

Registered Student Organization Handbook 2020–2021



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Introduction

Hello Student Leader!

The Student Affairs Office (SAO) staff believes life here extends far beyond the classroom. We seek to provide experiences that cultivate both intellectual and personal growth. Rich traditions encourage social responsibility and remind us to embrace the environment. An array of groups and activities connects you to students, faculty and staff and may even lead to enduring friendships. From adventuring in the natural beauty with others, to using your voice in student government, to joining Fraternity and Sorority life—we celebrate coming together in all forms. We encourage all students to find their voice and get involved with student activities and student government as a way to develop personal growth, meet new people and share common interests with others. The goal of Registered Student Organizations (RSOs) is to help students develop leadership skills, event planning and management, decision-making, communication, goal setting, fiscal management, marketing and promotion, and more importantly to make your Lees-McRae experience fun and memorable.

The information provided in this handbook serves as a resource to help student leaders organize their organizations and plan events. This information is intended to be a summary of matters of interest; it is not a comprehensive listing of all rules and regulations pertaining to student organizations. Campus Life and the Student Affairs Office reserve the right to change any procedure or policy listed without prior notice.

Campus Life is located within the Student Affairs Office (SAO) in the Cannon Student Center. Hours are from 8 a.m. – 5 p.m. Monday-Friday. Feel free to drop by with questions, concerns, or ideas!

Meet our Professional Staff

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Registered Student Organizations

There are two processes for student organizations to become recognized. A new organization must go through the Den and submit an Organization Registration form, found online at lmc.presence.io/forms and returning organizations simply complete the Organization Transition form in their Admin Dashboard in the Den when their organization is prompted. Organizations must complete all forms by the first Friday in September. Once registered and approved by Campus Life and Student Government Association, RSOs are eligible for several benefits and resources across campus. Campus Life is committed to assisting RSOs in putting on quality events, being an effective organization and developing leadership skills.

Ethics and Core Values for Lees-McRae RSOs

Lees-McRae RSOs work closely with Campus Life and Student Affairs and are by association linked to the goals and values of the department. The Student Affairs division of Lees-McRae College is committed to guiding, facilitating, challenging and supporting the development of the whole person – mind, body, heart and soul within the context of a safe, nurturing environment.

Expectations for all RSOs

Every RSO will:

1. Be student led and managed by elected officers.
2. Be advised a full time faculty/staff member.
3. Adhere to the policies and procedures of Lees-McRae College.
4. Provide opportunities for student members to:
 - Experience leadership and personal development.
 - Develop areas of responsibility and accountability.
 - Display professionalism in behaviors and programs.
 - Demonstrate an understanding of integrity and ethical behavior.
 - Foster an inclusive environment and appreciation of diverse cultures, identities, and traditions.
 - Recognize and promote accessibility to all members to ensure that events, meetings, and initiatives are accessible to the entire Bobcat community.
 - Develop skills of collaboration, creative thinking, teamwork, communication and support.

Recognizing a New Registered Student Organization

Any student who is considering creating an RSO should meet with the Director of Campus Life to discuss the recognition process and receive feedback throughout the recognition process. Following the consultation, the group seeking RSO status should submit an Organization Registration form in the Den, which will be shared with SGA for review. The Organization Registration form contains questions regarding:

- Membership
- Organization Officers
- By-Laws
- Advisor Contact Information
- Roster of Members (minimum of 5 members)

Please allow two weeks after submission for the Student Government Association and Student Affairs Office to grant full approval, or approval with revisions.

Renewing an RSO

The RSO renewal process requires each organization to complete the Organization Transition form when prompted within the Den. This process is prompted by the Director of Campus Life and will send an email to all organization officers listed in the Den. This form is expected to be completed by the first Friday in September. Inability to complete an organization transition within the Den may result in revocation of recognized status.

Active Status

A RSO is considered to be active if the transition process has been completed within the fall semester of each academic year and for the academic year following a new organization approval. All active RSOs will receive all benefits and are expected to abide to all policies and procedures.

Inactive Status

RSOs may be deemed inactive if there has been no attempt of renewal within the fall semester of each academic year. Benefits are revoked from all RSOs that are considered inactive. To regain active status, the organization must schedule a meeting with the Director of Campus Life to create an action plan for reinstatement.

Disbandment

Any RSO may withdraw its recognition at any time. To complete the withdrawal process, an organization must:

1. Submit a written statement signed by both the officers and the advisor
2. Provide documentation to indicate the disposition of the organization's funds and certify that there are no outstanding debts or official actions pending.
3. Schedule an exit meeting with the Director of Campus Life

Revocation

Recognition of a RSO may be revoked and considered inactive for the following reasons:

- If a RSO has not filed renewal materials within the fall semester of each academic year with Campus Life.
- If a RSO's purpose or activities are or become illegal, deviate significantly from its stated purpose, or violate LMC regulations, policies and/or procedures.
- If under existing circumstances a clear and present danger exists that such activities may disrupt the education process of the College, endanger or destroy property, or create a condition that is dangerous to the safety of individuals.
- When revocation is deemed necessary by the President of Lees-McCrae or the Vice President of Student Affairs and Dean of Students.

Benefits and Resources Available to RSOs

All student groups are encouraged to seek recognition status in order to receive the below benefits.

Advertising

- Ability to post on Bulletin Boards
- Events Listed on the Den and Tabletop Advertisements
- Inclusion in the LMC Weekly Events Campus Email

Fundraising and Financial Account

- Ability to make the request to host fundraisers on campus
- The right to petition SGA for financial assistance for events

Facilities

- Priority reservation for campus spaces for meetings and events
- Ability to table at the Student Organization Fairs and events for incoming students

Resources

- Access to Programming Office and Items available for checkout in SAO, including speakers, tables, and lawn games
- Use of the Lees-McRae College name and logo
- Access to consultation and the RSO Training Series hosted by the Student Affairs Office

Categories of Registered Student Organizations

Lees-McRae offers a variety of student organizations across campus within six interest areas. While groups share an interest area, no two groups are alike. Below are descriptions of the seven categories of student organizations on campus:

Academic/Departmental

Academic/Departmental RSOs function as an extension of a specific academic program or department. These RSOs facilitate further growth within a given discipline, foster opportunities for supplemental learning as well as professional development.

Club Sports

Club sports are organizations that provide competitive opportunities for students, but are not considered varsity athletic teams.

Diversity

Diversity RSOs encourage inclusivity and education relating to customary beliefs, social forms, and traits of a racial, ethnic, spiritual, social or sexual group. Diversity RSOs foster communication, understanding, and positive relations among cultural groups. These organizations may also focus on issues of social justice and equity.

Fraternity/Sorority

Social fraternities and sororities are organizations that provide students with a social atmosphere while establishing standards in scholarship, philanthropy, and leadership.

General Interest

General Interest RSOs provide an opportunity to plan and participate in a variety of programs that provide students with support, social interaction and co-curricular opportunities outside of the classroom.

Honorary

Honorary RSOs recognize students who have excelled in a particular area. Honorary RSOs strive to promote academic excellence among students pursuing a baccalaureate degree within a specific department or academic program.

Religious

Religious RSOs serve the LMC campus based on the philosophy of providing opportunities for spiritual enrichment, social activities and religious service. Religious RSOs cultivate environments in which students integrate spiritual values, intellectual pursuits and personal development.

Event Policies and Risk Management Procedures

Accessibility

RSOs must provide access to their programs and activities for qualified students and other participants with disabilities. If an organization is unsure of how to proceed with making an event more accessible, the Office of Student Affairs is glad to assist and communicate with the Accessibility Services Office to determine an appropriate plan.

Non-Discrimination

Lees-McRae College prohibits discrimination against any member of the campus community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The College will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Lees-McRae's Equal Opportunity, Equal Access and Affirmative Action policy.

If you have any questions of interpretation regarding this policy or would like to report an incident of hate or bias refer to the Dean of Students.

Conduct

All RSOs are expected and required to abide by the rules and regulations of Lees-McRae College, and the laws of the state of North Carolina and the United States of America. Additionally, RSOs are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that is destructive towards the campus. Any RSO or members of a RSO violating these general standards of conduct may be subject to administrative actions.

Hazing

North Carolina General Statute (14-35) defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. All forms of hazing are prohibited by Lees-McRae College and are considered criminal offenses. All allegations reported against a RSO is thoroughly investigated by the College, regardless of civil or criminal action. In addition to the College taking action against the RSO, action may also be taken against individuals that participated in the hazing incident.

Any student involved with or witnessing a hazing activity is strongly expected to report the incident(s) to SDO.

Waivers

General release waiver forms allow participants in Lees-McRae sponsored events to waive, release and hold harmless the College for damages that may be sustained during their voluntary participation in a student organization activity. A waiver form should be used primarily in conjunction with recreation programs that are voluntary in nature, or in other programs that are beyond that usual educational operation of the College.

All completed waiver forms must be attached to the approved event within the Den and signed by scanning student IDs using the CheckPoint mobile app. Waivers are to be kept on file for at least 1 year following the event.

Contracts

All services, performances, or productions (i.e. musicians, DJ's, live performances) require a contract to be completed and kept on file with the club advisor and Student Affairs. All contract and rider information must be received by Student Affairs prior to being signed to review and approve. Student organizations and members of RSOs are prohibited from signing any contractual agreement.

Security

All events sponsored by RSOs must complete an Event Registration Form through their Admin Dashboard in the Den. Once their event has been approved, The Office of Events and Meetings will contact Campus Safety if a security presence is needed. If the event is expected to have a large attendance (50+ attendees) or serves alcohol, the RSO is required to provide additional security at their own cost. If it is determined that the event will require security, the Office of Campus Safety and Security must be contacted at least 7 week days prior to the event to arrange coverage. SAO reserves the right to cancel any event that does not have the proper security coverage required for each event.

Food and Alcohol

Any event on campus that plans to serve food or beverages is required to contact Aramark. The Aramark manager has the first right to decline. If Aramark declines to provide for the event, RSOs are then allowed to purchase food and beverages from outside vendors. Any event that requests to serve alcohol must get approval from SAO, Office of Events and Meetings, and Aramark. If the request for alcohol is denied, the event is not allowed to have any alcohol present, or the RSO will face consequences from SAO.

Public Viewings

Under federal law, the holder of a copyright for a movie has the exclusive right to control performances of that movie – including showings of a videotape or digital copy. Public viewings include but do not limit, movies, films, webinars and streaming.

A RSO must obtain permission from the copyright holder to host any showing on campus. Campus Life has access to obtain the permissions needed to meet all federal, state and local laws that apply to public viewing. Retail purchased videos are intended for home use only and cannot be shown in campus public spaces without obtaining public showing rights for the film. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at www.copyright.gov/title17.

Digital streaming (including but not limited to, Netflix, Hulu, Prime Video, Disney+, HBO Max, etc.) is intended for home use only and cannot be used for public viewing without obtaining a public viewing license for the specific title being viewed.

Registered Student Organization Management

Careful consideration needs to be given to each event planned on campus. Events reflect upon the RSO, SAO and Lees-McRae College and therefore need to represent the entire campus and all students in the best way possible. All campus rules, policies and guidelines need to be followed when planning each event. Campus Life is available to answer any questions about rules, policies and guidelines as needed and for assistance planning events.

Eight Steps for RSO Event Planners:

1. Generate Ideas

Talk with members and brainstorm ideas together. Consider if there are existing funds or the ability to get funds for the event. Collaborating with other RSOs is a way to build event ideas, share funding, gain a larger perspective and provides more hands to help.

2. Who Will Attend

Is the event for students, staff, faculty, community or a combination? Think about the target audience and how many are expected to attend. Please note if the RSO is planning a private or invitation only event, they are not eligible to receive funding through SGA.

3. Choose Event Date(s) Carefully

Consider major LMC events and other RSO events before setting a date. Check the Den event calendar and with Campus Life before securing an event date.

4. Reserve the Campus Venue

When completing your Event Registration form within the Den, you will be asked to list a time and location for your event. Please note that times and locations for events are a request, not confirmed, until your event receives approval. If specific equipment is needed such as chairs, tables, stage, podium, microphones, sounds, lights, projector or other equipment consider venues that can fulfill those needs. If unsure what space will meet the needs of an event, contact Campus Life for suggestions.

5. Other Event Needs

Serving food, selling goods or services or hiring a contract performer all need to be discussed with Campus Life. Please share these special needs with the advisor or Campus Life.

6. Consider the Budget

Compile the total cost for the event, can the RSO support this cost? Consider asking SGA for a funding request for the event. Schedule a meeting with the SGA President to discuss request and follow all procedures.

7. Submit Clubs and Organizations On-Campus Program Request Form

Once all details of the event have been checked and confirmed, the President of the RSO needs to submit an Event Registration Form through their Admin Dashboard in the Den for approval. All events on campus must go through this request process. The form needs to be submitted at least 3-4 weeks prior to the date of the program in order to secure event spaces and to be included in the Weekly Campus Events email. The contact person listed on the form will then receive an email stating if the program request has been approved or denied.

8. Advertise the Event

Advertise around campus, don't forget back campus, the cafeteria and most effectively, word of mouth. You can also use social media and share promotional materials with SAO.

Clubs and Organizations On-Campus Program Request Form

The Clubs and Organizations Event Registration Form must be completed and submitted in the Den at least 3-4 weeks prior to the date of the event. Please allow three business days for Campus Life and/or Office of Events and Meetings to approve or make revisions to the event. SAO encourages organizations to allow time for Program Requests to be approved before making any purchases. Additionally, organizations may not advertise an event until the event has been approved in the Den.

Reserving Facilities

For each event, the selected venue must be reserved before any promotional materials can be displayed. Contact the Office of Events and Meetings to verify availability of venues, or submit an Event Registration form in the Den. Allow for set up and breakdown times when scheduling a venue (i.e. An event is from 5-6pm but you need an hour to set up and 30 minutes to breakdown, the venue needs to be booked from 4-6:30pm.)

Advertising Events

RSOs often create promotional materials such as flyers, posters and banners to advertise their organization or to market an event they are sponsoring. All displayed promotional materials around campus must be approved and stamped before being displayed. Please schedule a time with Campus Life for promotional materials to be approved. Electronic copies of approved flyers can be submitted to Campus Life for further distribution on social media and digital signage. Please keep in mind that all advertisements reflect the RSO, its members, and Lees-McRae College. Any materials created should be appropriate and reflect positively on the campus.

The following information must be included on all promotional materials to be approved for display:

- Full name of organization
- Name of event
- Date
- Time
- Location

Ways to advertise on campus include but are not limited to:

- The Den Mobile App
- Bulletin boards
- Informational Tables
- Weekly Campus Events Emails (automatically populated from events listed in the Den)
- Campus Calendar (automatically populated from events listed in the Den)
- Activities Fair
- Residence Halls and Houses
- Word of Mouth
- Social Media
- Painted Rock Outside of MacDonald Dining Hall

Posting Policy

Signs, advertisements and banners should always be posted on the Bulletin Boards available in each building across campus.

No printed material may be on, attached to, or written on: any structure or natural feature of the College facility such as the doors, windows or buildings, the surface of light posts, sculptures, waste receptacles, trees, sidewalks, benches, free standing signs or statues. Printed materials may not be placed on vehicles except by members of the Campus Security for official notices.

If an organization has repeatedly neglected to remove out of date flyers from campus boards, the Student Development Office reserves the right to revoke posting privileges.

Posting Guidelines:

1. Those representing a College department may post official College materials on any bulletin board on campus with approval from the Office of Communications.
2. Those representing a RSO must receive an approval stamp from Campus Life in Student Affairs.
3. Posters/banners should be attached to bulletin boards with staples or thumb tacks. Never use tape, nails or glue.
4. Flyers and posters advertising non Lees-McRae events can only be displayed on the community board outside the post office in the Student Center.
5. Persons posting advertisements are responsible for removing them once the event is completed. Notices should be removed no later than 24 hours after the notice becomes outdated.
6. No commercial or non-profit material may be posted unless it is affiliated with a RSO or department and has been approved by Student Affairs.
7. Unapproved commercial and non-profit group/individual notices should be forwarded to the Student Affairs Office.
8. Flyers and banners may be posted up to two weeks (14 days) before the event.
9. College staff may remove any sign, poster or banner deemed to be inappropriate or offensive or found to violate the posting policy.
10. Notices of extreme emergency or importance from College departments or officials, such as cancellation of classes due to weather, will be granted exceptions to these policies.