abreast of major changes in your organization throughout the year.** For advisors of Greek-letter social fraternities and sororities, regular contact with the Coordinator of Fraternity/Sorority Life (Tabatha Sarco) is essential.
2. **Anticipate risks that may arise out of any decision or situation.** Regardless of the organization or activity involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith and the reasonable precautions are taken, then the risk involved can be minimized.
3. **Be aware of college policies and regulations as they affect student organizations.** The *L.C. Hornet & Student Organizational Handbook* are the sources for college rules and regulations. (Some policies are included in this handbook for your review.) The Director of Student Activities can also serve as resources for you if you have more specific questions. At times it may be necessary for the Office of Student Activities or Student Development to intervene if an activity is deemed to be in conflict with the college's mission (please review "Supervisory Role of Institution in Student Activities" on page 6).
4. **Be aware of the scope of your authority.** The college grants student organization advisors the authority to make certain decisions or take certain actions within their slated responsibilities as an advisor. The college also reserves certain rights (for instance, the signing of any contracts). If you adhere to these designated responsibilities, you will be able to avoid many unnecessary risks.

<p>L.C. organization advisors or other institutional agents acting within the scope of their authority and who are not intentionally negligent or in violation of civil rights, will be covered by the college's insurance if an accident were to occur. If an advisor has specific questions, feel free to contact the Office of Student Activities for additional information and resources as they relate to liability and campus activities.</p>
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Basic Advice for Advisors

1. **Define the nature of your role** early in the year.
2. **Anticipate controversial situations.** Realize that your role may include negotiator at times.
3. **Advocate for inclusion and diversity.** Bring awareness of differences to your group. For example, help students understand that an event that excludes commuter students, even if unintentionally, is hurtful to the group and others. Do your best to encourage participation by all.
4. **Assess the liabilities of participation.** The rewards of advising can be great. Understand that personal sacrifices (such as time) is essential to achieving those rewards.
5. **Do your homework.** Advisors need a functional knowledge of the College's mission, drug/alcohol and hazing policies, code of conduct, Office of Student Activities policies and procedures, and local laws. A well-prepared advisor uses good common sense for the good of the organization and the college.
6. **Know the rules.** Officers have GPA requirements and will be asked to resign from their positions if not maintained.
7. **Be aware of deadlines and announcements.** Student organizations must re-register at the beginning of each semester to maintain privileges and to receive SGA Senate funding. Budget allocation schedules for the year are included in this handbook.

The Office of Student Activities is here to assist you. We want to make you aware of College policy and provide support for your role as advisor. In addition to reference materials included in this handbook, listed below are a few additional ways we can support you:

- Resources on advising and group dynamics.
- Funding for events
- Promotion and publicity for your group through yearly OSA events and publications
- Assistance with event planning
- Fraternity/Sorority Life advising
- Leadership development
- Conference information
- Room reservation and event planning paperwork and process
- Budget paperwork and process explanations
- Publicity and marketing tools
- Presentations for groups on program planning, group dynamics, team management, conflict resolution, and risk management.

Please contact us at 544-8254 or check out our website for additional information:
<http://www.lynchburg.edu/osa.xml>

Rights & Responsibilities

Campus organizations are expected to comply with the policy and procedural guidelines adopted by the Student Government Association, Campus Life Policies Committee, and the College Administration. Obstruction of, or interference with, any regularly sponsored or official function of the College may be considered an act of disorderly conduct and may lead to appropriate disciplinary action.

Supervisory Role of Institution in Student Activities

5.4.3.2 Student Government, Student Activities and Publications*

Through involvement in student activities, including campus organizations and events, students gain personal, professional, social, recreational, and cultural development. The Office of Student Activities is charged with helping students become involved in campus organizations and events and with advising and supervising the Student Government Association, the Student Activities Board, and three fraternity and sorority governing boards. Additionally, the Office of Student Activities provides assistance and support to all recognized student organizations.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee that reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Student Life Policies Committee and the College are detailed in *The Hornet* student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address matters such as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

Campus organizations and individuals involved in student activities are expected to comply with all College policies; violation of College policy may result in judicial action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

Submitted April 16, 2003

Reviewed by the Cabinet 4/16/03, 4/23/03

Revised 4/21/03, 4/23/03

Passed by Cabinet 4/23/03

John G. Eccles
Dean of Students

*This statement appears in the Hornet.

Office of Student Activities Responsibilities

1. To maintain an accurate mailing list of the faculty/staff advisors that have been selected in accordance with the procedures outlined in the constitution of the group.
2. To communicate the roles and responsibilities of advising, and to articulate trends in student activities and student development to all faculty/staff advisors.
3. To provide faculty/staff advisors with appropriate services which will aid them in the execution of their duties and responsibilities.
4. To monitor and approve all financial expenditures and contracts on behalf of the organization and Lynchburg College. **All contractual negotiations must be conducted by an OSA staff member including verbal and written contracts with artists, agents, and vendors.**

Privileges of Recognized Student Organizations (taken from L.C. Hornet)

Subject to any other specific requirements, recognized student organizations are eligible to:

- have the cooperation and support of the College for the general good of the organizations and for specific projects and activities;
- represent themselves as being affiliated with Lynchburg College (The use of “Lynchburg College” in the name of an organization does not indicate that Lynchburg College or its students, as a body, are in favor of, or opposed to, a given cause)
- advertise on campus and use organizational names or symbols in advertising;
- schedule and use indoor and outdoor facilities;
- solicit or advertise on campus for members;
- co-sponsor activities with other recognized organizations such as the Student Activities Board, S.G.A. or operations such as the Westover Room;
- apply for and, if approved, receive money from the Student Government Association for events;
- conduct fund-raising activities on campus;
- use the campus mail system;
- obtain an organizational mailbox;
- participate in the President’s Council;
- use of the Student Organization Resource Room;
- participate in the annual leadership awards competition; participate in the annual student organization awards competition;
- obtain from the College, as available and appropriate, names of prospects, mailing addresses and other categorical information;
- be listed in College publications;
- participate in showcase events such as Club Day; and
- use College services such as the Print Shop; and
- may apply for an organization office space in Hundley Hall.
- The ability to collect membership dues

(Occasionally, some or all of the above privileges may be extended to interest groups of a type which can be recognized if interest persists. No other unrecognized groups are eligible for the privileges, and unauthorized use of them will result in appropriate action being taken against involved members.)

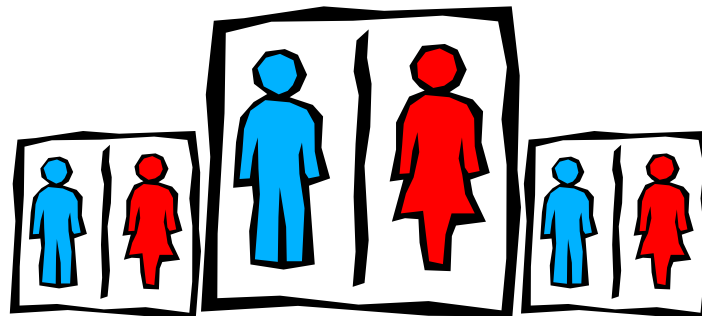
Single-Sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the college unless such programs and activities are specifically exempt from the law. The college is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the college. The U.S. Department of Education Office of Civil Rights has set clear criteria for determining when single sex organizations are exempt. These criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to student, staff, or faculty at Lynchburg College;
- The organization must be a “social fraternity” as defined by the Department of Education.

The Department of Education defines a “social fraternity” as a group that can answer “no” to all of the following questions:

- Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?



Information for Organizations

Registration Information

Once an organization receives recognition through the Office of Student Activities and Student Government Association (see *Becoming a Student Organization* for details), the organization is required to register their organization at the beginning of **the FALL semester** to continue to receive benefits given to recognized organizations for the academic school year.

Organizations must register using the registration form available on-line at www.lynchburg.edu/osa.xml. In addition to officer information, meeting times, and membership roster, student organizations must obtain the signature of their faculty/staff advisor and must sign the “Anti-Hazing” statement. Groups who have questions about the registration process should seek the assistance of the OSA staff.

Termination of Organizations Registration is governed by the Office of Student Activities in collaboration with the Dean of Students. This registration may be terminated for the following reasons:

1. Submission of material for registration is known or determined to be false.
2. Failure to re-register annually by the stated deadline.
3. Failure to follow college regulations governing organizations.

Becoming a Student Organization

General Responsibilities

Campus organizations are expected to comply with the policy and procedural guidelines adopted by the Student Government Association, Campus Life Policies Committee, and the College Administration. Obstruction of, or interference with, any regularly sponsored or official function of the College may be considered an act of disorderly conduct and may lead to appropriate disciplinary action.

Membership

Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, marital status, citizenship, or handicap (SA-302). Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in their groups be open to all persons regardless of sex.

Membership should be composed only of students, faculty, or staff of Lynchburg College. Non-students may not be members, hold office, or be responsible for any activity.

Faculty/Staff Advisors

Student organizations are required to have an advisor who is a regular, full-time member of either the faculty or the staff of Lynchburg College.

Each advisor approaches his/her relationship to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, assisting in program planning and development. Others maintain a more distant relationship to the organization, sometimes seeing officers or members only occasionally.

It is hoped that an advisor will maintain regular contact with the organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; members are solely responsible.

How to Become Recognized

Lynchburg College clubs and organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of Lynchburg College. Club members should at all times consider how the college community views their organization.

The “Becoming a Student Organization” is available in the Office of Student Activities. This booklet outlines the procedures for obtaining college recognition.



Student Activities Board & Co-Sponsorships

The Student Activities Board (SAB) is the major programming organization at Lynchburg College. Operated by student with advising from the Office of Student Activities, SAB provides a variety of social, cultural, recreational, and educational programs. SAB selects its officers towards the middle of the Spring Semester. All students are welcome to participate on any of the SAB committees: Mainstage, LC Expanded, One Night Stand, O.P.E.N., and Traditions.

SAB co-sponsors events with many different campus organizations every year. If an organization is interested in co-sponsoring an event or has a program suggestion, they may stop by the Office of Student Activities to submit a co-sponsorship application or they may contact the SAB President. Once the SAB decides to co-sponsor a program with another organization, the two groups will sit down and fill out a co-sponsorship agreement form that specifically outlines the responsibilities of both parties in implementing the program.

Events planned by the SAB are typically scheduled a semester in advance. Therefore, in order to be seriously considered for co-sponsorship, an organization should submit their interest a semester in advance to the SAB.

Role of Student Government Association in Governing Organizations

The Student Government Association serves as the official voice of the student body to the Lynchburg College administration. It is comprised of executive, legislative, and judicial branches, all three of which have an active role in the establishment of College policies. In an effort to promote school spirit and student involvement, SGA sponsors a variety of events for the college. These events include concerts, speakers, Homecoming, Freshman Class Formal, College Ring Ceremony, and Senior Week.

As outlined in the Student Government Association Constitution:

The Senate has the right to give its advice and consent over the constitutions of all extra-governmental and student organizations except honor societies and publications. It may take any action necessary to remedy or revoke any organizational constitution not upholding the principles of the College or violating the provisions of the SGA Constitution.

ARTICLE XIII: NON-GOVERNMENT CONSTITUTIONS

- A. All student organizations must submit their existing constitutions and all changes in their constitutions to the Senate for its consent for organization recognition.
- B. All on-campus student societies, including honor societies, must have a constitution that contains at least the following items:
 - 1. The name of the society.
 - 2. The object of the society.
 - 3. The qualifications of membership.
 - 4. The officers and the election procedures.
 - 5. The meetings of the society, including only the essentials.
 - 6. The method of amending the constitution.
- C. The SGA Senate Rules Committee shall oversee all student organization constitutions ensuring they meet the aforementioned standards.

*A complete copy of the SGA Constitution and By-Laws are available on-line through the OSA website.

Funding from the SGA Senate

As provided for in Article XII, letter H of the Student Government Constitution:

- H. The Senate shall form a Senate Budget Committee upon appointment of the Executive Treasurer and election of senators
 - 1. The Executive Treasurer will chair the Senate Budget Committee while Vice President and SGA advisor serve as ex-officio members. The Treasurer and Vice President will both serve as co-chairs of all Budget allocation meetings.

2. No more than seven and no less than five senators will be appointed to the committee by the Vice President, and will serve for their full term in office. The Second Vice President may serve on the committee in one of the senator positions if he or she so chooses.
3. The committee will allocate all funds to clubs and organizations during the Budget Allocation meetings.
4. The committee will decide on a standing meeting time once a week.
5. The committee will hear and decide on all budget appeals during the committee meetings.
6. The committee has the ability to revise and interpret the budget rules and regulations as they see necessary.
7. The Executive Treasurer will report all committee decisions to Senate for their final approval by a 2/3-majority vote. He/she must report to Senate at least once a month.

The timeline for submitting budget packets for funding is available on-line through the SGA website at www.lynchburg.edu/sga.xml. Every budget packet contains a cover sheet with full directions on how to complete the budget request process. In addition, all organizations seeking funding are required to have a treasurer or executive officer attend a budget meeting every semester. At this meeting, procedures for completing the budget packet are explained.

Team Building & Leadership Development

Resources are available in the OSA on a wide variety of topics that can assist student leaders in the management of their organization. Some of these resources include informational booklets, handouts, interactive exercises, and presentations. The professional staff members are available to do presentations for student organizations at any time. Lists of presentations with descriptions are available in the OSA.

The **New Horizons** program exists to develop leadership skills and support community and personal growth through experiential learning. Development is achieved through the utilization of ropes courses, indoor/outdoor workshops, and adventure programming. Programs include rock climbing, caving, backpacking, hiking, and white water rafting, ranging from one to six days in length. To sign up for an organization trip or for a leadership development session, please contact the Coordinator for Outdoor Adventure & Leadership Programs.



Service Opportunities

Students Engaged in Responsible Volunteer Experience (S.E.R.V.E.) provides service to individuals and to the community through service learning. Groups interested in performing community service as an organization are encouraged to stop by the SERVE office located on the first floor of Hall Campus to explore options.

Resource Room

The Student Activities Resource Room may be used by SAB, SGA, Fraternity/Sorority Life, Residence Life and recognized organizations. The Resource Room IS NOT funded through the student activities fee. It is funded by these individual organizations. Please adhere to the following guidelines to ensure organizational privileges.

- Hours of operation are Monday - Friday, 8:30 a.m. - 4:30 p.m. only. Please make sure that all projects are completed and the work area is cleaned up before 4:30 p.m.
- Students must sign-in and leave their I.D. with the Student Assistant in the Office of Student Activities before using the Resource Room. Please shut the door when you enter and lock and shut the door when you leave.
- The Resource Room is available only for publicity and projects related to the club or organization only. The Resource Room is not available for class projects, personal use or as a "supply room". Do not remove any supplies, markers, or equipment from the Resource Room.
- No more than three organization members should be in the Resource Room at a time, and fewer if there are more than one organization using the room.
- Students are expected to clean up their work area when finished, and put all supplies away. Students should notify the Office when supplies are low, or if there are any problems or damage to equipment.
- Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.
- Do NOT refill markers. Please see someone in the office if ink is low. Students should turn off helium tanks when finished.
- REMINDER: All publicity must be stamped and approved by the OSA before leaving the resource room.



Campus Organization Judicial Policy and Procedures

Introduction

As recognized campus student organizations, organizations are accountable to the College for the conduct of their members. Because the offices of Student Development are committed to the concept of self-governance for student organizations, Student Development has delegated the primary responsibility for organizational discipline within The Student Government Association to the President of the Student Government Association and the Senate Rules Committee.

The campus organization judicial policy and procedures have been developed to ensure that all cases of organizational discipline are handled in a fair, objective, consistent and orderly manner. This process is the following:

- 1) A timely hearing (refer to “referral to the organization judicial board”)
- 2) Reasonable and complete notice (refer to “referral to the organization judicial board”)
- 3) Examine all evidence and hear all information presented
- 4) Have an advisor present
- 5) Opportunity to present information
- 6) A decision based on the facts presented and supported by substantial evidence
- 7) Receive timely, written notification of the results of any hearing
- 8) An appellate review

All participants in the organizational judicial process should understand that there is a fundamental difference between the natures of the organizational judicial board and the proceedings in a court of law. The discipline of students within the College community is primarily a part of the educational process. The exact processes of criminal and civil law do not apply because they are designated for circumstances unrelated to the academic community. To the degree possible, the organizational judicial process should remain informal and non-adversarial.

The goals of the organizational judicial process are to compel adherence to both College and organizational policies, to resolve conflicts within the student community, and to improve the public image of the system by promoting high standards of conduct.

Role of the Organization Judicial Process

The Senate Rules Committee should conduct hearings based on cases referred to the committee by the Director of Student Activities. At such hearings, the committee shall review all information and question witnesses in order to determine the facts, and if necessary, impose sanctions.

While committee hearings are by their very nature quasi judicial, the emphasis of these hearings is on fact-finding. Consequently, every effort should be made by the committee to avoid processes that traditionally characterize courts of law—excessive legalization of the proceedings and an adversarial relationship with defendants. The organizational judicial process will remain an effective, educational vehicle for resolving disciplinary problems regarding organizations only insofar as hearings remain non- adversarial, informal, straightforward, and factually oriented.

Jurisdiction

The Senate Rules Committee within the Senate Branch of the Student Government Association has jurisdiction over all campus-recognized organizations to enforce organizational policies and College rules covered in The Hornet, and to maintain appropriate standards of conduct. Instances of alleged misconduct may result in the referral of the organization to the Senate Rules Committee and/or college judicial board for disciplinary action.

Charges of misconduct by individual(s) normally are referred to the Associate Dean (campus judicial). Charges of misconduct by organizations are normally referred to the organizational judicial process. Action by the campus judicial board may run concurrently with action by the Senate Rules Committee; one type of judicial action does not necessarily affect the other. At his discretion, the Dean of Students may direct that a case be handled administratively or by a special hearing panel.

An organization may be held accountable for the actions of any of its members if the behavior is in any way related to the organization. Any organizational misconduct need not be officially sanctioned by the membership in order to be considered grounds for possible disciplinary action against the organization. There is no minimum number of members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances, the misconduct of a single member may provide sufficient grounds for action against the organization.

The President of the Student Government Association, in consultation with the Director of Student Activities, makes the determination (on a case-by-case basis) of whether a case should be referred to the Senate Rules Committee for possible action against the organization. In determining whether a case is to be referred to the committee, the President of the Student Government Association and the Director of Student Activities should consider the nature of the evidence, the seriousness of the alleged offense, whether the allegation represents a repeated offense, and whether the matter can successfully be handled informally.

If the President of the Student Government Association, in collaboration with the Director of Student Activities believes that a hearing is in the best interest of student organizations, he/she may refer a case to the Senate Rules Committee even though the aggrieved party may not desire that disciplinary action be taken.

Actions taken or pending by an organization's internal judicial body, the national/international office of the individual organization, the Associate Dean of Student's Office or by the Commonwealth of Virginia court system will not necessarily affect the determination of whether a case is referred to the committee or the Dean of Students. The actions taken by other bodies may, however, be considered as a mitigating factor in determining how the committee will handle a particular case.

Role of the President of the Student Government Association

The responsibilities of the President of the Student Government Association, as they pertain to the organizational judicial process, are:

1. to assist the Director of Student Activities in resolving complaints,
2. to determine, in consultation with the Director of Student Activities, whether a case is to be referred to the Senate Rules Committee,
3. with the approval of the Director of Student Activities, to offer an administrative sanction in lieu of referral to the Senate Rules Committee,
4. to serve as an ex-officio, non-voting member of the Senate Rules Committee,
5. to serve as moderator at Senate Rules Committee hearings, including making procedural rulings in consultation with committee members,
6. to serve as spokesperson for the committee, and
7. to write organizational judicial process decisions.

Role of the Director of Student Activities

The responsibilities of the Director of Student Activities as they pertain to the organizational judicial process, are:

1. to ensure that all organizations are informed of relevant organizational policies, College regulations and expectations, and applicable local, state, and federal laws,
2. to investigate all complaints regarding individual organizations,
3. to consult with the President of the Student Government Association to determine necessity of hearing,
4. to facilitate the resolution of disciplinary problems,
5. to assist and advise the President of the Student Government Association in the performance of his or her judicial responsibilities,
6. to advise all organizations regarding the judicial process,
7. to prepare and distribute copies of the incident report to involved parties,
8. to attend the hearings and to serve as advisor to the Senate Rules Committee,
9. to see that appropriate records are maintained in the Office of Student Activities, including a complaint log and organization hearing minutes,
10. to prepare reports as needed by the Dean of Students,

11. to assist other College offices dealing with a complaint in regards to an organization, including the offices of Campus Safety and Security and the Dean of Students,
12. to refer individual organization members to the Associate Dean of Student's Office as needed as well as their specific organization, and
13. to perform other duties as assigned by the Dean of Students.

No organization judicial process, including hearings and appeals, may be conducted without the presence of the Director of Student Activities, If the Director of Student Activities cannot attend, the presence of the Dean of Students or his/her designee shall be required.

Role of the Dean of Students

The Dean of Students shall conduct appeal proceedings in the event that an organization found responsible by the committee wishes to appeal the decision or sanction. The Dean of Students has the authority to review all actions of the Senate Rules Committee and Director of Student Activities and where necessary direct that further action be taken.

The Dean of Students also makes the final determinations on appeals, after review of case. On appeal the Dean of Students may reverse, modify, or remand a case back to the Senate Rules Committee with instructions for reconsideration.

Selection of the Senate Rules Committee

The Senate Rules Committee shall consist of the President of the Student Government Association, and four members of the Senate Rules Committee derived from Senate and their selection procedures. The head of the Senate Rules Committee, the Second Vice President of the Student Government Association may be included as a panel member. The President of the Student Government Association serves as a non-voting member.

Release of Information in Judicial Cases

Board members must exercise care with the information shared during the organizational judicial process. Specifically, the incident report, the information shared by witnesses, and the deliberations of the committee should not be discussed outside of the conference room. In order to preserve their objectivity, committee members are expected to refrain from discussing a case with **anyone** prior to the hearing. At their discretion, the Director of Student Activities and the Dean of Students may make public comment about decisions regarding judicial outcomes.

All members should uphold decisions of the committee, even though there may be dissenting opinions.

Investigations of Reports of Alleged Misconduct and Informal Judicial Conferences

All reports of alleged misconduct involving organization members shall be referred to the Director of Student Activities. A comprehensive report summarizes the incident, including: a description, date, time, place, organization involved, names of participants (if known), number of participants, witnesses, and historical information (if offense is repeated).

When a report is received, the president of the accused organization will receive the investigation report completed by the Director of Student Activities, as well as a chance to informally discuss the incident with the Director of Student Activities as an informal Judicial Conference to assess probability for immediate solutions and the need for judicial action.

If it appears that College action against individual organizational members seems appropriate, the Director of Student Activities will refer such cases to the Associate Dean of Students.

Referral to the organization judicial board

If a case is referred to the Senate Rules Committee, the President of the Student Government Association will arrange a time and a place for the hearing. Notice of organizational hearings should be given in writing to all parties involved at least seventy-two (72) hours prior to the hearing. The notice to the president of the organization charged with misconduct should include a brief but clear description of the alleged offense, the time and location of the hearing, and a copy of the organizational judicial procedures. If the incident occurs during a time when the

committee is not in session, the matter will be handled in an administrative hearing with the Director of the Student Activities or his/her designee.

The Director of Student Activities will prepare a written report to the committee detailing the facts uncovered in preliminary investigation, attaching pertinent written documentation relating to the case, a copy of this report will be made available to each committee member during the pre-hearing process. The same report will be made available to the organization president and advisor along with the hearing notice.

Matters preliminary to hearings shall be decided, hearings conducted, and cases determined as quickly as possible, consistent with reasonable notice. Normally matters preliminary to hearings shall be decided and notices of hearings given within ten (10) school days of the time a report is received by the Director of Student Activities. Hearings will normally be held within ten (10) school days of the notice being sent.

The Director of Student Activities will keep a record of all reports received during summer vacation. During the first week of school, the President of the Student Government Association in consultation with the Director of Student Activities, shall review the complaints received during the summer to determine the necessity of judicial action.

A case normally must be referred to the Senate Rules Committee within thirty (30) school days, excluding school vacations, after the alleged incident of misconduct occurred. This time limitation may be waived by a majority vote of the committee.

Hearing Process

No committee member may serve on the hearing in a case in which his/her judgment would be biased on the grounds of closeness with the aggrieved party. Whenever a regular member is unable or ineligible to serve on a panel hearing a case, an alternate member should be selected to serve on the panel for that hearing. Four voting Senate Rules Committee members (not including the President of the Student Government Association) should serve on the panel hearing a case. However, no hearing may be conducted unless four voting members are present. All committee actions require a majority vote of the voting members present.

An organization charged with misconduct is presumed to be not responsible, and this presumption follows the organization until responsibility is proved by 'clear and convincing' evidence. Committee members, as fact finders, must consider all factors properly before them. In so doing, it is their duty to weigh the information calmly and dispassionately. Members are not allowed to permit bias, sympathy, or prejudice any place in their deliberations, for all organizations are equal before the committee.

The role of the President of the Student Government Association is to conduct the hearing process and ensure that all judicial procedures are being followed.

Any information relevant to a case is admissible at a hearing. Including direct (eyewitness) evidence, circumstantial information, hearsay information, and signed reports. This does not imply that all evidence admitted is equivalent in weight, since most testimony has some degree of bias or tends to lead the listener to a single interpretation of a fact or situation.

The agenda for a typical hearing includes:

- 1) pre-hearing
- 2) introductions
- 3) explanation of the judicial process
- 4) explanation of the charges and the statement of responsibility or lack thereof
- 5) presentation of evidence and information of witnesses against the organization
- 6) organization/board allowed time for questioning
- 7) presentation of evidence and information of witnesses on behalf of the organization
- 8) organization/board allowed time for questioning
- 9) concluding statements by the spokespersons for the parties involved
- 10) deliberations with only voting members present and
- 11) announcement of decisions

The agenda may be modified at the discretion of the President of the Student Government Association. During the questioning of witnesses a person must be recognized by the President of the Student Government Association before a question can be asked.

The president of the organization charged with misconduct, or another active member who has been designated as spokesperson for the organization, has the right to be present to hear and question all witnesses and to examine all evidence, including all written documentation presented to the judicial board. Each organization is entitled to ONE spokesperson, who must be an active undergraduate member. If the spokesperson is someone other than the organization president, the organization president may still attend as an observer.

The organization charged with misconduct has the right to call four (4) witnesses to the hearing.

The organization charged with misconduct has the right to have their advisor present during the proceeding. **An advisor, even if he is an attorney, may not present evidence, question witnesses, or address the board;** his/her role is simply to advise the organization.

The hearing shall be closed to everyone other than the senate rules committee, the director of student activities, the organization's president, and the organization's advisor. Witnesses are permitted to be present only while they are presenting evidence. If a organization fails to appear at a hearing, after being given proper written notice, the evidence in support of the charges shall still be presented, considered and adjudicated.

Judicial Records

Documentation of the hearing shall include a copy of the original complaint, a copy of all written documentation pertaining to the case, the date and location of the hearing, a list of all persons in attendance at the hearing, a copy of all "notice to appear" letters sent, and a copy of the decision. Documentation of all hearings shall be kept on file in the Office of Student Activities for five years.

The Director of Student Activities will tape record the testimony presented at a hearing. Committee deliberations shall not be tape recorded. The tape can be used for the committee to rehear testimony during its deliberations and for the appeal process. Only one tape may be made. If the accused organization representative desires, it may listen to the tape when preparing for an appeal provided the tape is not removed from the Office of Student Activities. All witnesses should be informed that their testimony is being taped (but witnesses do not have the right to request that their testimony not be taped). The tape will be kept on file with the judicial documentation.

Organizational judicial records, including tape recordings, are to be kept in the Office of Student Activities. Access to the judicial records is limited to the committee, the Director of Student Activities, the organizations involved in a case, and the Student Development staff members who handle organizational discipline.

Witnesses

The Director of Student Activities has the authority to request members of the organization, faculty, staff, and students who are not members of the organization to appear as witnesses. A chapter should be served with a notice to appear at least seventy-two (72) hours before the scheduled hearing. This notice period, however, may be shortened if circumstances warrant.

If it can be proved that a member of a organization clearly and deliberately falsified testimony presented to the committee, the senate rules committee may take disciplinary action against the organization in question or refer the individual to the College judicial board for an honor code violation.

Decisions

The standard of proof, "clear and convincing", does not mean that committee members may not have doubts about responsibility; the standard requires only that the committee members be convinced of responsibility to a substantial level of certainty.

A decision of the senate rules committee must be by majority vote of those on the hearing panel and must be based upon evidence brought out during the hearing. The numerical vote is not announced.

The President of the Student Government Association will announce its decision immediately after final deliberations. No discussion, other than clarification, is permitted. If a organization wishes to debate the decision, it must do so via the appeal process. A written decision will be prepared by the Director of Student Activities and will be mailed to the organization's president within seventy-two (72) hours after the hearing. The written **decision will contain the sanctions imposed, and notice of the right to appeal the decision** to the Dean of Students.

A copy of the decision shall be given to the Director of Student Activities, Dean of Students, President of the Student Government Association, and the organization's advisor.

Sanctions

In determining an appropriate sanction, the judicial board should consider the following factors:

- 1) Was the behavior intentional
- 2) What were the direct and indirect actual consequences of the behavior? What were the potential consequences?
- 3) Has the organization previously engaged in similar behavior?
- 4) What is the attitude of the organization regarding this incident?
- 5) What is the educational value of the sanction? Will it help the group to act more appropriately in the future?
- 6) What is the deterrent value of the sanction? Will it be effective in discouraging similar behavior by other organizations?
- 7) Is the sanction related to the offense?
- 8) Is the sanction consisted with the expectations of the College administration and the Student Government Association?

Appeal Procedures

An organization found in violation of any organizational policy by the senate rules committee may appeal the decision to the Dean of Students. An organization desiring to appeal must submit a properly completed "Notice of Appeal" form to the Dean of Students within ten (10) school days after receiving the written sanction.

Appeals are warranted if one or more of the following applies:

- 1) The sanction(s) was unreasonable
- 2) The findings were not supported by substantial evidence
- 3) The judicial proceedings were unfair, i.e., the established procedures were not correctly followed. (Error in procedure that substantially impacted fairness or outcome of hearing.)
- 4) The board erred in its interpretation of any College or Organizational policy, rule, regulation or directive

If more than one ground has been stated, the Dean of Students should consider each issue separately and in this order:

- 1) Fairness of the proceedings
- 2) Jurisdiction
- 3) Policy interpretation
- 4) Presentation of new evidence
- 5) Determination of whether there was sufficient evidence to support the finding, and
- 6) Reasonableness of the sanction

If it is found that a hearing was unfair, the Dean of Students may recommend either a reversal of the decision or remanding the case to the senate rules committee with instructions for a rehearing or revision of sanctions. The Dean of Students shall arrange a time and location for the Appeals hearing. The hearing should be held within ten (10) school days after the "Notice of Appeal" is filed. The president of the organization involved shall be notified within seventy-two (72) hours of the hearing of notice for appearance. All previous judicial documentation and any other relevant documentation will be reviewed prior to the hearing.

Appeals meetings are held in a closed session, with attendance limited to the Dean of Students, the organization's advisor and president (and their spokespersons if they so desire). The same guidelines for organization spokesmen and advisors that apply in hearings also apply in appeal proceedings.

The typical agenda for an appeal hearing is as follows:

- 1) Introductions
- 2) Clarification for the appeal process
- 3) Presentation of arguments by the organization that is appealing
- 4) Questions from the Dean of Students
- 5) Concluding statement from the chapter
- 6) Proceedings are concluded and a decision will be rendered in writing by the Director of Student Activities within on (1) school day after the proceeding

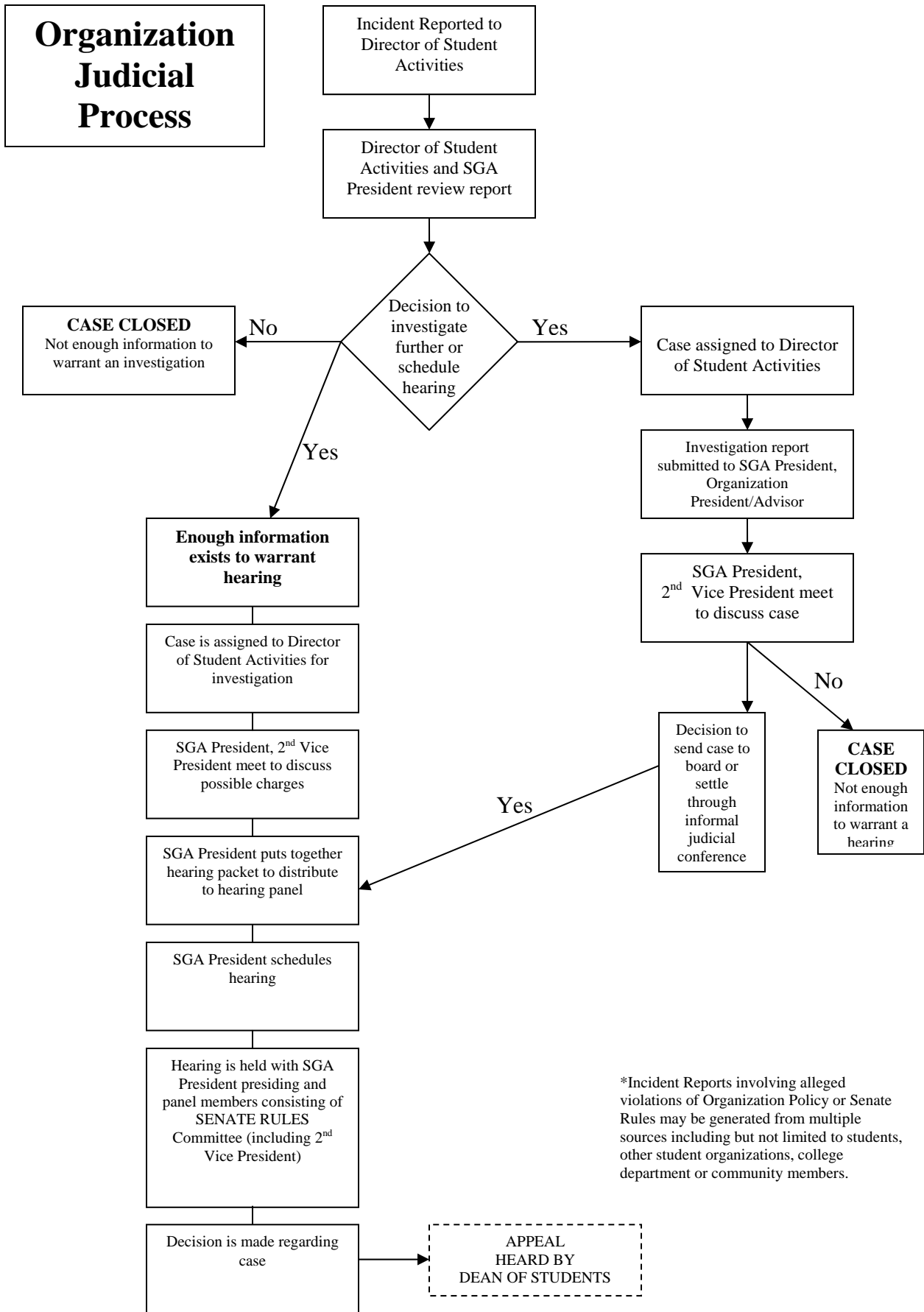
If after the appeals decision is rendered further action is requested by the involved parties, the Dean of Students shall review the recommendation of the Director of Student Activities and will render a written decision within five (5) working days. The decision of the Dean of Students is final; no further avenue of appeal is available. After the final decision has been sent by the Dean of Students, the Director of Student Activities shall send a copy of the Dean's decision, along with a copy of the Director of Student Activities' written report, to each person who was sent a copy of the original organization judicial board's decision.

Organization Judicial Process

(*This timeline indicates a typical process. Extenuating circumstances may alter the timeline at any point in the process.)

(For further and easier explanation of process please refer to the Organization Judicial Process Flow Chart directly following.)

- 1) Incident reported to The Director of Student Activities, located in the Office of Student Activities.
- 2) The Director of Student Activities reviews the alleged incident report, along with the President of the Student Government Association to discuss further action.
- 3) The Director of Student Activities along with the President of the Student Government Association will make the decision of whether or not the case has enough evidence to automatically warrant a judicial hearing or whether or not it needs to be further investigated.
- 4) If the Director of Student Activities along with the President of the Student Government Association feel as if there is not enough evidence to warrant an investigation, the case is closed.
- 5) If The Director of Student Activities along with the President of the Student Government Association feel as if the case warrants further investigation, it will be referred back to the Director of Student Activities for investigation procedures.
- 6) The investigation report, prepared by the Director of Student Activities will then be submitted to the SGA President, the organization president, and advisor.
- 7) The SGA President and SGA Second Vice President will meet to discuss the case. A determination on whether the matter should be handled through a informal judicial conference or through a judicial hearing is made.
- 8) If the decision to send the matter to a judicial hearing is made, the President of SGA will compile hearing packets to distribute to the hearing panel. All information compiled will be received from the Director of Student Activities.
- 9) The SGA President will then schedule a hearing so that him/herself, four members of the Senate Rules Committee, and the Director of Student Activities can attend, and notifies all appropriate members of the organization in question, of time, date, and location of hearing.
- 10) The hearing is held with the SGA President presiding.
- 11) Judicial board will make decision regarding responsibility or lack-thereof, with the SGA President as a non-voting, tie-breaking member.
- 12) If an appeal is desired, the organization may do so to the Dean of Students, following guidelines and procedures listed.



College Policies Related to Organization Operations & Activities

Advertising and Publicizing on Campus

Due to limited space on campus, posting is not permitted for any organization outside of the College unless sponsored by a Lynchburg College club or academic/staff office or department. Individuals or organizations without posting privileges may advertise in *The Critograph*.

The Student Life Policies Committee has designated the Office of Student Activities as monitor of this policy. All posters, flyers, banners, signs, etc. except those produced by an academic or administrative department must comply with student codes and be stamped by the Office of Student Activities before being posted on campus. All such signs posted on campus that are not approved and stamped are subject to being removed. (L.C. Hornet)

Lynchburg College Posting Policy

Passed by CLPC, March 17, 1995
Revised 11/18/97; Revised 9/5/0; Revised 6/16/03

1. The **original flyer must be** approved in the Office of Student Activities *before* copies are made. Events sponsored by academic/administrative offices or programs do not need to be approved if the sponsored office's letterhead or logo is clearly visible on the flyer.
2. Flyers may be posted up to two weeks (14 days) before the event. Banners may be hung no more than one week before and one day after the advertised event.
3. One (1) flyer per event is permitted per location (bulletin board or kiosk. Posters for any event where alcohol is present must be in accordance with both ABC and College alcohol policies (see "Student Conduct Code" and "Alcohol and Other Drugs").
4. Sponsors, organizations, and/or departments must remove posters after the event.
5. Use only masking tape, thumbtacks, or staples to post.
6. Sidewalk chalk is **allowed only** on **concrete** sidewalks. *Don't use on brick, slate or bluestone.*
7. Realtors and those wishing to post about property for sale may do so on the bulletin board in the first floor stairwell of Hundley Hall (located outside Student Development Offices). One poster is allowed, and must be approved in the Office of Student Activities.

POSTING PRIVILEGE

1. **Allowed** to post on campus:
 - *Lynchburg College students, faculty, staff and **recognized** student organizations with approved stamp.
 - *outside and off-campus organizations or businesses sponsored by an LC office or recognized organization.
2. **Not allowed** to post on campus:

*LC student organization that have lost posting privileges by the Student Government Association or the Office of Student Activities.

*outside or off campus organization or businesses **not** sponsored by an LC office or recognized organization.

POSTING GUIDELINES

1. Posting is permitted on:
 - *carpeted walls outside Westover
 - *kiosks
2. Posting is **NOT** permitted on:
 - *outside and inside of exterior doors
 - *any glass surface
 - *any painted surface, except interiors of residence halls (see “Special Posting for the interior of Residence Halls)
 - *inside elevators and elevators doors
 - *stairwells, fire doors, or windows
 - *vending machines
 - *any trees, benches, light posts, and exterior building walls or other surfaces not mentioned above.
3. Special posting for the interior of residence halls:
 - *Posting of flyers in the residence halls is coordinated through the Office of Residence Life. (Please contact the office at x8320 for details)
 - *Use bulleting boards where available
 - *Posting on wall surfaces is acceptable using only masking tape
 - *The use of lounge glass partition walls in McWane Hall is preferred for posting flyers.

BANNER GUIDELINES

1. **ALL** banners must be **approved** by the Office of Students Activities, and **may not exceed 3 ft. by 6 ft.**
2. Banners may be hung no more than **ONE WEEK** before and one day after the advertised event.
3. Banners may be hung in the following locations:
 - *Hundley Hall balcony
 - *Hall Campus Center balcony
 - *Burton Student Center, first floor exterior landing
 - *carpeted walls outside Westover
 - *exterior of residence halls (from window to window)
4. Sponsors should monitor the condition of their banner and remove unreadable banners.

FAILURE TO COMPLY

Organizations in violation of the College posting policy will be notified in writing by the Office of Student Activities within seven working days of the violation and can be assessed for any cleanup and/or damages. Additionally, the organization’s advisor will be notified of the violation. All appeals must be submitted in writing within two days to the Appeals Board

Chair. The Appeals Board will review all appeals. Continued violations of this policy will result in the loss of posting privileges.

STANDARD DISCIPLINARY SANCTIONS

All organizations found in violation of the College posting policy will be subject to any or all of the following sanctions:

- *Warning
- *Cleaning or damage charges to be determined in accordance with violation
- *Community service hours
- *Replacement of damaged areas
- *Loss of organizational posting privilege
- *Others, as deemed necessary

In addition to these sanctions, organizations or individual organizational members can be issued disciplinary charges in accordance with the Honor and Student Conduct Codes and Regulations.

Alcohol Usage and Requests

Any organization requesting permission to have alcohol served at an on-campus event, must register the event with the Office of Student Activities. A form titled, *Alcohol Event Registration and Responsibility Agreement* must be completed and submitted to the Director of Student Activities 30 days prior to the event date. Once the request is received, the sponsor will be contacted to arrange a meeting to go over the application and event details with the Director of Student Activities. The Director of Student Activities will determine approval or denial of the request. Responsibilities, requirements, and legal considerations are outlined on the application form. Further information can be obtained from the ABC District Office (582-5136).

- All fraternities and sororities must comply with campus and national risk management policies. As a result, all fraternity/sorority functions must register their events through the Coordinator of Fraternity/Sorority Life and complete separate paperwork for hosting events. Therefore, these organizations are not required to fill out an *Alcohol Event Registration and Responsibility Agreement* form.
- Campus security and Lynchburg City Police must be present at all events where alcohol will be served at cost to the sponsoring organization.
- Refer to *The Hornet* and the *Alcohol Event Registration and Responsibility Agreement* available from the Office of Student Activities for further regulations.

College Letterhead and Logo Usage

To insure that the College projects an image of quality consistent with its character and that all College communications state clearly where they are from and what they are about, the Office of

Public Relations uses a visual identity program. This program is based on a simple philosophy: No part of the College is greater than the whole. Below are excerpts from the program:

Wordmark

The most identifiable element of the new communication strategy is the wordmark, a group of words used as a logo. The College's wordmark is *Lynchburg College in Virginia*. These words are used to represent the College because, unlike a graphic symbol (our seal), they can be read and understood at a glance.

The wordmark is used on most *written communications* - the two most familiar being stationery and business cards. The appropriate place for the wordmark is on the cover of brochures and booklets and at the top of most forms or stationery. It should be used conspicuously but need not be the most prominent element on the page. Unlike the wordmark, the College seal is reserved for official printed documents of the College, such as formal invitations, ceremonial documents (commencement programs), and honors and awards.

Organizations wishing to use the College Logo must obtain approval from the Public Relations Department. Organizations wishing to use College letterhead may contact the Office of Student Activities. Unlike the wordmark, the College Seal is reserved for official printed documents of the College, such as formal invitations, ceremonial documents, and honors and awards.

T-Shirts, Promotional and Specialty Marketing Items

Any T-Shirts that are funded through Student Activities Fee monies or use the “Lynchburg College” in the design of the shirt, must be approved by the Director of Student Activities prior to placing the order. This approval is required to ensure that the shirts and design are consistent with the character of the College.

Fundraising

Organizations wishing to sell items for profit on campus, must receive permission from the following offices depending on the venue used:

Athletic Competitions	Individual Sport Coaches
Burton Student Center	Office of Student Activities
Door-to-door or lobby areas in the Residence Halls	Office of Student Activities & Residence Life

Organization advisors should be made aware of what items are sold and for what purpose. In order to maintain the integrity of campus organizations and their efforts to raise funds for philanthropies, organizations should promptly deposit all monies to charities and/or organization accounts. In cases where money is raised for an organization project, money should be used in strict accordance with the stated purpose and goal originally used to raise the funds.

Gambling & Games of Chance

The use of poker tournaments and raffles are often desired as a form of fundraising activity for organizations. In support of the laws of the State of Virginia, the Office of Student Activities adheres to the following standards related to student organizations wishing to hold such events:

The State of Virginia defines illegal gambling as “the making, placing, or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake, or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event occurs or is to occur inside or outside the limits of this Commonwealth”. Furthermore, Virginia Law states that it is legal for private residence to participate in games of chance as long as there is not an “operator”, which is any person, firm, or association of persons who conducts, finances, manages, supervises, directs or owns all or part of an illegal gambling enterprise, activity or operation.” Therefore, according to Virginia state laws, a college or university should not offer gambling as a campus activity and any campus organization would be considered an “operator”.

Virginia law states that bingo games, raffles, and duck races are legal if they are hosted by organizations that have permits, but must follow their county ordinances. In the City of Lynchburg we are required to obtain a permit for non-profit organizations that are doing one of these activities as a fundraiser. This would be the only exception to the gambling law. There is a cost associated with the purchase of a permit and the request goes before a committee for approval. Information on how to obtain the paperwork for a permit can be found at: http://www.dcg.state.va.us/stat_regulations.htm

Guest Policy

As a private educational institution, Lynchburg College events are not automatically open to the general public. As such, campus organizations must adhere to the campus Guest Policy when sponsoring an organization event on campus. The policy is listed below, however, the Director of Student Activities may make special considerations.

A. Who is Invited: LC Students, Faculty, Staff and their Guests
--

Policy: Attendance at the event is limited to members of the campus community and their guests.

Procedure:

1. All LC members must show a valid college ID at the door.
2. Guests must show a current driver’s license or be accompanied by a parent.
3. Guests will be registered at the door under the name of the LC student, faculty, or staff member.
4. The LC member is responsible for the actions and behavior of the guest(s) at all times. Any guest(s) who violate any policy will be asked to leave the event.
5. Any member who violates any LC policy will be asked to leave the event and/or face College Disciplinary charges.
6. Guests may be asked to pay a fee for admittance.

Limitations:

1. Only two (2) guests per LC member may be admitted.
2. No alcohol may be at this type of event.

B. Who is Invited: “Closed Event” or LC Students, Faculty, Staff, and their guests when alcohol will be provided.

Policy: Attendance at the event is limited to the sponsoring organization’s members and their guests or is open to LC members but the event will have alcohol served.

Procedure:

1. Sponsoring organization should complete an Office of Student Activities Guest List Registration form and submit it with all member and guest names to the Office of Student Activities a minimum of three (3) working days prior to the event.
2. Events open to LC members and guests require that they sign the Guest List Registration in the Office of Student Activities prior to the event.
3. The sponsoring organization is responsible for picking up the *approved* guest list from the Office of Student Activities prior to 5 pm on the last business day prior to the event.
4. At the event, all LC members and guests must show a valid ID and will be matched to the Guest List Registration.
5. An advisor or their designee must be present to check I.D.s at the door.

Limitations:

1. Only two (2) guests per LC member may be admitted.
2. Guests will not be allowed to attend if they have not been registered *prior* to the event.

C. Who is Invited: Open to the Public

Policy: Attendance at the event is open to the general public and therefore any person whether an LC member or not may attend.

Procedure:

1. It is up to the sponsoring organization to determine whether tickets will be sold in advance, at the door, or not at all.
2. The sponsoring organization will determine if, how, and when the public will be admitted to the event.

Special considerations for any of the above mentioned policies may be appealed to the Director of Student Activities *in advance* of the event.

Organizations may lose the right to have events on campus if the above policies and procedures are not followed.

Anti-Hazing Statement

The below statement must be signed by the Organization President and Advisor at the beginning of each academic year as part of the organization re-registration process and when the organization first applies for recognition from SGA.

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in our college life, either on or off campus. Consequently, hazing, as defined in this statement, is prohibited by Lynchburg College and the Commonwealth of Virginia.

Lynchburg College policy on hazing infractions is found in the Hornet. It is identified as violation B3 under administrative jurisdiction.

Section 18.2-56 of the Code of Virginia provides as follows:

Passed 1/8/03

- It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.
- Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such a felony.
- Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
- The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, sanction and discipline such student or students so found guilty in accordance with its institutional policies and procedures, which policies and procedures shall provide for expulsion or other appropriate discipline based on the facts and circumstances of each case, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.
- “Hazing or otherwise mistreating another student so as to cause bodily injury” means to recklessly or intentionally endanger the health or safety of a student in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body, which activity causes or results in bodily injury whether or not the student injured voluntarily participated in the activity.

At Lynchburg College, hazing is further defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quest, treasure hunts, scavenger hunts, road trips or any other such activities, wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of Lynchburg College. Hazing shall be identified in two categories:

Physical:

1. paddling;
2. kidnapping;
3. all forms of physical activity which are used to harass or which are not part of an organized athletic context and not specifically directed toward constructive work;
4. road trips (involuntary excursions);
5. spraying, painting, or pelting with any substances;
6. burying in any substances;
7. requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study;
8. requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance;
9. burning, branding, or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the individual being hazed;
10. binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own;
11. requiring or suggesting prospective members or members to obtain articles which would be either illegal to obtain or possess (items for a scavenger hunt);

Psychological:

1. psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain;
2. confinement in any room or compartment;
3. nudity at any time;
4. requiring or compelling exposure to uncomfortable elements;
5. verbal harassment;
6. requiring or compelling the wearing, in public, of apparel which is not in good taste;
7. depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
8. misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress;
9. carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
10. blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.

Hazing as defined in this statement is prohibited under Lynchburg College policy.

Organizations found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked,

charters rescinded or disciplinary sanctions imposed on groups or their individual officers or members.

Individuals found to be in violation of this policy may face sanctions from a warning to suspension.

Noise Ordinance

Code of the City, Noise Control, Lynchburg, VA

The Code of the city of Lynchburg, 1981, was amended on July 9, 1991, to include Article IV Noise Control, Sections 26-51 through 26-60. The essential elements of the amended code as they relate to Lynchburg College students includes:

1. Any sound which annoys or disturbs humans or which causes or tends to cause an adverse effect on humans is prohibited.
2. Any sound exceeding prescribed decibel levels which crosses a property boundary which separates the real property owned, leased or otherwise controlled by one person from that owned, leased, or otherwise controlled by another person is prohibited.
3. The maximum sound pressure levels (as measured by a type II sound level meter) received on the property of any potential complainant in a residential area shall not exceed:

<u>7 am - 10 pm</u>	<u>10 pm – 7 am</u>
57 decibels	52 decibels
4. Certain exceptions are made to the ordinance for such activities as emergencies, religious services or events, band performances or practices, athletic events, or other school-sponsored activities on the grounds of public or private schools.
5. Any person who violates any provision of the amended noise ordinance shall be guilty of a class 3 misdemeanor. Any person who commits a second or subsequent violation of the ordinance within a twelve-month period shall be guilty of a class 2 misdemeanor.

Use of College Vehicle

Faculty and staff may schedule the use of College vans or cars for authorized and approved College business by calling the Physical Plant.

Drivers of the College vehicles must be authorized by the College. *Driver Authorization Forms* are available in the Business Office or at Students Online at online forms link. Since approval process takes approximately four weeks, tentative approval will be granted upon completion of the form.

The person scheduling the vehicle is responsible for pick-up and return of the vehicle in good condition. A clean-up fee of not less than \$10.00 will be charged if the vehicle is returned in unsatisfactory condition. Maintenance problems are to be reported immediately to the Physical Plant Office. Vehicles should be returned with no less than half a tank of gasoline.

Due to insurance requirements, use of vehicles is restricted to approved activities and College Business.

If, for any reason, the person scheduling the use of a vehicle must cancel the trip, please call Physical Plant Office as soon as possible to also cancel the vehicle reservation. If the Physical Plant is not notified the department will be charged the “day” fee.

Authorization Process

In order to promote driving safety and achieve better risk management, the College has implemented a driver authorization process. Only those individuals who operate a College vehicle (either owned or rented) must be authorized. Driver authorization is an annual process that includes the following steps:

1. Completion of the authorization form by the potential driver once each academic year.
2. Tentative approval of the authorization form by the driver’s department chairperson and Dean or Vice President.
3. Completed forms are returned to the Personnel Officer where one of the following appropriate codes will be entered on the College’s computer:
 - T -Tentative approval subject to completion of safety training.
 - I -Insurance company review of DMV record requested: tentative approval subject to satisfactory DMV report and completion of safety training (applies to frequent drivers.)
 - X -Not approved.
4. Completion of a safety training session during the first year of authorization.
5. Where appropriate, a review of the person’s motor vehicle driving record by the College’s insurance company.

As part of the approval by the department chairperson and the Dean or Vice-President, care should be exercised to approve only those individuals that have a reason to drive a College vehicle, do not have a negative driving record and do not appear to be a careless driver. More detailed guidelines are available from the Personnel Office.

Vendor Guidelines

The following guidelines pertain to the area between the bookstore and the Westover Room and outside of the Burton Student Center. To reserve this space, one must contact Deborah Brown in the Office of Student Activities at 544-8254 a minimum of two weeks in advance. Space is reserved on a first-come-first-serve basis.

1. Vendors will not be permitted during the first and second week of fall term or the first week of spring term. Only college-sponsored vendors will be allowed during these weeks (i.e. text book buy back, rings, etc.).
2. Outside vendors will not be scheduled during major college weekends (i.e. Parents Weekend, Homecoming, Commencement, etc.).
3. Vendors who have merchandise that competes with the Bookstore will not be allowed unless agreed upon by the Bookstore and Office of Student Activities.
4. Only ONE vendor per day, unless approved by the Director of Student Activities.
5. The Office of Student Activities is responsible for reserving the foyer and outdoor space.

Events & Activities

Program Planning

Goal setting and advance planning are keys to the effectiveness of an organization. Long range planning will help make the activities go smoothly and allow everyone to enjoy participating. Plans need to be made by the group, not just the leader. Plans made by committees or individuals should be reviewed by the whole group to increase the commitment of the members and to prevent misunderstandings.

Step by Step Planning Process

- 1. Identify what you want to do and what you want for outcomes:**
 - a. What is the outcome to be expected? Who are the participants? What type of activity will help you achieve your intended outcomes?**
- 2. Identify the financial arrangements necessary to host your event:**
 - a. What will be cost? Have you put together a budget? What can you get donated? When is the deadline to request funding from SGA Senate?**
 - b. Are you planning on bringing an artist or entertainment that will require a contract for their services? If so, contact the OSA immediately to begin negotiating on behalf of the organization.**
- 3. Identify what arrangements may be necessary:**
 - a. Identify possible dates, times, and locations for your event.**
 - b. Go to the Office of Student Activities to complete your Activity Authorization.**
 - c. Staff in the Office of Student Activities will advise you on what other details might need to be arranged for your event and will coordinate efforts with other areas on campus on the organization's behalf.**
- 4. Arrange for publicity for the event:**
 - a. Once authorization has been received by the OSA, the event may be publicized. Be sure to following the posting policies provided in this handbook.**
 - b. What kind of publicity will be used? Posters, ad in the school paper, flyers, etc.**
- 5. Review all event file details prior to the event to make sure you haven't missed something.**
- 6. Evaluate the activity after it is completed. (An evaluation form is provided to you when you request your activity authorization.) Fill out the evaluation form and return it to the OSA.**
- 7. Follow-up:**
 - a. Have all receipts been handed in and all bills paid?**
 - b. Were participants and resource people thanked?**
 - c. To ensure the future success of similar programs and other groups you may want to do a similar program, provide any additional notes or paperwork to the OSA to store in the event file.**

Responsibilities Before, During, and After Your Event

BEFORE

- Meet with an Office of Student Activities staff member to discuss event (arrange event details and reserve room).
- Follow guidelines for the campus space you use. Specific regulations for some facilities exist and you will get a copy of these when you get your event authorized.
- Order media or special room set-up at least 10 working days prior to the event.

DURING

- Have members of your organization easily identifiable at your event in case an LC employee has questions.
- Have a contact person or representative of your organization in attendance at the event.
- Post signs at your event regarding any special regulations (i.e. ID required, no alcohol, etc.)
- Keep an accurate count of event attendance to comply with room capacity.
- Watch for problems; if they occur, intervene and notify campus security.

AFTER

- Clean up all trash, move furniture to the original locations. Note any special maintenance that may need to be done and report it to the OSA. The room must be in the same condition as you found it! (Your organization may be charged for any damages or may have its room usage revoked for future events.)
- Complete your program evaluation form and return to the OSA.
- Return all receipts to the Accounts Manger in the OSA.

Event Authorization Procedures

The process begins in the Office of Student Activities (terrace level of Hundley Hall) where you fill out an Room Request form and you receive consultation by the staff on the specifics of your activity. Levels are assigned based on a number of factors including size of the event, location, and potential risk. *When planning your event keep in mind that you should not begin advertising it until you have received approval from the Office of Student Activities.*

Level One (1) Events do not require a consultation unless desired, a room reservation form should be completed and turned in to the Office of Student Activities. For Level Two (2) and Level Three (3) Events, a room reservation form should be completed at Students Online at online forms link or in the Office of Student Activities by established deadlines. Consult a Student Activities staff member to find out the classification of your proposed event as soon as possible.

Level 1 Events

Level 1 Events include, but are not limited to: Informational Booths, Organization Meetings, Organizational Displays, etc.

Organizations requesting meeting space in non-academic rooms, may submit their request for space during the last month of the previous semester by completing an "Advance Room Reservation Preference Form". All other space

may be reserved after the first two full weeks of class during the current semester. Space reservations made during the current semester are on a first-come, first-serve basis.

Level 2 Events

Level 2 Events include, but are not limited to: recreational events, events with food, fundraisers, lectures/presentations, events where media or other sound equipment will be used, etc.

Level 2 Events will need authorization at least 10 working days prior to the event. These are the steps on how to receive authorization:

1. Fill out an Activity Authorization Form in the Office of Student Activities or online.
 2. Meet with the Event Planning Coordinator in the Office of Student Activities to make sure all needs are accurately identified for the event.
 3. The Event Planning Coordinator will submit all necessary requests to the appropriate office on behalf of your organization and will create an event file.
 4. You will receive a confirmation of items that have been requested on behalf of your organization for the event.
-

Level 3 Events

Level 3 Events include, but are not limited to: Concert/Dance, “Theme Week” events, events where alcohol will be served, events requiring contracts, events requiring security, etc.

Level 3 Events will need authorization at least 30 days prior to the event. These are the steps on how to receive authorization:

1. Fill out an Activity Authorization Form in the Office of Student Activities or online.
2. Schedule a meeting with the Director of Student Activities to go over event details and any contractual agreements.
3. All requests for the event will be submitted on behalf of your organization to the Event Planning Core Committee and an event file will be created.
4. You will receive approval and confirmation of items that have been requested on behalf of your organization.

Dealing with Contracts

Students are not authorized by the college to negotiate contracts on behalf of the college or college organizations. If your organization wants to sponsor an artist, you need to contact the Director of Student Activities to negotiate contracts on behalf of your organization. Below are items you should consider prior to meeting with the Director of Student Activities:

- Know possible available dates you have with various facilities. Keep an updated list of those dates so you may refer to it when talking to an agent.
- Know your facilities and their appropriateness to the event. Know their limitations, their seating capacities, and production capabilities.
- Know your budget: Ask the agent if the figure includes or excludes production costs, meals, lodging, and other rider requirements.

- All payments to the artist will be in the form of a University check and will be given to the appropriate party AFTER the show.

The following are a list of contractual requirements and restrictions applied to all contracts:

- ☑ Lynchburg College does not allow deposits for payment.
- ☑ All payments must be in the form of a College check and presented to the artist or artist representative **after** the performance. Under no circumstance is cash allowed.
- ☑ Lynchburg College is not allowed to purchase alcohol as part of the artist's contract requirements.
- ☑ The artist(s) and artist employees must abide by all state laws and college policies concerning fire code regulations and decibel levels.

Lynchburg College Organization Safety & Security Policy

Passed by CLPC, February 12, 1997

The following Security Policies have been established to assist organizations in determining the appropriate number and type of security personal required at on-campus organization events.

1. A minimum of one (1) Lynchburg College Safety and Security Officer is required at any organization non-alcohol event open to non-members. If large crowds are anticipated, more security personal will be required.
2. For dances, bands, local entertainers, and events where alcohol will be served, two (2) Lynchburg City Police Officers and two (2) Lynchburg College Safety and Security Officers are required. If anticipated attendance is greater than 200, one additional Lynchburg College Safety and Security Officer is required for each 100 participants.
3. In special circumstances, more or fewer security personnel may be required.
4. To arrange for Lynchburg College Security and/or Lynchburg City Police Officers, organizations must first reserve the room with the Campus Calendar Coordinator and/or the Room Manager, then contact the Director of Campus Safety and Security at least four (4) weeks prior to the event.
5. Any exceptions to this policy must be done so with the consultation and approval of the Director of Campus Safety and Security, the Director of Student Activities and the Room Manager.
6. LPD will not check IDs at an event, please have campus security or staff on hand to *do so*.
7. *Any time an event is cancelled, notify campus security and OSA as soon as possible.*

Parking Requests are made through the safety office. There is a maximum number of 15 reserved spaces for a given event.

Room Reservations & Media Requests

Organization functions requiring campus space must go through the *Activity Authorization Process* within the Office of Student Activities. Once an activity has been approved, the staff within the Office of Student Activities will reserve the campus facility on behalf of the student organization. (See previous section on *Activity Authorization* for more details.) If special equipment or room set-up is needed, the organization will make that request at the time that they request the space through the OSA. The sponsor will receive a confirmation of your room reservation and any media or special set-up requests. All media requests should be submitted at [studentsonline](#) at [online links](#) and [select equipment reservation](#). You are responsible for pick up and return of all equipment as required.

Events with Food

Lynchburg College Dining Services caters all food and beverages served at the College. Other individuals or catering firms may not bring food and beverages into Lynchburg College campus facilities. Dining Services includes china, glassware, silverware, and linens in the cost of your event. Paper products are used for deliveries and pick-ups, and whenever services are agreeable to both the client and LC Dining Services.

Below are highlights from the catering brochure available from Dining Services for the organization's consideration when planning an event. **As part of the event authorization process in the Office of Student Activities, organizations will be asked to provide the information below to begin the process of requesting food for their event:**

- Location, date, and time of your event
- An idea of how much you would like to spend on your event
- The type of meal desired (buffet, served, reception, or delivery)
- An estimated guest count
- A college account number to charge (if other than your SGA Account)

Dining Services will mail you an event confirmation sheet outlining the details of the arrangements you have made. All events requiring food should be authorized through the Office of Student Activities *three weeks* before the event. Final guaranteed guest numbers are required *three* working days prior to the event. Once a guaranteed count is given, charges will reflect the guaranteed numbers or the actual number of people served, whichever is greater.

Additional considerations:

1. Dining Services reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.
2. If you plan on decorating within Burton's dining facilities please observe the following regulations:
 - a. Decorations should not be attached or placed on painted walls or pillars.
 - b. Decorations on other surfaces should be attached with masking tape.
 - c. Plastic fishing line may not be used to hang items from the ceiling.
 - d. Confetti, sparkles, or rice are not permitted.
 - e. All decorations must be removed immediately after the event.
 - f. Consult with Dining Services on the use of balloons.

3. Vegetarian meals: if requested, alternative entrees can be requested and must be made at the time of the event confirmation. Vegetarian entrees are the same price as the selected entrée.
4. Cancellations: Notification is required a minimum of 48 hours prior to the event. If the cancellation occurs after this time, any expenses already incurred by catering will be billed to the organization. In the event the College closes due to weather conditions, all scheduled catered events are cancelled.
5. Excess food: Due to Health Department regulations, the customer cannot take food and beverages not consumed during an event from the event site.

Date & Slave Auctions

At Lynchburg College, equality, openness, and sensitivity are strongly held values. The Office of Student Activities (OSA) encourages student organizations to consider these values when planning events and activities.

Sometimes organizations want to hold “date” or “slave” auction events as a way to raise money. The OSA understands that groups who hold these events, or have held them in the past, usually do so with good intentions. We would like to challenge student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative events that could accomplish the same objectives.

“Date” or “Slave” auctions involve the process of “bidding” on a human being for their services or the ability to spend time with them. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person. This process has the appearance of actual slave auctions, which are a real and tragic part of this country’s history. Furthermore, we would like organizations to consider the safety concerns that arise as a result of “Date” auctions. When a person a person “wins” the ability to spend time with another person, there is no way of telling what their true motives are. Given the prevalence of sexual assault in our culture, safety concerns exist if you allow a member of your organization be compelled to spend time alone with someone that she/he may not know.

For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, the OSA feels that “date” and “slave” auctions should be avoided by student organizations at Lynchburg College. Remember, the OSA is always available to help brainstorm alternative fundraising events.

Showing Films & Copyright Laws

Showings of videos without a license, when one is required, are infringements of copyright. Rentals or purchases of videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license that specifically authorizes such use.

Below are simple rules embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Please note:

- The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
- Videos may be shown without a license in the home to a “normal circle of family and its social acquaintances (Section 101) because such showing are not “public”.
- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 110.1) because the law makes a specific, limited exception for such showings (Sections 106 and 110 (1)).
- Other showings of videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, and schools are ‘public performances’ subject to copyright control.” (Senate Report No.94-473, page 60; House Report No. 94-1476, page 64)
- Institutions, organizations, companies or individuals wishing to engage in non-home showing of Videos must secure licenses to do so ---regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62).

Any institution, organization, company or individual wishing to engage in non-home showings of videos should obtain a licensing agreement first. **The Office of Student Activities can arrange for a license on behalf of the sponsoring organization if they wish to show a film as part of a program.**

