



THE COMPASS

A GUIDE FOR
STUDENT
ORGANIZATIONS

2023-2024

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STUDENT LIFE

A MEMBER OF THE DIVISION OF STUDENT AFFAIRS

STUDENT LIFE MISSION STATEMENT

The Office of Student Life provides quality programs, services, and facilities to promote the development of all students while enriching and supporting the growth of the College of Charleston community. The Office of Student Life designs, facilitates, and coordinates co-curricular education, practical experiences, and opportunities for involvement that complement the academic curriculum. As student affairs professionals and advocates, we are committed to empowering students and facilitating their development in the areas of independence, self-reliance, personal values, leadership skills, interdependence and group dynamics, and responsibility. Our primary goal is to challenge through experiential learning.

STUDENT LIFE STAFF

studentlife.cofc.edu

(843) 953-2291

STATEMENT OF PURPOSE

The COMPASS sets parameters by which registered student organizations can effectively and efficiently, organize, function, and achieve set goals and objectives. By becoming a registered student organization at the College of Charleston, you have demonstrated an interest in being an active part of this community and a vital part of the educational process.

The Student Government Association (acting as an agent under the auspices of the Office of Student Life, a member of the Division of Student Affairs) granted your organization the title of registered student organization because your group met certain criteria and accepted the responsibilities of being an active member of the CofC Community. The College lends its name and support to a variety of student organizations in order to complement the academic curriculum of the College. Organizations must have a purpose consistent with the mission and values of the College. Registration is a formal agreement for an organization to exist on campus.

Organizations are required to remain in good standing and adhere to all College policies and The COMPASS procedures. Registration grants organizations the use of the College's facilities, services, name, and wordmark as outlined in this guide.

The College views student organizations as private affiliations and does not endorse the mission, goals, or purpose of an organization. The College of Charleston is committed to liberal arts principles of academic freedom and open inquiry. However, all students must always comply with the College's policies and procedures, including but limited to those set forth in the College of Charleston Student Handbook <http://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php>.

All guidelines and procedures contained within The COMPASS are consistent with the College of Charleston Student Handbook.

VIEWPOINT NEUTRALITY

The registration of student organizations as well as the expenditure of student activity fees conform with all constitutional requirements. All decisions regarding the registration of student organizations as well as funding determinations are rendered using only viewpoint-neutral criteria. Members of Student Government Association take an oath to abide by the principles of viewpoint neutrality.

REGISTERED STUDENT ORGANIZATIONS

A student organization is defined as a group of ten (10) or more currently enrolled CofC students. Only full-time students may serve as officers or have a controlling interest in the organization. All organizations must have a designated faculty or staff member of the College to serve as an advisor. These organizations must abide by all federal, state, and local law and College policies. Student organization categories registered through the Student Government Association and Graduate Student Association include academic, educational, multicultural, and special interest.

STATEMENT ON UNREGISTERED ORGANIZATIONS

An organization, regardless of national affiliation that is not registered through the College of Charleston is considered an unregistered organization. Unregistered organizations are not affiliated with the College of Charleston and do not enjoy the rights and privileges of registered organizations. They do not receive support, advisement, funding, or management from the College of Charleston, and do not follow the College's Code of Conduct and Risk Management Policies. At one time, these organizations may have been registered, but violations of the College policy may have resulted in their loss of recognition.

Students who join unregistered organizations will not have access to the privileges that members of registered organizations can enjoy. This could include (but is not limited to) leadership development opportunities, reserving space on campus, access to funding through the College, and the ability to represent the organizations at College sponsored programs and events (Orientation, Accepted Students Weekend, etc.) Students affiliate with unregistered organizations at their own risk. Registered Organizations are prohibited from co-hosting, co-sponsoring, or funding events with unregistered organizations and from co-hosting, co-sponsoring or funding events on or off campus that involve or encourage underage drinking or any form of illegal activity.

STATEMENT ON HAZING

Hazing, defined as an act which endangers the mental or physical health or safety of a student, which subjects a student to harassment, ridicule, intimidation, physical exhaustion, abuse, or mental distress, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense.

Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. The College of Charleston Hazing Policy can be found here:

<http://policy.cofc.edu/documents/12.3.5.1.8.pdf>.

TUCKER HIPPS TRANSPARENCY ACT

In accordance with the Tucker Hips Transparency Act, the university publishes this report on actual findings of violations involving alcohol, drugs, sexual assault, physical assault and hazing within organizations formally affiliated with the institution. The report includes the name of the responsible organizations: the dates of the incident, report, charge, investigation, and resolution; and a general description of the incident and the subsequent charges, findings and sanctions placed on the organizations. The report can be found here: <http://deanofstudents.cofc.edu/organizational-student-conduct/index.php>.

FREE SPEECH, EXPRESSION AND ASSEMBLY OF STUDENTS FACULTY AND STAFF

The College supports the rights of students, faculty, and staff (the “College Community”) to discuss, express, advocate or examine issues or ideas within constitutionally valid limitations. Expressive activities and inquiry are fundamental to the academic endeavor. The College also recognizes the need to accommodate the rights of all members of the College Community. As a result, expressive activities, such as speaking, non-verbal expressive activity, holding signage, handing out literature, and similar activity must be conducted by members of the College community in accordance with the content-neutral time, place, and manner restrictions listed below and in other College policies.

Members of the College community may conduct expressive activity in the publicly accessible outdoor portions of campus, excluding parking lots, parking garages, driveways, and entrances to buildings. Expressive activity may not impede the free flow of pedestrian or vehicular traffic through campus, nor may it impede access to buildings or the regular operation of the College. Some outdoor spaces are available for advance reservation through the Office of Student Affairs (e.g. Stern Center Garden) in accordance with their Facility Use Policy. Once reserved, those areas are for the exclusive use of the groups that reserved them during the time of the reservation. The administration of the College further reserves the right to conduct College-sponsored events in any outdoor space at the College (e.g., Commencement in the Cistern Yard) and to prohibit activity that materially interferes with such events.

It is strongly recommended that members of the College community planning expressive activity likely to include 50 or more people, or likely to require security regardless of size, give as much advance notice as possible to the Executive Vice President for Student Affairs—and preferably notice of at least one week. Please know that all expressive activity is conducted at the participants’ own risk and that the College cannot guarantee a particular level of security. This is all the truer when the College is not given reasonable advance notice of the activity. The College will, however, work with groups who provide reasonable advance notice and discuss the availability of and arrangements for security services.

Nothing in this policy is intended to infringe upon any legal rights regarding freedom of speech. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content of the proposed speech and nothing in this policy shall be interpreted in such a way as to discriminate on the basis of viewpoint or content of the expression, including but not limited to political, religious, social or other content.

If any expressive activity or other event is planned in an area requiring reservation under the Facilities Use Policy, the members of the College Community must comply with all aspects of that policy.

All expressive activity under this policy is subject to reasonable, content-neutral time, place, and manner restrictions, including the following:

- Participants may not block any entrances to any buildings;
- Participants may not interrupt the flow of traffic (pedestrian or vehicular);
- Participants may not materially disturb the orderly conduct of the College business;
- The use of sound amplification must comply with the [Sound Amplification Policy](#);
- Participants may not use any language or conduct that is obscene, defamatory, incites the imminent violation of law, or creates a clear and present threat to public safety;
- Participants may not engage in behavior or activity prohibited in this policy and must comply with the lawful instructions / directions of any law enforcement officers;
- Participants may not use, brandish, or otherwise display weapons or anything that would reasonably be perceived to be a weapon, including but not limited to, clubs, knives, firearms, toy guns, etc., which could be used to threaten or injure persons or property;
- Participants may not engage in expressive activity during the “dark period” defined as the time from 12:01 a.m. on Reading Day until the last day of final exams.

Moreover, no member of the College Community shall reserve any space under the Facilities Use Policy or otherwise sponsor or host any expressive activity on behalf of or for the use of an outside organization so that the organization can use the space at a reduced rate or under less restrictive terms. This conduct, known as “fronting,” is prohibited. If a member of the College community participates in fronting, that member may be denied permission to use the facility and may be subject to discipline for participating in fronting, if it is determined that the use of the Facility or the expressive activity is not primarily for the benefit of the member in organizing the expressive activity or reserving the Facility.

Notwithstanding this policy or any other policy of the College, any member of the College community who participates in any expressive activity that violates any local, state, or federal law, or any College policy may be subject to discipline. The College may disband or require that individuals disperse from any activity or the College reserves the right to alter or add to these reasonable, content-neutral time, place, and manner restrictions for the benefit of the health and safety of the College community and/or the public at any time, provided that the restrictions are not altered so as to become unreasonably restrictive of free speech event that violates any such policy or law, and failure to follow the directives of campus police or any other law enforcement agency may result in discipline.

ORGANIZATION TYPES AND CATAGORIES

There are two classification types of Registered Student Organizations. Open Membership Student Organizations and Closed Membership Student Organizations. Closed Membership Organizations are defined as organizations that place restrictions on its membership (i.e., closed membership, must be a member of a local, state, or national affiliate, must audition, must be a specific declared major, must maintain a certain GPA (beyond the College’s “in good standing” standard 2.0 GPA), must pay dues to be a member. Open Membership Organizations are defined as organizations that are open to

all students on campus. There are no membership requirements place on these organizations.

Graduate Student Organizations are defined as organizations that are open to all graduate students on campus.

Categories of Registered Student Organizations: Academic, Business, Recreation Sports, Departmental, Educational, Event Programming, Faith-Based, Fraternity & Sorority Life, Gaming, Graduate, Honorary, International, Leadership, Media, Multicultural, Performing, Political, Professional, Residence Life, Service, Special Interest and Student Governance.

UNDERGRADUATE STUDENT ORGANIZATION LEADERSHIP

When a member of any organization accepts a titled leadership* position or office, they must be a full-time student in good standing** who is eligible to serve in accordance with the organization's constitution and committed to fulfilling the responsibilities of the position.

*Each organization must have a president and treasurer. These two positions may not be held by the same person.

**The Office of Student Life recommends that every organization formulate an evaluation process to address job/position performance for student organization leaders.

Officers in an organization can be removed from their position based on the following:

- Any officer who is charged by a member of the College community with a violation of the Honor Code may be in jeopardy of losing their position based on the outcome of the honor board hearing.
- Officer receives academic or disciplinary sanctions.
- Graduation - If a student graduates (completes degree requirements and is no longer an enrolled student) while holding office in an organization, the office automatically terminates at graduation, unless the student enrolls the subsequent semester.

GRADUATE STUDENT ORGANIZATION LEADERSHIP

Candidates seeking election to the Executive Leadership Team (positions of President, Vice President, Treasurer, and Secretary) must be currently enrolled in a graduate program (Master's or Graduate Certificate) at the College of Charleston with at least one year remaining in their program of study. These students must be in good disciplinary standing with the College of Charleston and must have attained a 3.0 Cumulative Grade Point Average at the time they seek election. If a candidate is in their first semester and has no institutional GPA, a letter of support from their Graduate Program Director can be substituted.

Regulations Regarding Candidate Eligibility

Graduate students matriculated as a non-degree student are not eligible for any position on the ELT. Graduate students matriculated as a Professional Development in Education (EDPD) student are not eligible for any position on the ELT.

Graduate students matriculated in a joint graduate program whose home institution is not the College of Charleston are not eligible for any position on the ELT.

Graduate students elected or appointed to the ELT may not simultaneously hold a leadership position of a RSO or other student organization. ELT members may not serve as delegates to the GSC.

There shall be a one (1) year term limit. No member of the GSA should be able to hold the same office more than one year unless there are no candidates for the office. In the event an ELT position has no candidates, an outgoing Executive Officer shall become eligible for re-election for an additional one (1) year term if they are enrolled in the following academic year, in good disciplinary standing with the College of Charleston, and have maintained a 3.0 Cumulative Grade Point Average. The outgoing Executive Officer shall participate in the campaign process and will be listed on the ballot for re-election by their constituents.

INACTIVE REGISTERED STUDENT ORGANIZATIONS

Failure to comply with the Registration process will result in an organization becoming inactive.

A registered student organization will become inactive if they fail to complete the registration process by mid-September and will last until the organization rectifies its status with The Office of Student Life or the Graduate School Office.

If an organization does not complete the Registration process by mid-September of the current academic year, all spending will be put on hold (both budget and revenue) and will remain on hold until registration has been received. The organization is not eligible to apply for funds through the contingency process and the use of campus facilities will be restricted.

If an organization is inactive for one calendar year, its registration is automatically cancelled. Any future attempts to revive the organization must go through the normal process for starting a new registered organization.

BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION

The benefit of all registered organizations is the ability to utilize all the listed benefits and resources at a discounted rate or free of charge.

FACILITIES RESERVATIONS AND PARTICIPATION IN STUDENT INVOLVEMENT/ STUDENT ORGANIZATION FAIRS

Registered Student Organizations will have access to facilities reservations on campus and the ability to sign up for involvement fairs, open houses, or tabling events.

COUGAR CONNECT

Cougar Connect is the electronic platform for involvement on campus. Organization management, event planning, and involvement tracking will all be maintained through Cougar Connect. Registration and usage of Cougar Connect will be required of all Student Organizations.

ADVERTISING SUPPLIES

The SSC Copy Center has available easels, basic office supplies, and small signage stands for organizations which all can be used to help promote an organization or event. All items can be checked out through the SSC Copy Center. A valid CofC ID is needed to check out any materials.

TABLE RESERVATIONS

Recognized organizations are eligible to reserve four-foot tables for use in specified locations on campus (SSC Lobby, Cougar Mall, Glebe Street Patio) to promote their organization. Tabling requests must be submitted using the Student Organization Room Request via the Stern Center website: <https://sterncenter.cofc.edu/reservations/index.php>. Tables will only be provided to organizations with reservations and must be returned at the conclusion of the event and may not be kept overnight.

MAIL SERVICES

All registered organizations can have organization mail delivered to the Stern Student Center. All mail will be delivered to the SSC Copy Center and will be sorted and stored in the SSC Copy Center. It is encouraged that organizations check in weekly to see if mail has been delivered. Any mail not claimed at the end of each semester will be discarded.

All student organization mail should be addressed as follows:

Student Organization Name
Stern Student Center
College of Charleston
71 George Street
Charleston, SC 29424

ORGANIZATION REGISTRATION

ANNUAL REGISTRATION PROCESS

Annual Registration is required. It ensures that up-to-date leadership/contact info is on file with the Student Government Association (SGA) and the Office of Student Life and reflects an organization's active participation on campus.

Annual Registration opens April 1st and closes on September 15th each academic year. To change classification type, an organization must schedule a hearing with the SGA Secretary.

All active clubs and organizations are required to register on Cougar Connect. The following minimum information is required on an organization's profile:

- A profile picture;
- Primary Contact/President name, email, and phone number;
- Advisor Name, email and phone number;
- Website (if applicable);
- Meeting day, time and location; and,
- Constitution (file upload).
- Current list of members.

Cougar Connect is an online content management system that is available for all students. This system provides a platform with tools that help student leaders more effectively lead and manage their student organizations.

The Cougar Connect site is accessible at <https://cougarconnect.cofc.edu/>. Trainings will be held annually on how to utilize Cougar Connect to further an organization.

*** All administrators are required to maintain the organization's roster through Cougar Connect. Having a current and up-to-date roster is essential to the success of the organization and mandatory for registration process.

REGISTERING A NEW ORGANIZATION PROCESS

No organization will be denied registered status based upon religious or political affiliation.

The College reserves the right to deny the approval of a proposed student organization and revoke any registered student organization's charter and/or status should the organization violate federal, state, or local law or the College's policies, procedures, rules, and regulations.

The approval of a proposed club that is a club sport is handled by Campus Recreation (<http://campusrec.cofc.edu/sport-clubs/index.php>).

As of July 1, 2019, the approval of all new religious groups will be handled in accordance with the policies and procedures outlined herein. While the College provides benefits specially reserved for registered student organizations, its resources are not limitless. To provide the most support possible to its student organizations, the College must be judicious in allocation the available resources. Individuals from the proposed student organizations are encouraged to, but not required, to talk with other organizations to better differentiate their functions or purposes.

The registration process proceeds in the following manner:

- Determine organization classification type: Open Membership Organization or Closed Membership Organization.
- Secure an on-campus staff or faculty member to serve as the organizations' advisor. This may include adjunct faculty.
 - If needed, the Office of Student Life will assist organizations in finding an advisor. Organizations that request assistance from the Office of Student Life must demonstrate that they have already asked a minimum of seven (7) faculty or staff members to serve as advisor and been turned down. Upon demonstrating such efforts, the Office of Student Life will provide the organization with up to three (3) additional persons to solicit. Should the organization be unable to secure an advisor after soliciting at least seven (7) faculty or staff members on their own and all the up to three (3) faculty or staff members suggested by the Office of Student Life, then the Executive Vice-President for Student Affairs will appoint an advisor to serve.
- Complete the New Student Organization Registration form available on Cougar Connect.

The criteria considered by the SGA Secretary when determining approval of a proposed student organization is limited to the following and no other factors.

- Whether the proposed organization has at least ten (10) or more currently enrolled CofC students who will be members
- The completion of all required forms
- The selection of an advisor
- The proposed organization has an established E-Board consisting of at least a president and treasurer. All members of the E-Board must be in good academic and conduct standing.

Proposed student organizations engaging in the following activities will not be approved:

- Extreme Risk. Proposed student organizations that engage in activities that pose an extreme level of health and safety risk to participants and others or activities that pose a risk of damage to public or private property will not be considered.
- Service Providers. Proposed student organizations providing services more appropriately provided by college officials and academic departments, government agencies, private sector, health and mental health agencies, legal and financial investment firms, and emergency response agencies will not be considered.
- Investment/Lending clubs. Proposed student organizations engaging in the investment and/or lending of funds, digital currency, microfinance/microcredit, and solidarity lending services will not be considered.
- Social Drinking or Smoking Clubs. Proposed student organizations that will engage in activities focused on the consumption of alcohol or use of tobacco or similar products will not be considered.
- Illegal Activities. Proposed student organizations that engage in or encourage engagement in illegal activities will not be considered.

If the above criteria have been met by the proposed organization, recognition shall be granted and in no circumstances may recognition be denied to a proposed organization if it meets the above criteria.

Following approval:

- The student organization's president and treasurer will meet with the Associate Director of Student Life to review Cougar Connect, event planning and registration.
- The student organization's president and treasurer will meet with the SGA treasurer to review the funding processes.
- After these two meetings, the student organization is considered registered and active.
- If not approved, the new student organization will be notified in writing of which criteria has not been met and will have the right to either rectify the situation and re-submit their application to appeal the decision.
- Persons aggrieved by the denial of registered student organizations status may appeal the adverse decision to the Executive Vice President for Student Affairs where:
 - The appeal alleges that the decision impermissibly violated the United States Constitution, South Carolina Constitution or any federal, state or local law.
 - The appealing party has exhausted the process for review of the denial of registered student organization status.
 - Appeals under this policy must be made in writing and state with specificity the basis of the claim. Appeals must be received by the Executive Vice President for Student Affairs within 5 business days of the aggrieved party's receipt of written notice of the denial.
 - Upon receipt of a privileged memorandum from the Office of Legal Affairs, the Executive Vice President for Student Affairs shall review the matter and issue a final decision in writing.

ORGANIZATION CONDUCT

STUDENT ORGANIZATION CONDUCT PROCESS

When the College of Charleston receives information regarding alleged violations of the *Code of Conduct*, one of two processes may be employed: the Partnership Process or the Honor Board Process. Each process is outlined below, and each begins with the same first two steps. Steps 3 and onward are unique to either the Partnership Process or Honor Board Process. A timeline for each process is included.

The opportunity to participate in the Partnership Process may be revoked based on egregiousness of offense/allegation.

If organization is subject to additional process, that process may begin only after the Office of the Dean of Students has concluded its process.

Barring exigent circumstances (e.g., conclusion of semester, academic breaks, prolonged investigations, etc.), Office of the Dean of Students will make earnest attempts to maintain the integrity of the specified timelines for each step of a process. Should Office of the Dean of Students anticipate a potential derivation from specified timelines, the organization will be notified.

Process Initiated

An incident report is received by CofC Office of the Dean of Students, Fraternity and Sorority Life, Public Safety, informant, self-report, or other source.

Notification letter of allegation(s) and invitation to meet with Office of the Dean of Students & functional area staff member is sent within 3 days of receipt of information. In cases involving dangerous misconduct and/or death/injury, Office of the Dean of Students may issue a cease and desist of all organizational activities; local/regional/national advisor(s) receive same notification, if applicable. Notification letter may outline the potential violation(s) of CofC policy and/or the CofC Code of Conduct.

PARTNERSHIP PROCESS

Organization officers and advisor on file meet with Office of the Dean of Students and Functional Area Staff Member within 3 days of receipt of notification letter. Group discusses internal investigation process/strategy.

Written report of internal findings due to Office of the Dean of Students and Functional Area Staff Member within 5 days of meeting. Report should be detailed and specific, including names of individuals to be held accountable. A sample report will be provided to the organization as a suggestion on how to format the final submission.

If the organization does not accept responsibility, obstructs the process, provides false/inaccurate information, omits information, or misses a deadline or meeting, the process automatically moves to Step 3 of the Honor Board Process.

Organization officers and advisor meet with Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable) to discuss information discovered through internal investigation through written report. *Organization accepts responsibility* and prepares an initial draft of Organizational Enhancement Plan where appropriate; organization may be subject to additional sanctions by Office of the Dean of Students and/or Functional Area Staff Member process.

If information points to an individual or group of individuals and is not adequate to support organizational charges, the organization is found *Not Responsible* and Office of the Dean of Students proceeds with individual charges. Names of individuals must be provided to proceed with this.

Case materials (e.g., incident report, meeting notes, internal investigative report, etc.) are kept on file in Office of the Dean of Students for record keeping purposes to track the organization's behavior should there be another incident of a similar nature. Student organizations do not retain the same FERPA protections as individual students. Therefore, case materials may be disclosed if a Freedom of Information Act (FOIA) request, subpoena, or other legal process requires the College to produce the case materials. All information identifying individual students is redacted if such a request is received and before release of case materials.

Organization will be notified if such a request is submitted and prior to the release of any case materials.

Enhancement plan further developed by organization officers with assistance from advisor, Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable). Organization officers must confirm acceptance of plan by all members within 5 days. Signed final draft of Organizational Enhancement Plan is sent to Office of the Dean of Students and Functional Area Staff Member for final review. Final outcome may include a status which is mutually agreed upon in the Organizational Enhancement Plan.

If the organization does not accept responsibility and/or accountability outcome, process moves to Step 3 of the Honor Board Process. -

Within 5 days, Office of the Dean of Students formalizes institutional accountability outcome (sanctions) with organizational leadership/rep in a signed final Organizational Enhancement Plan.

If the organization misses any deadlines or violates the Organizational Enhancement Plan or is charged with any further violations (including failure to comply), the organization will participate in the Honor Board process and may incur additional charges.

HONOR BOARD PROCESS

Office of the Dean of Students assembles investigation team to conduct member interviews for all members. The timeline for the investigation will be determined by the interviewers and shared with the organization. Additionally, a Cease and Desist Order may be issued based on the egregiousness of the allegation or possible continued threat to the health and safety of others.

Organization may waive this step after reviewing materials offered by Office of the Dean of Students.

Waiver must be submitted in writing via email to Office of the Dean of Students.

(a) Investigation provides information (“*reasonable basis*”) that supports charges being brought against the organization (Proceed to step 3)

(b) Investigation provides information that does not support charge(s) being brought against the organization. Honor Board Process Ends.

Office of the Dean of Students meets with organization to deliver letter/packet to organization of alleged violation(s); offer for a Pre-hearing meeting will be made but is not required.

Organization returns response form within 3 business days. Honor Board Chair schedules hearing and sends hearing notice. If organization does request a pre-hearing meeting, Honor Board chair schedules the meeting to be held at least 3 business days prior to the hearing to review the hearing process, script, confirm case materials, and any witnesses. This meeting does not serve to replace the actual hearing and no resolution will be provided during this meeting.

Organization appears before Honor Board to determine responsibility and/or sanctions.

Resolution through Honor Board Process.

Organization found In Violation by Honor Board (proceed to Step 7).

Organization found Not in Violation. Office of the Dean of Students process ends.

Outcome letter sent by Honor Board chair to organization detailing findings and sanctions within 2 business days of conclusion of hearing.

Organization has the right to appeal to the Executive Vice-President for Student Affairs within 5 days of outcome (See Appeal section of the Student Handbook).

EVENT/ORGANIZATION PROMOTION

Bulletin Boards

Bulletin boards are the only acceptable locations to hang flyers inside the Stern Center. Flyers hung on brick or glass will be removed.

Handbills

Any loose flyers or handbills placed on the SSC information desk or in the SSC lobby literature holder need to be approved by the Office of Student Life. Materials will be approved as long as they originate from a registered student organization, clearly identify the registered student organization on material, promote a specific registered student organizations event, activity, or meeting to occur in the next 30 days, and do not contain any obscene or defamatory material. Material not approved will be discarded.

Digital Signage

Organizations may advertise events via the digital signage screens found throughout the Stern Student Center. Submissions should be sent at least five (5) days prior to posting date, using the online form available on the Stern Student Center website: <https://sterncenter.cofc.edu/stern-digital-signage/index.php>.

All submissions must include:

- Contact Name and Organization
- CofC Email Address
- Dates for the submitted material to run

Requirements for submitting materials:

- Materials should be in JPEG or PNG format
- Horizontal orientation
- 11920 x 1080 pixels

Banners

- Sheet banners are permitted on campus in approved locations in Cougar Mall and on the St. Phillip and George St. sides of The Cistern Yard. The Office of Student Life strongly encourages the use of twin sheets only.
- Sheet Banners can be up for no more than two (2) weeks prior to the event. Banners may not be obscene or defamatory and may not violate, College, federal, state or local laws.
- Location is on a first come first serve basis.
- Please refrain from moving another organization's banner.
- ALL banners must have the sponsoring club, organization or department prominently displayed on the front of the banner.
- Banners that are hung on the gate of the Cistern Yard MUST be horizontal and tied down in all four corners. The banner should not touch the sidewalk and the use of water bottles as weights is strictly prohibited.

Use of College of Charleston name and wordmark

All registered organizations should use the words College of Charleston on their fliers, posters and paraphernalia. The suggested format is: <Organization's Name> at College of Charleston. Registered organizations wishing to use the College's wordmark (the College's logo) should send a request to marketing@cofc.edu. The College of Charleston wordmark is the College's sole brand identifier, replacing all other logos, symbols and identifiers used in the past.

Registered organizations can request the College of Charleston's wordmark with the addition of their organization's name by completing the [Standard Marketing Request Form](#).

Please refer to the College's Brand Manual for appropriate uses of the College of Charleston name and wordmark, including proper size and color: <http://university-marketing.cofc.edu/brandmanual/index.php>

UNDERGRADUATE ORGANIZATIONS ELIGIBILITY FOR FUNDING

The Student Government Association (SGA) allocates funds to undergraduate registered student organizations. Additional funds may be set aside for student organizations through the Contingency process.

A registered student organization can apply for funds through the Student Government Budget

Process. Student Organizations may not have financial accounts outside of the College of Charleston.

All active registered student organizations are eligible to apply for contingent funds, and all new organizations are eligible to request a one-time start-up budget. Open membership organizations are eligible to apply for semester budgets. All student organizations are encouraged to raise their own funds through fundraising.

Any infraction of the Compass guidelines will be cause for review by The Office of Student Life. Pending the outcome of the review, the staff member may authorize the Treasurer to “hold” allocated or revenue funds for a period of up to, but not more than, one week. Additional penalties could be levied pending the outcome of the review.

*To receive a Spring semester budget, an organization must be registered no later than October 28th.

*To receive a Fall semester budget an organization must be registered no later than February 28th.

ONE-TIME “START-UP” BUDGET

New organizations are eligible for a one-time “start-up” budget of \$250. The Start-Up Budget Request form (available on Cougar Connect) must be completed and submitted to the SGA Treasurer. Provided that funds are available, a start-up budget is automatically granted upon submission of a completed Start-Up Budget Request form by a new organization.

This money:

- Must be used the semester the student organization begins.
- Does not “roll over” from one semester to another.
- May only be used in accordance with the funding requirements set forth herein.

SEMESTER BUDGET

Organizations may receive a semester budget of up to \$5,000. It is the responsibility of registered organizations to submit budget requests in compliance with this cap. Therefore, any request for a semester budget more than \$5,000 shall receive no consideration and shall not be funded at all.

Before reviewing applications for semester budgets SGA shall determine the amount of money that will be set aside for contingency/ start-up funding. The money set aside shall not be eligible for allocation during the semester budgeting process and shall be reserved for contingency/ start-up funding. Any funds available but not allocated during the semester budgeting process shall be available for contingency/ start-up funding.

During the semester budget process, should the cumulative total of the funding requests that meet the funding requirements set forth herein exceed the funds available, then the SGA Treasurer shall apply a pro rata reduction to all requests to achieve the funding level available.

CONTINGENCY FUNDING

No student organization may receive a cumulative total of more than \$5,000 in a semester for any purpose (inclusive of semester, contingency, and start-up funding). Funding requests that exceed this

cap shall not be considered.

Contingency funds are allocated on a first-come, first-served basis to organizations that submit requests that meet the funding requirements set forth herein. Once the funds set aside for contingency/ start-up funding are exhausted, no further requests for contingency/ start-up funds shall be considered that semester.

FUNDING CRITERIA

SGA shall make all funding decisions in a viewpoint-neutral manner and shall not discriminate against any funding request based upon the viewpoint to be expressed by the proposed event. SGA shall evaluate all funding requests according to the following viewpoint neutral criteria and no others:

The applicant must be an organization recognized by SGA for the current academic year.

The application must be submitted by the applicable deadline.

The application must be complete.

Funding will not be approved for any the following:

- Events or expenses where participants receive class credit for their event/travel.
- Clothing such as uniforms, costumes, and other apparel outside of short or long sleeve tee shirts.
- Marketing/Promotional Items shall not include apparel
- A fundraiser to create funds for the organization.
- Awards and trophies.
- Capital Expenditures (anything with more than a one-time use).
- Tuition and fees.
- Textbooks.
- Computer hardware/software.
- Alcohol.
- Tobacco.
- Raffle Tickets.
- Drugs (including over the counter medicine).
- Weapons, or weapon looking items (fake weapons, props, cosplay).
- Gift cards.
- Tips (gratuity).
- Monetary donations.
- Scholarships.
- Cash prizes.
- Dues (membership for club/individual).
- Products for fundraising base.
- In-kind donations.
- Class projects.
- Office supplies and general printing will be funded up to \$50.00 per semester.
- Registration fees for conferences, conventions, or workshops for members more than \$200 per person per academic year

- Lodging more than \$150 per room per night. No student may be funded for more than 3 nights in a semester. Where available, lodging must be quad-room occupancy at no more than a mid-range hotel (e.g., Courtyard by Marriott, Hilton Garden Inn, etc.). **Note: personal property rentals (e.g., Airbnb, Vrbo, etc.)** are not permitted
- Requests for air travel unless the distance from Charleston is at least 300 miles. Air travel must utilize economy fare, be booked at least four weeks in advance, with no paid upgraded. Airfare for a student that comports with the requirements herein will be funded up to \$600 roundtrip. See the Travel Guidelines section for further details.
- Gas reimbursement for personal vehicles without original receipts.
- Requests for ground transportation to and from the airport more than \$40 per round trip for the entire group traveling.
- Personal travel which included interviewing for educational and employment opportunities.
- Personal expenses associated with travel (meals, incidentals, etc.).
- Travel/lodging/registration more than (i) \$800 for an individual student in an academic year (cumulative of all requests for travel/lodging/registration for that student from a registered student organization during an academic year) or (ii) \$3,500 for a registered student organization for an academic year (cumulative of all the organization's travel/lodging/registration requests during an academic year)
- The amount requested must not exceed the limits set herein.
- The officers must attend the required workshops and meetings.
- The facility for events must accommodate the size of intended audience and type of event.
- The event must be open to all students free of charge.
- The officers listed with SGA and most of the members of the registered student organization must be fee-paying College of Charleston students.
- An organization recognized by the Department of Campus Recreation as a "Sport Club" except for gas reimbursements and/or vehicle(s) rented by the College.
- Contributions or expenditures to campaign involving (i) nomination, retention, or election of any person to any public office: (ii) to urge electors to vote in favor of or against any statewide ballot issue, local ballot issue, referred measure or recall election.

All required forms must be completed, and the cost estimates must be supported by reliable documentation or research (e.g., a quote from the proposed vendor, printouts of a vendor's price list, etc.).

Funding requests must be evaluated in a viewpoint neutral manner solely for their compliance with the funding criteria and requirements set forth herein. Any member who votes not to approve a funding request in whole or part shall specify the funding criteria or requirements that he/she believes were not met by the request.

FUNDING PROCEDURES FOR UNDERGRADUATE STUDENT ORGANIZATIONS

BUDGET SUBMISSIONS

The following processes relating to funding through the SGA can be found on Cougar Connect: Budget Requests (under the Finance Tab)

- Change of Request Form Student
- Outreach Fund Form Start-Up
- Budget Request Form Appeal Form

BUDGET WORKSHOP

Organizations must attend a Budget Workshop to be eligible to apply for a Budget for the fall and spring semesters. Please note: Budget Workshop dates will be advertised through Cougar Connect in advance. Any responsible organization member may attend. However, the President and/or Treasurer are encouraged to attend, as they will probably be the persons creating and submitting the budget request.

Note: Failure to appear at one of the workshops will result in NO BUDGET for the semester.

SUBMITTING A BUDGET REQUEST FORM

Budget Requests deadline will be announced.

All budget requests must be submitted electronically via Cougar Connect.

The SGA Treasurer reviews all requests according to the established guidelines outlined in the Compass. Tentative approved amount will be posted on Cougar Connect. Organizations must request a copy of the breakdown from the SGA Treasurer. Finalized budgets will be approved in Cougar Connect.

Funds must be spent in the semester for which it is issued. Funds not spent before the Dark Period begins cannot be carried forward to the next semester.

Please note that revenue funds (from fundraising activities or donations) will carry forward to the next semester.

APPEAL TO SEMESTER FUNDING PROCESS

Organizations wishing to appeal their funding must submit a completed Appeal Form via Cougar Connect by the stated deadline. After the form is submitted, the SGA Treasurer will review new/additional information to reconsider the organization's budget request in its entirety.

CHANGE OF REQUEST PROCESS

Changes to an organization's approved budget may be requested by submitting a completed Change of Request Form. Change of Request Form must be submitted to the SGA Treasurer electronically via Cougar Connect. Request must be submitted in advance to allow the organization enough time to meet the three (3) week advance planning deadline.

CONTINGENCY PROCESS

The Contingency Fund is available to assist registered organizations whose needs were not foreseen, requested, or allocated during the budget process. Eligible, registered organizations may submit a completed Contingency Request via Cougar. In addition to the funding criteria and requirements set forth above, please note the following in regard to the contingency funds:

Organizations cannot request Contingency Funds for an event or travel that was funded in their current semester budget. Contingency Funds may be requested for increases in Travel if there are extenuating circumstances (i.e. increase in hotel cost, registration fees, etc.)

Funds MUST be spent by the end of the semester in which they were allocated.

STUDENT OUTREACH PROGRAM

Note: This program is limited to a maximum of \$500 per individual per semester.

The Student Outreach Program provides support to undergraduate students at the College of Charleston in endeavors that provide opportunities for growth as global citizens and the ability to serve as representatives of the institution beyond the campus community. The primary goal of the Student Outreach Program is to assist individual students (not connected to a registered student organization nor a department sponsored program) with costs associated with projects or programs that allow them to enhance their academic experience, develop a professional network and promote the quality programs and resources offered by the College to a broad and diverse audience. The Student Outreach request form is located on Cougar Connect. Forms should be submitted at least four weeks before the intended event starts.

Student Outreach funding is subject to the same criteria and requirements as contingency funding for a registered student organization. Funding requests that meet all applicable requirements and criteria are approved on a first come first served bases from the same pool of funds as registered student organization contingency/ start-up funding. Once those funds are exhausted, no further Student Outreach requests will be considered for that semester.

Funds MUST be spent by the end of the semester in which they were allocated.

A written rationale/justification must be included on the form. The rationale should include the purpose of the request, a timeline to use the funds, a line-itemized budget of expenses associated with the request and how the project/activity will benefit the individual and the College.

Letters of support from faculty members, academic advisors, etc. should be included and must state that the project/activity is not for class credit.

Cost Requests must comply with the “fair and reasonable” standard set forth in the South Carolina Procurement Act.

FUNDING APPEALS

Persons aggrieved by a student fee funding decision may appeal the adverse decision to the Executive Vice President for Student Affairs where:

The appeal alleges that the decision impermissibly violated the United States Constitution, South Carolina Constitution or and Federal, state, or local law.

The appealing party has exhausted the process for review regarding the funding decision. Appeals under this policy must be made in writing and state specifically the basis for the claim. Appeals must be received by the Executive Vice President for Student Affairs within 5 business days of the aggrieved party’s receipt of written notice regarding the action that is being appealed.

Upon receipt of a privileged memorandum from the Office of Legal Affairs, the Executive Vice President for Student Affairs shall review the matter and issue a final decision in writing.

ACCESSING FUNDS

At least three weeks advance notice is required for all purchases. Travel related expenses require at least four weeks advance notice. Please contact the Business Manager in the initial stages of your planning to ensure that you obtain all information needed to proceed with your desired plans. She may be reached by emailing cordeslg@cofc.edu, phoning 843-953-5959 or visiting Stern Center, room 406.

MAKING A PURCHASE

All purchases are initiated by submitting a completed Purchase Request in Cougar Connect. Purchases may be paid online, with a College check, by purchase order, or over the phone credit card payment.

Student organizations should submit the Purchase Request, along with all required supporting documentation, at least three (3) weeks in advance. (Four weeks in advance if the purchase is travel-related.) The supporting documentation may include:

- Vendor web address
- Screenshot or listing of items to be ordered (be sure that screenshot or listing contains all pertinent information needed for placing the order)
- Copy of the event flyer or listing of students who attended the event

Once submitted, the request will be reviewed for processing. The Business Manager will contact you if any additional information is needed or if there are any other questions or concerns.

UNAUTHORIZED PURCHASES

Unauthorized purchases are those expenditures made without prior approval of the Business Manager. Individuals will be held accountable for expenditures made without approval. No student or advisor can enter a written or verbal commitment to a purchase without approval.

All contracts/agreements must be signed by the College's Chief Procurement Officer or his/her designee. Students and/or advisors may be held personally responsible for costs associated with contracts or agreements they have signed on behalf of an organization.

STUDENT ORGANIZATION FUNDRAISING

Organizations are encouraged to raise funds to support programs and services sponsored by the organization and supplement monies received through the budget process. Fundraising events/programs must be consistent with the mission of the organization as well as institutional policies and procedures.

Organizations must complete the Application for Approval of a Fundraiser on Cougar Connect at least two weeks before the fundraiser. Space and equipment needed for on-campus fundraising activities must be coordinated through the Office of Student Life in accordance with existing scheduling/reservations policies.

No allocated or contingency funds can be used for donations or collections for philanthropy, cash prize money or scholarships. Raffles must be described as an "opportunity for a free drawing" for a suggested donation with the understanding that if a ticket is requested at no charge/donation, the organization must provide a ticket to the individual.

Donation or fundraising proceeds made in check form should be issued payable to "College of Charleston" with the student organization name listed in the memo line. These proceeds may be mailed to:

College of Charleston
Attention: Treasurer's Office
66 George St
Charleston, SC 29424

Cash and checks collected by the organization must be presented to the Office of Student Life Business Manager within two to three (2-3) business days after the event to prepare for deposit into the organization's on-campus account. NO ROLLED COINS or loose change that totals more than \$.99 will be accepted for deposit. Coins must be transferred to "paper" money before making a deposit with the Business Manager, if possible.

Student organizations are not permitted to use a third-party vendor (Venmo, Cash App, Square or PayPal, Eventbrite) to accept electronic payments on behalf of the student organization. (see following section on credit/debit card payments) Instead, the organization may contact the Office of Student Life for a MarketPlace "store" to collect electronic payments for approved fundraising efforts.

Violations will result in the organization's funding being placed on hold.

The Office of Student Life has resources available to assist student organizations with their fundraising efforts. There are limited supplies of cash boxes and money bags that may be checked out on a first come, first serve basis per event. Additionally, we have secure sealed bags that may be used for making deposits after our business office has closed. Please see the Office of Student Life Business Manager for details.

Revenue made from fundraising can be carried over to the next semester and/or academic year.

CREDIT/ DEBIT CARDS

The Credit Card Acceptance and Processing Policy provides requirements and guidance for all credit card activities for the College of Charleston. This policy is in compliance with the credit card industry's PCI DSS (Payment Card Industry Data Security Standard) as set by Visa and the other major credit cards. The College's Debit/Credit Card Policy may be read in its entirety at <http://treasurer.cofc.edu/policies/pci-compliance.php>.

Failure to comply with the Credit/Debit Card Policy and associated procedures will be deemed a violation of College policy and will result in suspension of electronic payment capability. Additionally, fines may be imposed by the affected credit card company, generally \$50,000 for the first violation. Technology that does not comply with the Credit/Credit Card Policy and the associated PCI-DSS standards will be disconnected from network services.

Student organizations are not permitted to use a third-party vendor (Venmo, Cash App, Square or PayPal, Eventbrite) to accept electronic payments on behalf of the student organization. If appropriate, the Office of Student Life can provide a MarketPlace "store" for student organizations to accept credit/debit card payments on behalf of the organization. MarketPlace is a comprehensive commerce management system tailored specifically for college and universities.

Violations will result in the organization's funding being placed on hold.

GRADUATE ORGANIZATIONS ELIGIBILITY FOR FUNDING

The GSA awards mini grants to graduate students conducting research and presenting at or attending conferences related to their programs of study. Process can be found in Cougar Connect.

There are three types of awards:

- Research Grants: \$250 – \$500 per student, per semester
- Presentation Grants: \$250 - \$500 per student, per semester
- Professional Development Grants: Up to \$250 per student, per semester

Students who apply for these awards are limited to a total of \$500 per semester excluding the summer semester. No student can receive more than \$1,000 in a year or more than one award during the same semester. The funds for these grants are limited and will be awarded on a competitive basis by the GSA. Selection will be based on the clarity and quality of the project description, methodology,

and relationship to the student's program of study. Preference will be given to research connected to external grants, thesis or internship completion, and independent studies.

CRITERIA

Applicants must be a currently enrolled degree-seeking or graduate certificate student in good standing in a College of Charleston graduate program. Students must submit their application to the GSA at least four weeks before their proposed dates of travel or research.

Applications received after travel or research has occurred will not be considered. Proposed budgets must include invoices or cost estimates and should be as detailed as possible. Any projects involving animal or human participants must also receive approval from the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). Students who receive grant awards must complete and submit a final report to the GSA within six weeks of project or event dates. Students who do not submit final reports will not be eligible for future funding and will have their diplomas withheld.

For research grants: applications must include a project description (maximum length 1,000 words) containing a project abstract, a statement of project objectives and methodology, and a discussion of the project's significance and plans for future dissemination. A separate budget indicating how the money will be used must also be attached. Students should indicate if they have applied for or been awarded support from some other source.

For presentation grants: applications must include a presentation description (maximum length 500 words) containing a project abstract, an explanation of the presentation format (e.g., poster session, panel presentation), a description of the presentation venue (e.g., international conference, annual meeting), and confirmation that the presentation has been accepted (or submitted). A separate budget, breaking down costs for transportation, food, accommodation, and registration fees should be attached. Students should also indicate if they have applied for or been awarded support from some other source.

For professional development grants: applications must address how this opportunity will contribute to a student's current coursework or career goals. Applicants should include a separate budget that indicates the cost of registration, accommodation, travel, and food. Please note that grant funds cannot support every type of request, such as professional organization memberships, professional examinations or credentials, and fees for external program requirements. If you are not sure if your request is eligible for funding, please contact the GSA.

UNAUTHORIZED PURCHASES

Unauthorized purchases are those expenditures made without prior approval of the Business Manager. Individuals will be held accountable for expenditures made without approval.

No student or advisor can enter a written or verbal commit to a purchase without approval.

All contracts must be signed by the College's Chief Procurement Officer or his/her designee. Students and/or Advisors may be held personally responsible for costs associated with contracts or agreements signed on behalf of an organization.

CONTRACTS AND SERVICE AGREEMENTS

No student or representative of an organization may sign a contractual agreement that binds the student organizations, The Office of Student Life, Division of Student Affairs, or the College of Charleston. This includes contracts for speakers and performers as well as service and rental agreements.

State of South Carolina employee may NOT receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel.

Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization's purpose, and the speaker's appeal to the College community. Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) cannot be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

FUNDING PARTISAN/POLITICAL ACTIVITIES

No allocated and/or contingency funds may be dispersed to support a particular political candidate or political party, including officially registered and currently forming political parties, sponsors of a ballot initiative, or sponsors of lobbying.

OFFICE SUPPLIES

FSI is the State contracted office supply vendor for the College. Requests must be initiated with the Purchase Request via Cougar Connect.

PUBLICITY

All promotional material must have the sponsoring student organization prominently displayed on the front of the material.

If the event/meeting you are hosting is open only to members of your student organization, the organization will be responsible for providing the Business Manager with the student organization membership roster. The most efficient way to provide this is for the student organization to update the "People" tab on its Cougar Connect page so that it includes current students, only. Note: The advisor may remain on the roster. Just be sure that he/she is listed as an administrator and an email address is included. If the event/meeting you are hosting is open to all students, simply include the following statement on all advertisements (print and online): "Open to all students"

BOOKSTORE

Organizations must obtain an Inter Departmental Transfer (IDT) form when making purchases from the College Bookstore. The organization will receive a 20% discount (on most items). The student

organization representative making the purchase will be responsible for obtaining the itemized receipt and returning it to the Business Manager after the purchase has been made. This request must be coordinated through Student Life or Graduate School office.

FACILITIES MANAGEMENT

Organizations may use equipment (i.e., tables, chairs, etc.) from Facilities Management. These requests must be coordinated through Student Life or Graduate School office.

CATERING AND FOOD SERVICES

ARAMARK has first right of refusal for all on-campus event. You may make your catering needs online by using their website.

ARAMARK Food Services (<https://cofccatering.catertrax.com/>) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meals, and party foods, as well as beverage options.

CONFIRMED invoices and event backup documentation (flyer, poster, and email to members or a list of attendees) need to be forwarded to the appropriate Budget Administrator. All orders must be submitted three weeks in advance of the event date.

If you have any other questions while booking your event, please contact the Catering Department catering@cofc.edu or 843-953-5669.

Requesting the Use of an Off-Campus Vendor

Organizations wishing to use an off-campus vendor for an on-campus event must receive approval from ARAMARK prior to any catering arrangement is made. You may submit your written request to catering@cofc.edu. In your request, you should include:

- Name of student organization
- Date, time, and location of event
- Name of off-campus vendor you wish to use
- Proposed menu
- Explanation of why off-campus vendor is being requested

*** Please note that payments to off-campus food vendors cannot be processed without written permission from Aramark.

UNDERGRADUATE STUDENT TRAVEL GUIDELINES

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. Travel costs include but not limited to the following:

- Transportation
- Lodging
- Gas
- Registration fee/entry fee
- Shuttle/taxi service

Allocated funds may not be used for trips that provide opportunities to tour/apply to other schools or graduate programs, internships, auditions, jobs or to receive class credit.

Allocated funds may be used for travel by a member of the organization that will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual's organization. Other guidelines are as follows:

- Personal vehicles will be reimbursed for gas receipts only.
- The driver must be deemed an Authorized Driver through the Environmental Health and Safety office
- Checked baggage will be the sole expense of the traveler.
- SGA will pay actual lodging costs only: incidentals are the responsibility of the traveler.
- Students must opt for quad-room occupancy where available. If unavailable, then they must opt for triple occupancy, or, if that is unavailable, the double occupancy. Single occupancy is a last resort.
- SGA funding cannot be used to offset the cost of an Advisor's travel costs.
- No funds will be allocated for food and must be the expense for the traveler.
- Any organization planning to travel using budget and/or contingency funds MUST make arrangements AT LEAST FOUR (4) WEEKS IN ADVANCE through the Business Manager. Failure to do so may result in the trip NOT being paid for by SGA funds.
- Trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare.
- Air tickets are purchased in the individual's name. If for whatever reason he/she is unable to attend he/she is responsible for repaying The College, the total cost of the ticket.

Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:

- The most economical means of travel
- The most convenient and economical form of lodging
- Registration fees

STUDENT TRAVEL PROCEDURES

Office of Student Life must initiate a Travel Authorization form for all official College travel. At least four (4) weeks prior to travel date a completed purchase request through Cougar Connect must be submitted. The request will include:

- Name and CofC ID number of the person who will serving as the group contact
- Date and anticipated time of departure from campus
- Date and anticipated time of return to campus
- Purpose of travel
- Location (city, state) of destination
- Listing of attendees
- Completed waiver for each attendee

TRANSPORTATION

Student organizations may use allocated, Contingency, or revenue funding in various forms of transportation associated with their official travel. In order to be eligible for direct/advance billing (payment made directly by College), arrangements must be made by the Office of Student Life. It is imperative that this process is started in a timely manner and all required information and/or documentation is submitted promptly.

Air/Train

Traveler must provide Travel Coordinator with full name (as printed on State issued identification card) and date of birth.

Airline tickets are purchased in student's name. He/she will is responsible for reimbursing the College the cost of the ticket if he/she does not attend the scheduled event. Student will have up to one year from date of purchase to use ticket.

Passenger Vehicle Rental

Student organizations may rent passenger-sized vehicles (compact to mini-van). Currently, the College has a contract with Enterprise Rent-A-Car (2440 Savannah Hwy, Charleston, SC). The rental is facilitated through the Travel Coordinator. Requirements:

- Student must be deemed an "Authorized Driver" by having attended Driver Training;
- Submit the following documentation to driver training facilitator:
 - copy of current, valid driver's license
 - copy of Driving Record from the Department of Motor Vehicle from the issuing state.

Personal Vehicle (gas reimbursement, only)

Student must be deemed an "Authorized Driver" by having attended driver training; and submit the following documentation to driver training facilitator:

- copy of current, valid driver's license
- copy of driving record from the Department of Motor Vehicle from the issuing state.
- Original gas receipt(s) must be submitted to Business Manger within one week after travel is complete

LODGING

Note: Student organizations are responsible for identifying lodging accommodations.

The College can only pay for room fees. Upon checking, a hotel may require a credit card on file for incidentals. Students are responsible for any incidentals incurred.

STUDENT DRIVERS TRAINING

Student organization members who utilize College owned vehicles, rent a vehicle through the College on behalf of the organization or use their personal vehicle and are reimbursed by the College for travel expenses are required to complete Vehicle Safety Training prior to any travel. Vehicle Safety Training sessions will be scheduled during each semester; check Cougar Connect for details on training. If your organization is planning to travel (and use College owned vehicles, vehicles rented by the College on behalf of the organization or request reimbursement for travel from the College), Vehicle Safety Training must be completed at least three weeks prior to the scheduled trip/travel. Students must bring their driver's license and DMV record with them to the training session.

The Office of Student Life will confirm the completion of Vehicle Safety Training by organization members before travel is scheduled or any travel arrangements are made. Funding will not be provided and/or reimbursements issued to organizations or representatives that have not completed Vehicle Safety Training prior to club travel that meets the conditions described.

Use of Personal, College-Owned or Rental Vehicles: In order to ensure that student organizations are in compliance with the Vehicle Use Policy for Conducting the Official Business of the College of Charleston, representatives and advisors from registered organizations must be designated as Authorized Drivers. In order to receive this designation, individuals must:

- complete driver training; (by the Environmental Health and Safety office)
- provide a photocopy of his or her driver's license;
- provide an official, certified copy of current driving record from the Department of Motor Vehicles (an "Unofficial" online copy may be submitted with the form; however, an "Official" copy must be sent to Student Life once it is received in the mail.;

RESERVING A SPACE

The Office of Student Life is responsible for room/space reservations for the following facilities on-campus:

- Theodore S. Stern Student Center
- Including: Lobby, Room 201, Room 205, Room 409, Room 408, Ballroom,
- Stern Center Garden, Glebe Street Patio
- RITA 101, RITA 102, RITA 103, after academic classes
- Cougar Mall (non-amplified sound) Rivers Green (non-amplified sound) Sottile Clock (non-amplified tabling)

Reserving meeting/event space is easy! All meetings/events require a reservation request form: Visit <http://sterncenter.cofc.edu> and click on the Facilities Reservation link on the left-hand side. Find the appropriate form).

Complete all the fields included on the form, including selecting a room (“Assign Room”) and click the Submit button to send your request. Please note that reservations must be received at least five (5) business days in advance of the date requested and that requests are not processed on weekends.

Events requiring extensive set-up must be submitted at least 10 business days prior to the proposed event. Events requiring outside vendors or Public Safety may require additional time for processing. An electronic confirmation for the reservation will be returned if the venue is available on the date requested.

You MUST use your College of Charleston issued email address for your reservation request to be processed.

When filling out the reservation form, please be sure to include ALL equipment requests, including AV, tables, chairs, laptop, etc. This is extremely important especially for any reservations for the Stern Center Ballroom.

ALL catered food must be requested through Aramark.

You MUST check in at the Stern Center Front Desk when arriving for a meeting or event.

If reserving Stern Center Garden, you will need to request tables, chairs and AV (if applicable) by completing the Student Organization Campus Resources Request Form in Cougar Connect.

EVENT MANAGEMENT

STEPS TO SUBMIT AN EVENT REQUEST

All registered student organizations events or programs, excluding general organization meetings, which take place on campus require an event approval. The purpose of the request is to ensure organization’s events run smoothly. The request also allows for campus partners to be notified of the event details. Approval will be granted as long as the event complies with the policies set forth and referenced herein. Approval is not required for organization’s regular organizational meetings: rather, approval is only required for special events and programs, such as those events that involve outside speakers or guests, a special invitation to the campus community to attend, and/ or a reasonable expectation of more than 50 attendees.

*Submitting an event request does NOT automatically reserve the space. You must submit a facility reservation to reserve the space you need.

Log into your organization’s page on Cougar Connect. Click on the menu on the left and scroll down to events. On the right, click on the blue button +CREATE EVENT.

Complete the online Event Request providing information for all required fields.

Once the permit is successfully submitted through Cougar Connect, The Office of Student Life will assign any relevant campus partners to review the request and will communicate through Cougar Connect about any additional information that may be required.

After the permit is approved, an email notification will be sent from Cougar Connect.

EVENT PLANNING AND MANAGEMENT

When planning any event/ program, allowing plenty of time to fully implement ideas is essential to successful programming. Novel issues and planning for unforeseen concerns always arise no matter the size of an event. Allowing at least four weeks for event planning gives organizations the time needed to implement established ideas as well as new and unforeseen elements.

VENUE AVAILABILITY AND RESERVATIONS

One of the most important details to confirm early in the programming process is the location of your program. A variety of facilities and venues are available on campus for recognized student organizations to reserve for programs and events. The Stern Center website (sterncenter.cofc.edu) lists facilities primarily reserved for Student Organizations (<https://sterncenter.cofc.edu/reservations/guidelines/features-and-restrictions/index.php>). The Office of Institutional Events provides a comprehensive list of facilities and contact information for reserving additional campus venues at <http://president.cofc.edu/administration/inst-events/venue-rentals/index.php>.

Student organizations may be charged a usage fee and/or damage deposit for use of on-campus venues. Organizations that fail to return facilities and/or venues to their pre-event condition (including the removal of decorations, proper disposal of trash, etc.) will forfeit their damage deposit. Additional charges may be assessed if cleaning or repair costs exceed the amount of the damage deposit. Excessive damage and/or failure to adhere to facility usage policies will result in the loss of the organization's ability to reserve campus facilities and venues in the future. Please check with the facilities manager early in the planning process to learn of any additional policies, procedures, or deposits. Organizations must demonstrate their compliance with all policies associated with the chosen venue, including the availability of all necessary funds.

DARK PERIOD

The dark period begins at 11:59PM on the last day of class each semester and ends at 10pm on the last day of final exams. Events scheduled to take place during the dark period will not be approved.

FUNDING AND EXPENSES

Having funds available to produce an event/program is key to the success of the event planning process. It is also important to set a budget for each event so you do not exceed available funds. All registered student organizations should consult with the Business Manager prior to committing any available funds to an event. Organizations must demonstrate the availability of funds to cover all expenses associated with the event.

ADVERTISING

The promotion of an event/program should start at least two weeks prior to the date of the event. Allowing two weeks for advertising will ensure that as many people as possible are aware of the event through as many outlets as possible. Advertising/ marketing should not begin until all event details are confirmed. Please refer to the above-mentioned Event Planning Check list regarding details that need confirmation.

CONTRACTS AND SERVICE AGREEMENTS

No student or representative of an organization may sign a contractual agreement that binds the Division of Student Affairs, Office of Student Life or the College of Charleston. This includes contracts for speakers and performers as well as service and rental agreements.

No speaker who is a State of South Carolina employee may receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel. Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization's purpose, and the speaker's appeal to the College community.

Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) cannot be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

RISK MANAGEMENT

Many events inadvertently include some level of risk management, and it is the philosophy of the Office of Student Life to provide all registered organizations with the tools and skills to reduce the level of any type of risk that might affect student organization events for the benefit of the organization, the students, and the College. It is the responsibility of every student organization to make sure their attendants have a safe and enjoyable experience. Organizations must demonstrate compliance with any risk management requirements reasonable imposed by the Office of Student Life after evaluating the event.

WAIVERS

Organizations planning an event that includes a physical activity (i.e., inflatable novelties or kick ball

tournament) will need to provide a Student Liability Release and Waiver form for each attendant (see studentlife.cofc.edu). This form ensures that those who participate are aware and understand and risks involved with the event. Completed waiver forms should be kept on file by the hosting organization for a minimum of one year.

Organizations planning to transport students to an off-campus location will need to provide a “Student Liability Release and Waiver” form for each attendant (see studentlife.cofc.edu). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver Forms can be obtained through the Office of Student Life. Completed waiver forms should be submitted to the Office of Student Life (SSC room 406).

CERTIFICATE OF INSURANCE

Events that include the contracting of off-campus vendors to supply entertainment (i.e. inflatable entertainment, mechanical bulls, or climbing walls, speakers and performers) need to have on site a certificate of insurance meeting the College’s requirements. The contracted vendor must provide a copy of the certificate. The College of Charleston and the State of South Carolina cannot insure off-campus contracted entities.

AUDIOVISUAL ASSISTANCE

Stern Student Center: When requesting a space reservation in the Stern Student Center, please include in your request any audiovisual equipment that will be needed for your event. The Office of Student Life will setup all equipment requested on the Facility Reservation Request Form in the reserved space prior to your event. The Office of Student Life does not charge registered organizations for audiovisual equipment requested for events occurring in the Stern Student Center.

Audio/Visual Event Support: When reserving facilities other than the Stern Student Center, Audio Visual Event Support can assist student organizations with audiovisual equipment needs. Audio Visual Event Support must be contacted at least three (3) weeks in advance and the student organization is responsible for any personnel and equipment rental fees. The student organization must submit a request through the Finance tab on Cougar Connect to begin the process of requesting AV Support. No audiovisual equipment can be taken off the College premises.

If a program requires more extensive equipment than what the College offers, it may have to be rented from a private business in the area.

MOVIE AND FILM COPYRIGHT LAW GUIDELINES

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be distributed and publicly displayed and performed. Neither the rental nor the purchase or lending of a movie carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition, or the screening has been properly licensed. This also applies to movies borrowed from sources such as public libraries, colleges, and personal collections.

Public performance includes a movie shown in a place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered. A license is required for all public performance of films that are protected by copyright. This copyright requirement applies to both commercial and non-profit organizations and venues, including colleges and universities and student organizations, regardless of whether admission is charged. Those who violate copyright law can be subject to infringement claims and prosecuted and will be in violation of college policy. The Office of Student Life works closely with companies that facilitate the purchase of a license to show a movie. Consult the Office of Student Life if your organization is planning to show a film.

AMPLIFIED SOUND POLICY

To continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year. Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens. (Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis). The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.

The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classroom facilities (i.e. Maybank Hall, the Cistern, etc.).

ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. This policy is written for all registered student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

Alcohol Use on Campus During Events Policy can be found here:
<http://policy.cofc.edu/documents/6.3.1.pdf>

ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Any registered student organization and office working with student organizations sponsoring an on-campus event with alcohol must adhere to the following:

- All alcoholic beverages, including donated alcoholic beverages, served on College-owned, managed or affiliated properties must be provided and served only by Dining Services. Dining Services holds a valid liquor license for services on the College of Charleston campus, as well as the corresponding liability insurance.
- No student organization sponsored event that includes alcohol shall exceed four (4) hours.
- Under NO circumstances are alcoholic beverages to be sold by the sponsoring organization.
- This policy is for beer and wine only. No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus. BEER-ALUMINUM CANS ONLY, NO BEER BOTTLES; WINE BOTTLES PERMITTED.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with The Office of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor is required. On Campus Event Planning Form can be found online at studentlife.cofc.edu and on Cougar Connect.
- A method of identifying participants under the age of 21 must be in place during the event.
- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Business Manager in the Office of Student Life to arrange for payment.
- Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: Barnet Courtyard, Cistern Yard, Stern Center Garden, and P Parking Lot (located behind fraternity housing off Wentworth Street).
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ATTENDANCE, GUEST PROCEDURES, ADVERTISING AND VIOLATIONS

The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College

Panhellenic Fraternities and Sororities at the College of Charleston.

Attendance: Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event. The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.

Guest Procedures: Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age and must have their hands stamped or marked or wristband applied designating that they are 21 or older. Individuals shall not be permitted to leave and return to the function site. No intoxicated person(s) will be admitted to the function.

Advertising: Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:

Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages. The message conveyed in the event promotion must not encourage the use of alcohol.

Publicity must not convey that consumption of alcohol is the purpose or reason for the event. Promotion must not refer to the amount/quantity of alcohol to be present. Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.

Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Violations: Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the Student Handbook Student Code of Conduct. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.

No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.

OFF-CAMPUS EVENTS

Any registered student organization must inform the appropriate College office of intent to host an event off campus where alcohol will be served or available. The College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages, or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

Each organization is to complete the Off Campus Event Notification Form and submit to the Office of Student Life (for all-non-Fraternity and Sorority organizations) or to the Higdon Center for Student Leadership and Fraternity & Sorority Life (for Fraternities and Sororities).

The form must be submitted at least two weeks prior to the date of the event.

Organizations must abide by all relevant policies included in the Compass (Student Organization Handbook) and any relevant policies for those organizations affiliated with national or international organizations.

Advisors must be aware that the organization is hosting the event.

Organizations must indicate their understanding that the College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages, or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

If any student fee or other state funding is being utilized to fund any portion of the event, all College procurement and contractual policies must be followed. (NOTE, no student fee or other state funding may be used for the purchase of alcohol.)

POSTING GUIDELINES

The College of Charleston is not responsible for libelous communication or actions of any organization or individual. Every organization represents the College; therefore, the College recommends that organizations design their promotional materials with appropriateness, veracity, and in good taste.

All promotional materials must have "open to all students" unless it is a closed meeting. If meeting is closed and food is provided the organization must provide a list of attendees.

All promotional material must have the sponsoring department or sponsoring registered student organization prominently displayed on the front of the material.

Campus organizations can disseminate information to the College community by posting information at these locations:

- Outside Brick Surface of: Education Center, Science Center, Silcox Gym, Office of Fraternity and Sorority Life
- Fences on Calhoun, St. Phillip and George Streets (NO taping to the fence)
- Balconies of Science Center, Maybank Hall and Robert Scott Small Building.
- Fliers in classrooms and bulletin board marked Campus Events around campus until date of event has passed.
- Chalkboard updates in small corner of boards in classrooms until date of event has passed.
- Residence Halls (as approved by Office of Residence Life).
- Stern Center Lobby on a first come, first serve basis (as approved by the Office of Student Life).

Please note that all kiosks and bulletin boards are cleared of all materials every Friday by CofC Physical Plant. It is recommended that groups post material after 3:30pm on Fridays.

Student organizations are requested to use non-adhesive materials to post flyers and banners at any of the locations listed above. Examples: zip ties, string and fishing line can be used.

PROHIBITIONS

The use of paints, stains, acids, tapes, chalk, or any other substance that might damage or deface the building is prohibited. **Please note that blue painter's tape is recommended to affix promotional materials to all surfaces.

No person shall affix anything to the walls, doors, ceilings, or any painted or non-painted area inside buildings. Only the bulletin boards are to be used for the posting of materials.

Promotional materials will be removed by CofC Physical Plant on Friday of each week.

Campus organizations are responsible for removing their outdated postings. Organizations may lose posting privileges if outdated postings are not removed.

Items may NOT be placed on SSC glass.

USE OF SIDEWALK CHALK IS NOT ALLOWED.

DO NOT ATTACH PROMO TO CAMPUS BENCHES.

Violations of Posting Guidelines will result in disciplinary action by the Office of Student Life.

ADVERTISING IN THE RESIDENCE HALLS

Registered Student Organizations can advertise events in the Residence Halls digitally. You can find a link to submit your advertisement [here](#).

You can also visit residencelife.cofc.edu and click "Advertise with us".

SNIFE SIGNAGE POLICY

In August of 2006, the City of Charleston enacted the Snipe Signage initiative. The definition of snipe signage includes, "Leaflets, handbills, posters, flyers, announcement or other advertising and informational materials that are tacked, nailed, glued, pasted or otherwise attached to trees, poles, stakes, fences, buildings or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises where the snipe sign is located" (Snipe Sign Violations – Warning Notice letter, August 2006). Snipe signage posted by departments, student organizations or individuals from the College of Charleston community will be removed and a ticket will be issued for the violation, requiring the responsible party to appear in Livability Court. Violations may result in a 30-day jail sentence and/or a fine of up to \$1,087.00 per item posted.

Student organizations are responsible for familiarizing their members with this policy.

Peer to Peer File Sharing

All members of the College of Charleston community are required to follow the College Policy on

Peer-to-Peer File Sharing. This Policy covers all electronic means to transmit, disseminate or store copyrighted materials including e-mail, web pages, and peer-to-peer file sharing software. The Policy also applies to all computers and applications utilizing the College network. Please be sure that you have rights for any material you are making available or sharing on the College network. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities. With regard to students, a detailed description of the College's policies concerning disciplinary actions for the unauthorized downloading and unauthorized distribution of copyrighted material is set forth in the Student Handbook. Students risk losing their computer access privileges due to multiple violations of the policy. With regard to faculty, a detailed description of the College's policies concerning disciplinary actions for the violating federal law is set forth in the Faculty and Administrative Manual (Section VII, B).

A summary of the current civil and criminal penalties for violation of federal copyright laws is as follows: The infringer may be required to pay the actual dollar amount of damages in an amount equal to the profits gained from the infringement or, alternatively, pay what are termed "statutory damages". Statutory damages can range from \$750.00 to \$30,000.00 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.00. The court may also award attorneys' fees and court costs, issue an injunction to stop the infringing acts and impound the illegal works.

The infringer can be sent to jail for up to 10 years.

Under the law, it is not necessary to establish that the infringer made a profit from the infringement to establish liability for the infringement. Therefore, liability can be imposed for common illegal peer to peer file sharing, for example the improper downloading of music and video files, even if the infringer has not gained a profit from the illegal activity. For Users who distribute any quantity of copyrighted materials or advertise their services to Users even thou they receive no financial benefit, they may also be subject to criminal investigations and incarceration. The link for the full text of Chapter 5 of the Copyright Law of the United

States of America, "Copyright Infringement and Penalties" can be found at:
<http://www.copyright.gov/title17/92chap5.html>.