

DEPARTMENT OF STUDENT LIFE

Student Organization Policies

Department of Student Life

218 Havener Center

341-4286

Web : <http://studentlife.mst.edu/>

Student Organization Recognition

Official recognition for a student organization is granted based on authorization from the Student Affairs Committee and the Academic Council. A student organization in existence or being proposed must satisfy the following conditions for recognition:

- It must contribute to the welfare or betterment of its members and the institution.
- It should have objectives that complement the mission of the University.
- It must be devoid of activities that conflict with the primary purposes of the University.
- It must not be a source of disruption or embarrassment to the University or the community.

To organize a new student organization:

- Initiate recognition procedures with the staff in the Department of Student Life. Discussion will include questions on purpose of the organization, format of the constitution, required forms, membership requirements, and use of campus facilities prior to obtaining official recognition.
- Prepare a constitution in the recommended format (an outline is available). The staff in the Department of Student Life will make a preliminary check of the constitution to see that it does not contain statements of conflict with University regulations.
- Secure the written consent of a faculty or staff member of the University to serve as an advisor to the organization.
- Have approximately ten interested members.
- Elect officers and ratify constitution.
- Submit an electronic copy of the constitution to the Department of Student Life along with required forms for officers and membership. The constitution will be forwarded to the Student Affairs Committee who will review the constitution and either accept it or recommend changes. The Student Affairs Committee will then forward the document to the Academic Council to recommend approval or rejection.
- Official recognition is granted after approval from the Academic Council.

Activities

All activities sponsored by student organizations that occur on University property must be approved by the Department of Student Life staff. Activity permits for holding activities on university property and reserving University facilities are available on-line at <http://studentlife.mst.edu/> or in the Havener Center .

Benefits of Official Recognition

- Use of the name of the Missouri University of Science and Technology either as a part of its name or in any public announcement.
- Use of University facilities, including computing resources.
- Petition the Student Council for financial support.
- Post promotional materials on campus.
- Have representation on the Student Council.

Alcohol Policy: Recognized Student Organizations

Alcoholic Beverages: Recognized student organizations shall comply with all state and federal laws and local ordinances regulating the sale, possession and consumption of alcoholic beverages. It is a violation of Missouri law for any person under the age of 21 to purchase, attempt to purchase, or have in their possession any alcoholic beverages. It is also a violation of Missouri law to sell alcoholic beverages without the appropriate licenses. It is a violation of University regulations to use, sell, purchase, or serve alcoholic beverages on University property unless specifically approved by the Chancellor.

The possession, use and/or consumption of alcoholic beverages by University-recognized clubs and organizations (RSO's) and at campus events, must conform with policies established by the Board of Curators, the Missouri University of Science and Technology, local ordinances, and state law. (This includes clubs, organizations, and campus events that include but are not limited to, professional societies, academic honoraries, athletic teams, service, departmental, and social organizations, and booster club and alumni events.)

Consumption and purchase of alcoholic beverages by minors (people under the age of 21) and selling or giving alcoholic beverages to minors is prohibited by law.

Alcohol shall not be a part of new membership recruitment programs.

A risk management seminar (e.g., discussion of alcohol policy, alcohol education, low-risk partying, confrontation and intervention skills, referral resources, and liability issues) will be provided by the University. Representatives of recognized student organizations that have events which include alcoholic beverages will attend these semi-annually. Faculty advisors will be encouraged to attend. Other RSO's and their advisors must sign a form stating they are exempt from this requirement and return it to the Department of Student Life at the beginning of each semester.

Alcoholic beverages may not be provided as awards.

Alcohol Advertisement Policy

Promotional materials promoting the consumption of alcohol are not permitted to be posted on campus. Language referring to "open parties" and references to alcohol are not allowed. Check with the Department of Student Life before producing materials, if you have questions.

Alcohol Expectations/Guidelines

RSO's who have national affiliations are encouraged to follow the risk management policy set forth by their national organization.

At any event where alcohol is served, it is recommended that a system be implemented to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated, regardless of age (i.e., security, "checking in" of alcohol, designated servers, no "open" parties).

It is recommended that club or organizational funds not be used to purchase alcoholic beverages.

Each club or organization is encouraged to adhere to the alcohol marketing guidelines and risk management practices listed elsewhere in these expectations.

It is recommended that beverages whose alcoholic content is difficult to determine (e.g., "teas", punches) not be served.

It is recommended that individuals and groups in the campus community not promote the irresponsible use of alcohol.

Portraying drinking as a solution to personal or academic problems should be discouraged.

RSO's are advised to make sure risk management guidelines have been agreed upon in advance when co-sponsoring activities involving alcohol with other groups.

Constitutional Changes

Any change in the constitution or bylaws of a recognized student organization must be submitted to the staff of the Department of Student Life. It is the staff's responsibility to determine if the proposed amendments essentially change the objectives of the organization. If the amendments constitute major changes, they must be referred to the Student Affairs Committee and the Academic Council. The amended constitution and bylaws will replace the previous copy in the file.

Hazing

Hazing is forbidden by University regulations and laws of the State of Missouri . Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm. Acts of hazing shall include but are not limited to:

- physical brutality
- paddling
- whipping
- beating
- branding
- exposure to the elements
- forced consumption of any food, alcoholic beverage, drug, or other substance
- forced smoking or chewing of tobacco products
- sleep deprivation
- physical confinement
- extreme stress or fatigue-inducing activity
- required performance of duties or tasks which involve a violation of the criminal laws of this state or any political subdivision in this state
- forced scavenger hunts
- one-way road trips
- force to wear any apparel that causes embarrassment at any time
- required engagement in public stunts or buffoonery
- morally degrading games or humiliating activities
- any other activity which is not consistent with the regulations and policies of the University of Missouri and the laws of the State of Missouri

For more information, please contact the Department of Student Life, 218 Havener Center, 341-6771.

Judicial Procedures for Student Organizations

218 Havener Center

341-6771

Web:<http://studentlife.mst.edu/>

The Chancellor or his/her designee is designated as the primary officer for administration of discipline for unacceptable conduct or conduct which involves infractions of the University rules and regulations by a student organization and will initiate disciplinary action in accordance with these regulations.

Preliminary Procedures:

The Chancellor or his/her designee shall investigate any reported student organization misconduct before initiating formal disciplinary procedures and give the registered officers of the student organization the opportunity to present their personal version of the incident or

occurrence. The Chancellor or his/her designee may discuss, consult and advise with the registered officers of any organization whose conduct is called into question. The registered officers or their representative shall attend such consultations as requested by the Chancellor or his/her designee and shall be given a copy of these procedures. The Chancellor or his/her designee, in making his/her investigation and disposition, may utilize student courts and boards to make recommendations which shall be considered in exercising the authority vested in him/her.

Informal Disposition:

The Chancellor or his/her designee, after investigation, and when acceptable to the student organization, shall have the authority to impose appropriate discipline. Where the disposition proposed by the Chancellor or his/her designee in the preliminary proceedings is not accepted by the student organization in writing, the student organization shall have the rights of notice, hearing and formal procedures as hereinafter set forth before the Student Conduct Committee. The Chancellor or his/her designee shall fix a reasonable time within which the student organization shall accept or reject a proposed informal disposition. A failure of the student organization to either accept or reject such proposed disposition within the time fixed shall be deemed acceptance, and in such event, the proposed disposition shall become final upon expiration of time. If the student organization rejects the informal disposition, its signed statement shall be forwarded to the Student Conduct Committee. The Chancellor or his/her designee, at his/her discretion, may refer cases to the Student Conduct Committee without first offering informal disposition.

Temporary Suspension:

The Chancellor may, at any time, temporarily suspend a student organization from University recognition pending formal procedures where he/she finds and believes from information coming to his/her attention that the presence of any organization on campus would seriously disrupt the University or constitute a danger to the health, safety or welfare of the University. The suspending officer shall promptly notify the Chancellor or his/her designee to initiate the appropriate disciplinary procedure within five days.

Formal Procedure and Disposition:

The Student Conduct Committee shall be appointed by the Chancellor and shall have the authority to impose appropriate discipline upon any student organization appearing before it, including, but not limited to, suspension of action, official warning, written reprimand, disciplinary probation, recommended loss of University recognition or other action deemed appropriate by the Committee.

Inactive Organizations

Organizations currently recognized and subsequently becoming inactive will lose their status as a recognized student organization. Organizations that do not maintain recognition for two consecutive semesters will be considered inactive.

Membership Reports

All recognized student organizations must file a Recognition Compliance Statement and update their officer and membership lists on the World Wide Web at <http://studentlife.mst.edu/> within the first month of each academic year. The officer and membership list on the World Wide Web must also be updated each semester to reflect new officers elected during the academic year and new members.

Officers Responsibility

The officers of student organizations are fully responsible for conducting meetings and social activities in accordance with existing institutional, city and state regulations which govern such activities. University regulations pertaining to student conduct are contained in this handbook (see Judicial Procedures for Student Organizations above). The officers also are responsible for the group's compliance with the regulations stated in this section.

Posting Policy for Student Organizations

The Department of Student Life is responsible for approving all recognized student organization promotional materials.

POLICY:

- In order to post materials on campus, student organizations must be recognized by the University. Special consideration may be given to organizations seeking recognition.
- Any posting not specifically addressed within the posting policy is considered a special promotional event (as outlined within the policy).
- No materials shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows & doors) of university buildings, light posts, telephone poles, or trash receptacles.
- Materials can not promote the consumption of alcohol.
- Sponsoring organizations must be identified on all materials.
- Statements and/or pictures interpreted as discriminatory, illegal, or negatively directed at other students, faculty, staff, or student groups is prohibited.

Failure to comply with these regulations will be subject to appropriate action from the Department of Student Life.

Re-applying for Recognition

Organizations having lost their recognition due to inactivity or failing to satisfy the requirements of Missouri S&T, may re-apply after one full academic year for recognition in the same manner as any new organization seeking recognition does.

Scholastic Requirements

If you are on scholastic probation, you are not required to resign from organizations in which you are already a member, but you may not hold an office nor may you join any other organization while you are on probation. Individuals may request an appeal to hold one of their officer positions. For more detailed information, contact the Department of Student Life.

Student Disciplinary Probation

If you are on student disciplinary probation, you are not required to resign from organizations in which you are already a member, but you may not hold an office nor represent the university while you are on probation. For more detailed information, contact the Department of

Student Life.

Student Organization Budgets

Any student organization which receives financial support from student activity fees is required to prepare a budget of its account each school year. Budget recommendations will be made from the Student Activity Fee Board to the Student Council for approval. The budget may be published in the Missouri Miner and will be submitted through the Chancellor for approval by the Board of Curators. Student accounts are subject to audit.

University Property

Equipment purchased with student activity fee appropriations is University property and must remain on or stored in University facilities. Removal must be approved by Student Council or the Department of Student Life.

Students who willfully or carelessly damage the property of the University will be required to pay for its replacement or repair. They may also be subject to disciplinary action.

Withdrawal of Recognition

The Academic Council may withdraw its authorization from any society, association or organization if, in its judgment, the well-being of Missouri S&T requires such action.

Contact [Missouri S&T Student Life Department](#)