

Guidelines for Student Organizations

Appalachian State University • Boone, N.C.



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The materials and information in this manual are related to policies and procedures governing campus organizations recognized by the Center for Student Involvement and Leadership. This manual does not contain complete copies of all procedures governing student organizations, but does reference where complete copies are available. What is contained herein are those university policies and procedures which are most likely to affect operations of recognized student organizations. Questions and concerns about these policies, as well as requests for additional information, should be made by recognized student organizations to the Center for Student Involvement and Leadership, Suite 219, Plemmons Student Union. Policies and procedures governing student organizations are regularly updated or subject to change by the institution as the need arises and recommendations are offered through the appropriate student advisory boards. Students and student leaders are expected to stay abreast of any changes affecting their organizations.

Policies and privileges outlined in this publication are extended to recognized student organizations and NOT necessarily to individual students, faculty, staff and visitors to the university. Policies governing these constituencies are available through other sources at the university.



Table of Contents



Introduction	4
Club Council	4
CSIL Services	4
Leadership and Support Services	4
Credit Classes	4
Workshops and Conferences	5
Leadership Resource Center	5
Advising and Consultation	5
Student Development Record.....	5
Web Site Development	5
Leadership Team	5
Diversity Educators.....	5
Benefits of University Recognition.....	6
Responsibility of Recognition	6
General Officer Responsibilities	6
Organizational Structure	6
Budgeting and Finance.....	6
Elections and Leadership	6
Officer Education and Orientation.....	6
Membership Involvement and Motivation	6
Membership Recruitment and Education.....	6
Faculty Advisor	7
Communication.....	7
Adherence to Policies and Procedures.....	7
Maintaining Recognition	7
Recognition of New Organizations	7
Minimum Standards for Recognition.....	8
Recognition of Greek Fraternities and Sororities.....	9
Judicial Review Process.....	9
University Policies	9
University Facility Usage	9
Definitions.....	9
General Policy	10
Use of University Grounds/Exterior Facilities	10
Use of Facilities by Recognized Student Clubs and Organizations.....	10
Free Speech Area and Peaceful Assembly	12
General Room Usage Policy	12
Student Union Room Usage Policy	13
Meetings	13
Special Events.....	13
Display Cases.....	13
Contact Tables.....	14
Whitewater/Blue Ridge Mountain Ballroom	14

Scheduling the Facility.....	14
Programming Hours for Social Events.....	14
Rules Governing Alcohol Use.....	14
Legends Social Center	14
Farthing Auditorium.....	14
State Farm Field	14
Web Site Development and Posting Policies	15
Food Preparation and Usage Policies	15
University Speaker Policy.....	16
University Amplified Sound Policy	16
Boone Noise Ordinance	17
Signs and Banners at Athletic Events.....	17
State Vehicle Usage Policy for ASU Clubs	17
University Bus Usage Guidelines	18
Scheduling.....	18
General Operation	18
Behavior Expectations.....	18
Alcohol Related Programs	18
Post Office Regulations.....	19
Advertising Policies	19
University Poster Policy.....	19
Solicitation and Fund Raising	20
Club and Organization Funding Policy	20
Tunnel Painting Policy	22
Allocation Policy	23
Criteria for an Allocation.....	23
A.P.P.S. Club Shows Co-Sponsorship.....	24
Alcoholic Beverage Policies	24
Guidelines for Events Where Alcohol is Present	24
Guidelines for University Clubs and Organizations Sponsoring	
Off-Campus Events Where Alcohol is Permitted	25
Greek Social Programming Guidelines.....	26
Alcohol Advertising Policy.....	26
Dead Week.....	27
N.C. General Statutes on Hazing	27



Introduction

Appalachian State University was founded in 1899 as Watauga Academy. It then evolved into a state teacher's college and later broadened its mission to include the liberal arts. Appalachian gained regional university status and in 1971 became part of the University of North Carolina system. Throughout its growth, the University has maintained a strong sense of community.

With instruction as its primary mission, the University is committed to excellence in teaching and the fostering of scholarship. As an academic community, Appalachian takes pride in its tradition of faculty commitment to students both inside and outside the classroom. Mindful of the relationship between the curricular and extracurricular, Appalachian seeks to promote the intellectual, cultural and personal development of its students.

Student organizations play an integral role in the Ap-

palachian educational experience. It is through its more than 250 clubs and organizations that Appalachian is able to maintain this sense of community and afford students the opportunity to pursue the practice of involvement, leadership, and service. The Center for Student Involvement and Leadership is charged with assisting clubs in meeting their purpose and promoting effective membership and leadership in student organizations. Through its programs, services, and practices, the Center and its staff work with student groups in leadership development, program planning, and other related areas of organizational development.

This manual is one example of that effort. It is not intended to answer all of your questions. It is to serve as a resource. It is **one** tool in your repertoire of resources. The Center is located in 219 W. H. Plemmons Student Union. You are invited to come by and learn more about our office.

Good luck in your involvement and leadership experience!



CSIL Services

The Center for Student Involvement and Leadership offers these services to recognized student clubs and organizations:

- Advertising on Campus
- Advising and Consultation
- Allocations
- Club Mailings
- Conferences
- Credit Courses
- GPA Reports

- Leadership Resource Center
- Leadership Team
- Mailing Labels
- Solicitation/ Fund Raising
- Starting New Clubs
- Student Development Record
- Student Publications
- University Policies
- Van/Bus Reservations
- Web Site Development
- Workshops



Club Council

The Club Council is an advisory board to the University on matters related to student organizations. The council is composed of undergraduate students who are members of recognized student organizations. The council executive officers are elected by the student body. There are

committee representatives from the various categories of clubs (i.e., academic, religious, service, etc.).

The council is responsible for making recommendations on policies and programs for student organizations. It is responsible for reviewing funding requests and petitions by students interested in forming new student organizations. The council also assists student organizations through educational, recreational, and recognition programs.



Leadership and Support Services

Credit Classes

Appalachian State University offers courses in leadership development for academic credit through the Department of Human Development and Psychological Counseling. Courses offered through the Center support the Leadership minor. Examples of these courses are:

- Introduction to Leadership Development is the first level course designed for students who aspire to leadership positions. It provides opportunities for class participants to explore organizational opportunities available to them.

- Applied Leadership Development and Applied Greek Leadership Development are aimed toward current organizational leaders and address both the theoretical and practical aspects of effective leadership.

- Advanced Leadership Development is by invitation only and considers more complex questions of organizational planning and personal management.

- Women and Leadership is offered through the Human Development and Psychological Counseling Department. This course explores the issues and skills of today's women leaders.

Call the Center for Student Involvement and Leadership for more information (262-6252).

Workshops and Conferences

The Center for Student Involvement and Leadership conducts workshops, seminars and conferences throughout the year.

The Leadership 101 Series consists of 14 seminars with topics ranging from delegation and motivation to officer transition. These workshops are led by faculty and staff who are experts in organizational development. Members of clubs and organizations can take advantage of a particular seminar or the whole series.

Organizations can also request workshops facilitated for its officers or the membership.

The Center also co-sponsors annual leadership conferences, including a Greek Leadership Conference, a Women's Leadership Conference, Leadership Forum, and a Transition Conference.

Leadership Resource Center

The Leadership Resource Center is located in the Center for Student Involvement and Leadership. Students can read the materials in the resource center or check them out for a two week period. The resource center has books, manuals, videos, audio cassettes, and handouts on various leadership and organizational development topics, including parliamentary procedure, team building, theories of leadership and management, group dynamics, membership recruitment, problem solving, and organizational effectiveness.

Advising and Consultation

The Center for Student Involvement and Leadership staff is available to assist students with issues related to personal and organizational development, including skill building, problem solving, team building, confrontation and negotiation. Call to make an appointment (262-6252) or come by the Center on the second floor of the Student Union.

Student Development Record

The University encourages student involvement and supports the efforts of student organizations through the Student Development Record program. The program is a comprehensive attempt to provide data and information regarding student involvement in co-curricular activities. The program offers the following benefits to student organizations: membership rosters, grade reports, officer listings, birthday reports. The University also provides students with an individual co-curricular transcript.

The president is responsible for checking and authorizing entry. The Student Development Record provides the University and the student with significant information and reports. All questions regarding the SDR should be directed to the Center for Student Involvement and Leadership.

Web Site Development

Recognized student organizations are permitted to develop web sites utilizing University resources for the purpose of promoting their organizations. The Center for Student Involvement and Leadership will assist clubs in this effort; however, it is the responsibility of the club to identify someone to coordinate the development and management of the site.

Leadership Team

Student organizations are provided assistance in leadership development through a peer-helper group known as Leadership Team. These students are experienced and trained in a variety of leadership competencies and will provide individualized or group consultation for clubs. Leadership Team will give presentations to your organization on a variety of topics. The team also coordinates the Appalachian Leadership Forum, which is a day-long leadership conference. They can be contacted through the Center for Student Involvement and Leadership, Plemmons Student Union, or call 262-6252.

Diversity Educators

The Diversity Educators are a cohesive, dedicated group of students that have come together in appreciation of diversity issues. They are an available campus resource for students, faculty, staff, campus organizations and the surrounding community. This group of peer educators is committed to creating a history while providing a future a future that encourages individual growth and a personal endeavor toward expanding diversity. To schedule a presentation or for more information, visit online at www.multicultural.appstate.edu and click on Diversity Educators.



Benefits of University Recognition

Recognizing the value of effective student organizations, Appalachian affords recognized student groups many benefits beyond those programs and services mentioned previously. Below is a brief listing of those benefits:

1. Use of the name of Appalachian State University;
2. Use of campus facilities and support services for meetings and approved activities;
3. Funds for educational activities from the Club Council;
4. Permission to enter into solicitation and fund-raising activities in accordance with University policies;
5. Through the organization's P.O. box, access to free on-campus University mail services;
6. Participation in the activities of state and/or national organizations, if such affiliation is established, or any other activities which are not in violation of University policy;
7. Ability to develop a web site using university resources; and
8. Inclusion in university publications and web site.
9. Inclusion on distribution list for weekly electronic newsletter.



Responsibility of Recognition

Along with the benefits of University recognition, student organizations are held to a high standard reflective of the quality of educational experience that Appalachian seeks for its students. This manual is intended to provide you with an overview of those expectations. What follows are policies and expectations that are designed to assist student organizations in becoming more effective in providing their membership with a positive co-curricular experience. As an officer in the organization, you are responsible for insuring that your organization provides that experience. You can enhance your effectiveness by utilizing the resources in the Center for Student Involvement and Leadership, becoming familiar with policies and procedures related to organizational operations, and educating your members about the benefits and expectations associated with being part of an educational community.

General Officer Responsibilities

While all members are encouraged to seek the assistance of the Center and maintain the efficiency of the organization, it is the officers who are held accountable for the day-to-day operations of the organization.

Organizational Structure

All organizations recognized by Appalachian have a constitution that defines the role, purpose and operation of the group. The officers are responsible for insuring that the constitution is followed. There must be one person who serves as spokesperson for the group. It is not important what that person is called but the University requires that one person be designated as the contact person for each organization. Other officers and positions may exist as necessary for each group. The University also requires that each group has a full-time member of the faculty or administrative staff serve as advisor to the group.

Budgeting and Finance

Effective financial management is imperative to all successful organizations. Recognized student organizations must maintain a record of all monies received. If a checking account exists for the organization it must **require two signatures for any withdrawals**. Banks in the area will work with you on this process. The University provides limited funding for recognized student organizations. Effective record keeping is imperative to be eligible for this funding.

Elections and Leadership

The University requires that the spokesperson for a group (president or otherwise) be a student. Additionally, officers must be students enrolled at Appalachian and the operation and decision-making for the organization must rest locally with the students. Elections must be held in accordance with the prescribed constitution.

Officer Education and Orientation

It is imperative that the outgoing officers plan and implement an orientation for newly elected officers with the assistance of the faculty advisor. This insures continuity and effectiveness in student groups. The Club Council sponsors a Transition Conference in the spring semester to assist organizations. In addition, the Center for Student Involvement and Leadership has numerous resources in this area.

Membership Involvement and Motivation

Leaders cannot and should not be expected to carry the weight of leadership. Leaders must enlist the members in the operations of the group. This can be accomplished through regular meetings that allow for member participation, effective planning that engages members in setting goals, and in the delegation of responsibility. It is through this process that a leader will insure the continuation of his/her group after graduation.

Membership Recruitment and Education

New members are the lifeblood of any organization. Leaders and current members must plan an effective recruitment effort that promotes the visibility of the organization, communicates the purpose and expectations of the group, defines the benefits of membership, and creates an excitement in interested students. While your organization might have an annual or semi-annual membership drive, membership recruitment should occur year round. Invite prospective members to activities regardless of whether you are currently taking new members. An effective plan that engages everyone in the organization in membership recruitment is best. Appalachian believes that students can benefit by involvement in your organization or we would not have recognized it.

Faculty Advisor

All student organizations are required to have a faculty advisor who must be a full-time faculty or administrative staff member of the University. In addition to responsibilities of signing forms and keeping organizational files and accompanying groups on trips, this individual can be an invaluable resource in planning programs, developing ideas and providing continuity.



Each fall semester all previously approved student clubs and organizations are required to register with the Center for Student Involvement and Leadership. This registration is a declaration that the organization intends to be active during the coming academic year. The registration form (See Appendix C) is available in the Center for Student Involvement and Leadership.

This registration is required to provide the University with an up-to-date listing of active clubs and organizations, to adequately plan for meeting organizational needs and to determine clearly who is responsible for the groups' operations and activities. In addition, clubs and organizations will be responsible for submitting a one-page summary of events and activities completed by the club during the year. This information will be made available through the CSIL and Club Council Web sites.

An organization will automatically be placed on inactive status if it fails to renew its registration within one month of



The University reserves the right to review and approve all proposed student organizations seeking University recognition. This is to ensure that the proposed organization is compatible with the University's mission statement, and that it is in compliance with all federal, state and University

Just as student organizations vary in their purposes, objectives and activities, the role and functions of the faculty advisor will vary within each organization. It is essential, however, to maintain open communication with the advisor and to ask for specific help when needed.

Communication

All recognized groups are required to obtain an organizational mail box with the University postal services, or a departmental mailing address. The annual ASU box rental fee entitles organizations to University mail services and free inter-campus mail privileges.

Adherence to Policies and Procedures

All successful organizations and systems operate on established policies and procedures whether written or understood. Appalachian is no exception. Contained in this resource manual are policies that are presently in place. It does not contain all policies or each policy in complete form. As the leader of your organization, you are expected to insure that your members adhere to these policies. The Center can assist you by clarifying questions, assisting in planning, or generally meeting with your group. A judicial process exists for adjudicating questions related to organizational activities.

Maintaining Recognition

the first day of classes in the fall semester. An organization which holds inactive status for at least two years must resubmit appropriate documentation for recognition.

Also, once a semester Club Council will sponsor an organization meeting. A representative from the organization (preferably the President) must attend these meetings to maintain recognition. These meetings will provide the organization with updated information regarding the Student Development Record, policies and procedures, Club Council programs and events, and other specific information related to the development of clubs and organizations.

In the event that an organization does become inactive, for any period of time, the organization's checking account is to be closed and all funds maintained in a regular passbook savings account by the Center for Student Involvement and Leadership for a period up to five years. Upon recommendation of the Club Council and the granting of active status by the University to an organization, any funds held by the University will be returned to the organization along with interest at the rate applicable to a regular passbook savings account.

Recognition of New Organizations

regulations. Students who are interested in forming a new student club or organization must discuss their plans with the Assistant Director of Leadership Education before meeting, writing a constitution or planning activities.

The Club Council reviews the statements and constitution of the proposed organization and makes a recommendation with regard to granting recognition. The Club Council will submit the recommendation to the Director

of the Center for Student Involvement and Leadership for final action. Club Council will notify the group in writing of final action.

This approval process usually takes two to four weeks. To prevent a longer process, please make sure your constitution addresses all 14 points listed on the Constitution Check List (Appendix A) and all other necessary documents listed below are submitted together. During that time, the activities of the organization will be limited to meetings and membership drives. No other activities, solicitation, or programs will be allowed by the group until final approval has been granted.

Minimum Standards for Recognition

1. The purpose of the proposed organization must be compatible with the overall mission of the University and not be in violation of any state or federal law.
2. The leadership of the group and control of the activities of the organization must rest with the student membership. Appalachian State University will not accept or recognize any other affiliation which places governance authority for the group outside the University.
3. The proposed organization must have at least one full-time member of the faculty or administrative staff of the University who has indicated a willingness to serve as its advisor and to attend its meetings and activities.
4. The proposed organization must afford opportunities to members on the basis of personal merit and not race, sex, creed, sexual orientation, age, religion, national origin or ancestry. (Greek social fraternities and sororities are exempt from discrimination on the basis of sex by federal law.)
5. Students wishing to form a new organization must prepare a statement defining the need for such an organization.
6. Students wishing to form a new group must have a proposed constitution providing information concerning the name, membership, qualification for membership, financial plans, method of electing officers, and the qualifications of officers of the proposed organization. (See Appendix A for constitutional guidelines.)
7. Students shall make up at least 50 percent plus one of the total membership of any student organization.
8. There must be a minimum of 10 student members for the new club whose names must be submitted with the constitution.
9. All officers must be enrolled students at Appalachian State University.
10. Decision-making must be vested in the student membership.
11. Affiliation with non-University groups must be disclosed.

If the proposed club or organization can meet all of the required criteria for recognition and all concerned parties feel that there is a need and/or interest on the Appalachian campus for a new organization, the Assistant Director of

Leadership Education will grant the following temporary privileges to the organizing group:

- A. The use of University facilities for three organizational meetings for the purpose of organizing the group and developing a constitution and by-laws.
- B. The use of University advertising facilities to inform the student population of the group's intent to organize.

The proposed organization must submit the following to the Center for Student Involvement and Leadership to petition for official recognition by the University:

1. One copy of a tentative constitution and by-laws (See Appendix A);
2. A letter from the proposed faculty/staff advisor indicating his or her willingness to serve in that capacity;
3. A list of names of off-campus organizations with which the petitioning group intends to affiliate and a copy of the outside organization's constitution, if such an affiliation is expected;
4. A registration form (See Appendix C), obtained from the Center for Student Involvement and Leadership, which requests a list of the prospective officers of the organization;
5. A statement defining the need for such an organization; and
6. A membership roster containing names, ASU ID numbers, and phone numbers to be used solely for the purpose of verifying membership.

New organizations function for one year under temporary recognition. (At any time, however, Club Council reserves the right to review any organization to determine the validity of the group's recognition.) Groups are generally granted club or organizational status on campus after one year of activity as long as the organization:

1. Files an updated Student Club and Organization Registration Form (See Appendix C) with the Center for Student Involvement and Leadership within one month of the first day of classes in the fall semester;
2. Continues to meet the standards for initial recognition;
3. Acts within the policies and regulations for recognized organizations;
4. Operates within the purpose stated in the constitution for the organization; and
5. Maintains organizational finances and good credit status with the University and the community in the manner prescribed by the Center for Student Involvement and Leadership (including handling all transactions through an organizational checking account with two signatures required on all checks).
6. Attends all club/organization meetings sponsored by Club Council (one per semester).
7. Submit required or requested reports/material.

Recognition of Greek Fraternities and Sororities

Any group or person seeking to establish a social or service fraternity or sorority should consult the officers



A student club or organization may be sanctioned if it fails to comply with state and local laws, or with the policies and procedures established by the University, or if it fails to function within its prescribed purpose.

Depending on the circumstances and the severity of the situation, the club will either (1) be warned in writing by the Director of the Center for Student Involvement and Leadership and will be cited specific steps which the organization must take to maintain University recognition, or (2) go before the Club Council for a hearing.

If the organization receives a written warning and does not fulfill the steps outlined, it will then go before the Club Council for a hearing.

Throughout the judicial process, the organization shall be afforded the following rights:

1. The right to confront one's accuser;
2. The right to call witnesses and introduce evidence on the organization's behalf;
3. The right to cross-examine witnesses;
4. The right to a fair and speedy hearing; and,



University Policies

University Facility Usage

This policy is adopted for the orderly use of University facilities and property by University departments, recognized student clubs and organizations, University-affiliated groups, and non-University-affiliated groups and organizations. Please Note: The policy below is a condensation of the full policy, which is available upon request.

Recognizing that its support derives in large part from public funds, Appalachian State University is committed to making its facilities and property as readily available for use by all groups and individuals as is consistent with its educational mission, its duties as a custodian of State resources, and its responsibility to consider the welfare of its students, faculty, staff, and visitors. Practical as well as legal considerations dictate the formulation and publications of a written policy detailing the conditions of such availability. The intent of this policy is not to place

or the constitutions of the Interfraternity Council, the Panhellenic Council, or the ASU chapter of the National Pan-Hellenic Councils, or consult the Assistant Director of Organizational Leadership.

5. The right to appeal.

Access to the full policy is available on the CSIL website at www.csil.appstate.edu. Report alleged violations to the Assistant Director of Educational Leadership

If the organization is found to be responsible for violations, Club Council will recommend sanctions to the Director of the Center for Student Involvement and Leadership.

Sanctions can include, but are not limited to: probation or withdrawal of University recognition.

The decision of the Director may be appealed to the Vice Chancellor of Student Development within seven business days after the Director's decision is made.

If an organization receives the sanction of probation, any attempt by the group to function as an active, recognized organization may result in withdrawal of University recognition. If an organization is placed on probation twice within a school year, recognition will be withdrawn.

Groups wishing to reform after withdrawal of recognition must follow the procedures for all new student groups.

Specific guidelines on the withdrawal of recognition are available for review in the Center for Student Involvement and Leadership.

unreasonable restrictions on use but rather to provide for access on a basis which is both clearly defined and in the best interests of each of the constituencies to whom Appalachian State University is obligated by law and tradition.

Definitions

Student clubs and organizations are organizations comprised of Appalachian State University students and recognized by the University through its formal recognition procedures.

Fund raising includes the charging of admission, solicitation for funds, sales, or donations in any form by a recognized student club or organization, University-affiliated organization, or a non-University-affiliated organization.

Solicitation is defined as any effort or attempt to: (a) importune, entreat, implore, ask, attempt to try to obtain an order or to invite business transaction for a product offered or being sold; (b) seek orders, subscriptions, political or charitable contributions, or any other kind of financial or non-financial support; or (c) distribute literature, pamphlets, handbills, samples, or other printed material for the purpose of informing, advertising, educating, or obtaining the

support of members of the University community.

Solicitor is defined as any person or entity who engages or attempts or seeks to engage in solicitation.

Peaceful Assembly is the use of University facilities for the purpose of conducting a lawful assembly, rally, or demonstration not involving conduct or the encouragement of conduct that violates or would violate the law or policies of the University.

Public speaking is the use of University facilities for the purpose of orally and publicly communicating, informing, educating, or conveying an idea, concept, principle, belief, etc., to one or more other persons.

Public speaker is a person who engages in or seeks to engage in public speaking.

Peaceful assembly is defined as any group seeking the opportunity to use University facilities for the purpose of conducting an assembly, rally or demonstration.

General Policy

The use of University facilities and grounds is governed by the laws of the State of North Carolina. Policies and guidelines have been established to ensure compliance with these laws, their consistent application, and the orderly use of these facilities within the resources and mission of the University.

University facilities exist to accomplish the educational objectives and programs of the University. University departments, divisions of the University, University-affiliated organizations and recognized student organizations are granted use of these facilities for educational, cultural, developmental, and social programs and activities within the guidelines of this policy. Departments and divisions of the University shall have priority in the use of University facilities. Recognized student organizations and University-affiliated organizations shall have priority in use over non-University organizations.

Normally no charge is made for the use of facilities by University departments or divisions of the University, University-related organizations, or recognized student clubs and organizations, except for facilities that are receipt supported. In these facilities, a user fee may be charged (e.g., Broyhill Inn, Legends).

Approved and scheduled uses of University facilities or property may occur only on the approved location, and failure to limit an approved or scheduled use to the approved location may be deemed trespassing.

Promotional materials or other publicity concerning any approved and scheduled use of University facilities or property must clearly disclose: (a) the nature, subject matter, and purpose of the use (e.g., event, solicitation, speech, rally, etc.); (b) the identity of the sponsoring entity; and (c) the identity of all other groups or entities involved in or benefitting from the use.

Any distribution of literature or printed materials in connection with any use of University facilities or property is

subject to the University's Policies and Procedures on the Distribution of Literature. Requests for permission to distribute literature or printed materials must be obtained from the office to which the request to use University facilities or property must be submitted.

Use of University Grounds/Exterior Facilities

Because the use of University grounds or any exterior facilities presents the possibility of disturbance to normal University activities and damage to University property, the criteria governing the use of exterior space shall include, but not be limited to, the following:

1. Students groups, clubs and organizations may not construct or place permanent or semi-permanent structure in these spaces, except upon authorization by the Vice Chancellor for Business Affairs or the Vice Chancellor for Student Development or their designees.
2. No activities may be held if they render a space unsatisfactory for use in its normal or primary function or conflict with any activity previously scheduled according to this policy or with normal scheduled University activities.
3. No public address or amplifying system may be used at any time in any open space without written approval in advance from the appropriate vice chancellor or director by reporting relationship. Use of sound amplification equipment must comply with the University's and the City of Boone's noise regulations. Use of amplifying systems near academic buildings is normally prohibited on campus prior to 5:00 p.m. on class days.
4. Users, including sponsoring organizations, are responsible for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.
5. All activities or events must be conducted in such a manner that campus pedestrian traffic and vehicular traffic are not impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest. In addition, University employees engaging in conduct violating law or University policy will be subject to applicable disciplinary sanctions, and students engaging in such conduct will be subject to the imposition of sanctions under the Appalachian State University Code of Student Conduct.

Use of Facilities by Recognized Student Clubs/Organizations/University Affiliated Organizations

1. Cost and damages incidental to the use of a facility

under this policy shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University.

2. When no admission is charged and there is no type of fund or commercial or charitable solicitation of any kind from those in attendance, permission may be granted to recognized student clubs and organizations and University-affiliated organizations for the sponsorship of programs of an educational, cultural, entertainment, social, co-curricular, athletic, or developmental purpose.

3. Recognized student clubs and organizations may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, collection and the like only with written permission from the Lee H. McCaskey Center for Student Involvement and Leadership, or designee. University-affiliated organizations may conduct the same type of fund-raising events with the approval of the appropriate vice chancellor. Approval shall be granted by the appropriate vice chancellor or designee only if all of the requirements of this policy are met and provided that the affiliated group agrees to all of the following special conditions:

- (a) The primary purpose of such fund raising shall be to raise money for the benefit of the club, organization, or affiliated group, the University community, or for the benefit of a charitable group sponsored by the affiliated groups;
- (b) All fund-raising activity for such events shall be conducted by members of the club, organization, or affiliated groups;
- (c) The fund-raising promotional materials used by the affiliated group may acknowledge the assistance or contribution of a non-University-affiliated group, but no promotional material or activity shall be conducted in such a manner as to extend to a non-University-affiliated group the benefits established for University-affiliated groups;
- (d) In multi-group fund raising, each participating group shall be required to comply fully with this policy;
- (e) When fund-raising events are held, the sponsoring organization may be required to reimburse the University for custodial services and other direct costs. Such reimbursement to receipt-supported areas may be in the form of a user fee. The director or dean responsible for the facility to be used shall make this judgment, subject to review by the appropriate vice chancellor or director;
- (f) The University reserves the right to audit all proceeds from any fund-raising event conducted on campus by recognized student clubs and organizations or University-affiliated organizations.

4. No student club, organization, or University-affiliated organization, will enter into a contract with an individual or commercial enterprise for use of University facilities without prior approval.

5. The following policies and procedures apply to events by recognized student clubs and organizations conducting fund-raising events on or off campus:

- (a) Only recognized student clubs and organizations can solicit from students on the Appalachian State University campus;
- (b) The sponsoring club or organization is responsible for compliance with all University rules, local ordinances and State laws governing solicitation;
- (c) All solicitation involving the exchange of something of value by recognized student clubs and organizations must be registered with and be approved by the Center for Student Involvement and Leadership one week (five working days) in advance. A fund raising/solicitation form (available in the Center for Student Involvement and Leadership or Student Programs Office) must be completed and approved to register any fund raising event. Upon approval, the Center for Student Involvement and Leadership will issue a solicitation permit to the President or Treasurer of the requesting club or organization;
- (d) Solicitation for funds by recognized student clubs and organizations may take place only in the following areas on campus with permission: Student Union, academic buildings, residence hall lobbies, post office, cafeteria lobby, Varsity Gym lobby, Brewer Stadium (outside entrance gates) and Sanford Mall;
- (e) The Center for Student Involvement and Leadership will not approve any request that includes door-to-door solicitation in the residence halls;
- (f) Solicitation in classroom building lobbies is prohibited unless it is approved by the Vice Chancellor for Academic Affairs or designee or the appropriate academic dean responsible for the facility;
- (g) No individual student will be allowed to solicit for profit except through the use of the Student Union Information Board. Students may use this space to advertise the sale of used personal items;
- (h) Any recognized student club or organization that violates this solicitation and fund raising policy will be subject to disciplinary action by the Club Council. Any individual who violates this policy will be subject to disciplinary action under applicable rules and regulations;
- (i) The Center for Student Involvement and Leadership will provide operating procedures and other information regarding the fund rais-

ing and soliciting by recognized student clubs and organizations;

(j) Because of the necessity for the Appalachian Popular Programming Society (A.P.P.S.) to collect and solicit funds from students on a regular basis, this organization shall function under University policy within the guidelines established for the Plemmons Student Union;

(k) Nothing in this section shall be construed to prohibit the governing body of a residence hall or Appalachian Popular Programming Society from authorizing and conducting the sale of refreshments in connection with residence hall or A.P.P.S. program activities, such as a special social or athletic event, for the purpose of providing refreshments at cost.



Campus Free Speech and Peaceful Assembly

The University encourages the free exchange of ideas on campus and is committed to making space available for such exchanges and communicative activities, while maintaining a balance with the University's legitimate interests in assuring that such exchanges and activities do not: (a) render a space unsatisfactory for its normal or primary use; (b) conflict with previously scheduled use of the space; (c) impede campus pedestrian or vehicular traffic; or (d) prevent individuals who are not participating in such activities from proceeding with their normal activities. The University reserves the right to control time, place, and manner in which its facilities are used, the University permits individuals, groups, or entities to engage in public speaking, peaceful assembly, or similar exchanges of ideas at the Unscheduled Public Speaking Areas.

The following areas are designated as Unscheduled Public Speaking Areas: (a) Sanford Mall; (b) Durham Park; (c) the Duck Pond Field behind Trivette Hall; and (d) the open air amphitheater adjacent to Plemmons Student Union. These areas are designated are available on a first-come, first-serve basis for noncommercial speech or assembly unless otherwise scheduled. Any use of the Unscheduled Public Speaking Areas scheduled pursuant

to this Policy shall have priority over any unscheduled use. Therefore, person(s) or organization(s) interested in using any of these areas should check with the Information Desk in Plemmons Student Union to determine its availability and to avoid possible conflicts.

If public speaking or peaceful assembly will involve solicitation, provisions of the policy concerning solicitation must be complied with.

No sound amplification of any kind is permitted in the Unscheduled Public Speaking Areas, unless written approval has been obtained from the Vice Chancellor for Student Affairs or her designee.

Public speakers and those involved in peaceful assemblies must comply with all applicable laws and all applicable University policies. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest.

Public speakers and participants in peaceful assemblies may not call out to non-audience members or non-participants in the vicinity to request that they listen to the speaker or participate in a peaceful assembly.

All activities or events must be conducted in such a manner that members of the University community who are not participating in the activity or event may proceed with their normal activities. Visit <http://www.resourcemanual.appstate.edu/ADMOL1.htm> for the entire Free Speech and Peaceful Assembly policy.



General Room Usage Policy

It is suggested that all individuals in your organization be made aware of the following regulations concerning the use of classroom space on campus. Complaints from a housekeeper or departmental personnel concerning any individual in your organization not complying with these rules will result in: 1. a warning, 2. cancellation in building scheduled, 3. immediate cancellation of the meeting space on campus for the remainder of the semester for the entire organization. Note: *Academic functions will*

always take precedence over social functions with regard to room reservations.

1. One person in the organization should be responsible for insuring that all rules and regulations concerning room use are followed. It is advisable that this be the last person to leave the room.
2. No smoking in the classrooms. No candles, wax products or flammable devices are to be used in the classrooms.
3. No alcohol or controlled substances (illegal or legal drugs) are allowed at any time in any classroom. This includes beer, wines, or liquor; illegal or legal

controlled substances (including but not limited to: marijuana, crack cocaine, LSD, methamphetamine, speed, heroin, mescaline, diethylamide, opium, prescription or over-the-counter medications).

4. No food or drinks are allowed in the classrooms. If a special meeting is planned with refreshments, this is permissible under the condition that you notify Business Affairs, room 305, Administration Building, at the time your reservation is made. The person reserving the room will be responsible for the clean up and removal of all trash. There are garbage dumpsters located outside the buildings.

5. Moving tables and chairs—one of the main concerns with moving furniture located in the classrooms is the faculty coming in the next morning and having a rearranged room. The person reserving the room will be responsible for seeing that all desks and chairs are returned to their original position. If the furniture must be moved, please pick the pieces up as this will eliminate the floor being scratched.

6. As a courtesy to the students and other organizations meeting nearby, please keep the noise to a minimum while entering and leaving the building and during your meeting.

7. After your meeting adjourns, leave the building immediately.

8. Restrict your meeting to the room which was reserved for your organization.

9. Should a change in your meeting room be necessary, or you need to reserve additional space, go by room 305 in the Administration Building or call 262-2030 at least one week prior to the proposed reservation date.

10. The group representative must have a copy of the reservation present when using the scheduled classroom. You must go by Business Affairs, room 305, Administration Building to obtain a copy. If a group fails to provide the copy of the reservation, permission to use the room will be denied.

11. Rooms may not be scheduled for use after 10:00 p.m. Classrooms may not be scheduled for use on Fridays after 5:00 p.m., or any time on Saturdays and Sundays.

12. If cleaning supplies such as mops, brooms, dust pans, can liners, or cleaning cloths are needed, the group representative should contact Building Services (262-4048) between 8:00 a.m. and 5:00 p.m., at least one day in advance, so that housekeeping can provide the group with these items.

13. If you arrive to find the classroom and/or building locked, please call University Police (262-2150) and ask them to unlock the classroom and/or building.

Adherence to these regulations will make the process of room scheduling run smoother for everyone concerned. If you have any questions, call Business Affairs at 262-2030.



Student Union Room Usage Policy

Within the scheduling window, during April of each year, clubs and organizations may reserve one (1) 90-minute block of time per week for meetings and two (2) special events per semester. After the scheduling period elapses, additional 90-minute blocks of time for meetings and regular special events may be reserved by the organization. For more information regarding room usage policy, please contact the Scheduling Officer in the Student Programs Office located in Plemmons Student Union.

Meetings

1. Meetings may be held within the normal operating hours of 8:00 a.m. until 10:00 p.m.
2. Rooms for meetings will be assigned by the Student Union Reservation Manager according to the meeting's approximate number of participants, audio-visual needs and intended use.
3. Rooms scheduled for regular meetings will come with a pre-determined set-up. Moving furniture out of this designated set up may result in the organization's loss of scheduling privileges or fines.
4. Meeting activities of an organization should have a logical relationship to the function or mission of

that organization on the Appalachian State University campus.

5. Cancellation of meeting space must occur no later than seven (7) days prior to the scheduled date of use.

Special Events

1. Special events include the following activities:
 - (a) Social,
 - (b) Reception,
 - (c) Educational Function,
 - (d) and One Time Meeting.
2. Special events that include the following conditions must have prior approval from the Associate Director of Student Programs and may require a staffing fee:
 - (a) tickets sold at the door or in advance,
 - (b) begins or continues after normal operating hours,
 - (c) involves the use of Beer/Wine,
 - (d) involves entertainment (dancing, etc.), or
 - (e) catered food.
3. Cancellation of special events space requires a cancellation notice of no less than twenty-one (21) days to insure a refund of staffing or rental fees, if such have been charged to the organization.

Display Cases

Located on the first floor of the Student Union by the

West entrance, clubs and organizations are allowed to reserve a display case for two (2) two-week periods per semester. After the scheduling window elapses, an additional two-week period may be reserved.

Contact Tables

Located on the first floor of the Student Union across from Cascades Cafe, clubs and organizations are allowed to reserve a contact table for a five-day period twice a semester. After the scheduling window elapses, additional dates up to five days per reservation may be reserved. All materials must be removed from the reserved area by closing on the last day reserved.

Cancellation Policy

Failure to notify the Reservations Manager of cancellation regarding any facility space may result in suspension of scheduling privileges. Failure to cancel a reservation that requires a special set-up will result in a fee.

Social Events Facilities: Whitewater/Blue Ridge Ballroom

The Whitewater and Blue Ridge Ballroom are available for dances, parties and receptions to clubs and organizations properly registered with Appalachian State University. There is a flat rate fee for the use of each of these rooms based on whether the event is private, open to the public, or allows the consumption of beer or wine.

Scheduling the Facility for Socials

A student club or organization wishing to make a reservation should follow the listed procedures:

1. Inquire if the date is available with the Student Programs Reservation Manager. Inquire what the flat rate fee will be for your event.
2. Meet with the Reservation Manager at least two (2) weeks in advance of event dates to sign a social events contract, to discuss and review the event activities, and to make payment for the event.
3. A student club or organization may schedule three social events in the Student Union per semester.
4. Officers of the organization may cancel the scheduled program up to three weeks prior to the event without penalty.

Programming Hours for Social Events

These facilities will not be available for dances, parties or receptions during Final Exam Week.

In an effort to maximize the availability of the room for social functions, the Student Union has established the following program hours:

Monday-Thursday..... 8:00 pm - 12:15 am
Friday & Saturday..... 8:00 pm - 12:45 am

Rules Governing Alcoholic Use in the Facility

The facility is only available for use by registered and approved campus clubs or organizations. The sponsoring student organization and its members must be in

compliance with all Student Union policies governing the use of beer and wine. The facility is available only during designated hours and only when the University is in session. No student activities fee and/or monies collected by Appalachian State University may be used for the purchase of alcoholic beverages.

Only beer, wine and nonalcoholic beverages may be served in this area. When beer and wine are served at a function, ample alternative nonalcoholic beverages must also be available. At all functions involving beer/wine beverages, food stuffs and/or snacks of some type must be provided during the length of the program. Registration for the facility shall be on a first come, first served basis in accordance with the prescribed scheduling process. The sponsoring organization will be responsible for the control and supervision of its activity/program under the direction of the Student Union manager.

Legends Social Center

Legends is the designated facility for many programs sponsored by A.P.P.S., the university's student programming organization. ASU clubs and organizations may obtain a complete rental policy and schedule of availability by contacting the Reservation Manager in the Office of Student Programs at 262-3032.

Farthing Auditorium

Appalachian State University has adopted a policy for the use and scheduling of Farthing Auditorium. In general, potential users are classified in two groups: Class A, University Units and Class B, Non-Affiliated Organizations. Officially recognized student organizations presenting their own programs in conjunction with and under direct supervision of their advisor fall under classification A.

University Units will be given priority, provided their scheduling requests are submitted on an application form by April 30 of the year preceding the academic year in which the use is requested. Requests from non-University users will be taken on a first come, first served basis following May 1. Additional information and the rate schedule are included in the Farthing Auditorium Operations Manual. Copies of this manual and request for use forms are available from the Office of Cultural Affairs or from the Farthing Auditorium Manager (262-6372).

State Farm Field

Any recognized student club or organization wishing to use State Farm Field for an activity must schedule the event through the Intramural Office, and the function must be limited to organizational members and their guests. No ticket sales or consideration of any form is allowed in conjunction with the use of the field. Porta-jons may be required for rental for use on the field.



Web Site Development and Posting

This service is available only to recognized student organizations that are registered with the Center for Student Involvement and Leadership in accordance with approved University policies.

Recognized student organizations seeking this service must first contact staff in the Center for Student Involvement and Leadership to determine eligibility for site development along with insuring that the leadership of the organization understands and accepts the policies associated with maintaining Web sites. Further, it is important to understand that the University will not develop the Web site for organizations nor provide in-depth technical assistance in developing Web sites.

The development and design will be the responsibility of one member designated by the organization, who will ensure that content is compatible with the established guidelines. The designated student will develop the site on their personal user account and will then notify the Center for Student Involvement and Leadership. The Center will then review the site and determine if it is in compliance with established guidelines. If so, the Center will contact staff in the Information Technology Services and request that the organization be granted an official directory on the university server.

Once the Web site is uploaded to the official directory, the designated student will contact the Center once again, and the site will then be activated and linked to the University's Club and Organization Directory.

Policies for Development and Maintenance of Web Sites:

1. Only University recognized and registered student clubs and organizations are eligible to utilize University technology, services, and support in developing on-line Web sites.
2. Each Fall, as part of the club registration process, clubs must provide the Center for Student Involvement and Leadership with the name of a currently enrolled student who will serve as "Web Manager" for the site. This individual must maintain the site and be responsible for receiving and responding to all e-mail inquiries and comments made at the Web site. The "Web Manager" may not share his/her username and password with anyone so as to allow them access to the Web site directory.

3. Information contained on the Web site must be directly related to the club or organization's purpose. Clubs may not provide space on their Web site to organizations, agencies, companies, etc. which are not part of the University structure. Clubs may provide links to sites of interest or related organizations; however, those links must have their own URL.

4. Clubs and organizations may not have sponsor representation, etc. of or on their Web site by businesses, agencies, companies, individuals, etc.

5. Clubs and organizations may not engage in solicitation, such as but not limited to sales of items and materials, representation of businesses and companies, and donation of funds unless specifically approved by the Center for Student Involvement and Leadership. All requests to include such on a Web site must be made in writing and approval received in writing before inclusion on the Web site.

6. Clubs must maintain current content and information on their Web site and failure to do so will result in revoking access privileges.

7. All Web sites must maintain an e-mail address to the designated student Web Manager for interested parties to respond to or send correspondences.

8. Clubs and organizations are not permitted to have a chat room or chat room type sites attached to web sites served by the university.

9. Clubs and organizations who fail to reregister with the University in accordance with University policy will have their Web site access/privileges revoked.

10. Clubs and organizations that violate University policies and procedures may have their Web site access and privileges revoked as part of the disciplinary process.

11. Individuals who violate University policy may be subject to punishment under the judicial code.

The University is not responsible for content of web sites, so long as these sites meet the guidelines contained herein. Organizations and clubs are expected to recognize that these sites are accessible by users of all ages and that information should reflect the organization's purpose, educational relationship to the University, and an appreciation of a pluralistic community.

As an educational institution, Appalachian State University recognizes the value and importance of providing recognized student organizations the opportunity to utilize technology in the support of their mission. Further, this is a service provided by the University at its pleasure and within its resources. This service can be changed, modified, denied, or revoked at any time at the discretion of the University.



Food Preparation and Usage Policy

A. On-Campus Catering.

The Food Services Department offers a full line of catering services ranging from special functions scheduled in the campus dining facilities to special

occasion items. These services are available to students, faculty and staff of the University who order such services either for receipt of catered items at the Food Services Department for consumption elsewhere, or for the provision of such services at one of Food Services facilities, or other campus location as arranged. Requests for catering services should be made to the Office of the Director of Food Services (262-3061). North Carolina purchasing and contract guidelines must be followed anytime University funds are involved. Any food purchased from a University departmental budget must conform to these guidelines and can only be made with prior approval for payment of catered food from funds within the University's State Appropriation's Budget. Clubs or organizations are permitted and may receive authorization to contract with a licensed catering service for private (no sales on site) functions which are limited to members and/or guests of the organization. If the function is to take place on campus, a special campus catering permit must be scheduled or a contract can be executed.

B. Catering Permit.

Any recognized student, faculty or staff organization must secure a campus catering permit from the Office of Business Affairs prior to scheduling or contracting any activity that includes the serving of food not prepared by the University Food Services Department. This permit must be displayed by the vendor. Unauthorized private vendors in violation of this policy will be required to comply or vacate the campus.

B. Catering Policy.

The Plemmons Student Union adheres to the ca-

tering policies that are outlined by the University's Food Services operation. The Student Union will be responsible for all catering room set-ups. Banquet meals will be available only in the *Grandfather Mountain Ballroom*, *Blue Ridge Ballroom* and the *Roan Mountain Room*. Cold sandwiches, deli trays, coffee, etc., are available in all rooms. Individuals may have food and beverages in any room, except the *AT Computer Lab* or the *Life Fitness Center*.

Set-up Time Requirements:

1. ASU Food Services requires 2-3 hours set-up time for a served banquet.
2. PSU staff needs a minimum of 1 hour for served banquet set-up time

Events where food is offered must follow the following guidelines:

1. Food **MAY NOT BE SOLD** during any event, unless University Food Services prepared and provided the catering.
2. Organizations may offer food (prepared by group or by outside caterer) only if:
 - a. Tickets have been pre-sold in advance of the event. Tickets may not be sold at the event site prior to or during the event.
 - b. Voluntary donations may be taken at the entrance of the event.
 - c. Food is offered to the public for free.
3. If the sponsoring organization has an outside caterer provide the food, the organization must have an approved *Catering Permit* from Business Affairs prior to the scheduled event - as well as an Outside Caterer permit form approved from the Department of Student Programs. Food may not be prepared inside any meeting room.



University Speaker Policy

Any recognized club or organization wishing to bring a speaker to campus, must first meet with the Director of

the Center for Student Involvement and Leadership before planning the program. The organization must secure the facility prior to inviting the speaker to campus. Any non-student group that wishes to sponsor a public speaker must contact the Office of Student Development before planning the event.



University Amplified Sound Policy

It is unlawful for any student or group of students to make unapproved use of moving or stationary sound systems on campus in such a manner as would disrupt or disturb the normal functioning of the University. As with any activity, the proposed event should be registered with the Center

for Student Involvement and Leadership. An organization may pick up an Amplified Sound Policy request form from the Center for Student Involvement and Leadership or from the Student Development office. Upon submitting a request in writing to the Office of the Vice Chancellor for Student Development, a final decision will be made on the request.



Boone Noise Ordinance Provisions

Section 1. Statement of Policy.

It shall be unlawful for any person, firm or corporation to make, continue, or cause to be made or continued any excessive, unreasonable or unusually loud noise or any noise which annoys, disturbs, frightens, injures or endangers citizens within the corporate limits of the Town.

Section 2. Noises Prohibited.

The following acts, among others, are declared to be loud and disturbing noises in violation of this ordinance, but said enumeration shall not be deemed to be exclusive, namely:

- A. Horns, Signaling Devices, etc.
The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle, except as a danger signal, so as to create any unreasonable loud or harsh sound, or the sounding of such device for an unreasonable period of time, or the use of any siren upon any vehicle, other than police, fire or other emergency vehicle or equipment.
- B. Radios, Phonographs, etc.
The using, operating, playing or permitting to be played, use or operation of any television set, radio receiving set, musical instrument, phonograph, sound amplifying device or other machine or device for the producing or reproducing of sound in such a manner or with such volume as to annoy or disturb the neighboring inhabitants or any person in any dwelling, motel, hotel or other type of residence.
- C. Yelling, Shouting, etc.

Yelling, shouting, whistling or singing on the public streets, particularly between the hours of 10 p.m. and 7 a.m. or at any time or place in such manner as to annoy or disturb the neighboring inhabitants or of any persons in any office, dwelling, motel, hotel or other type of residence, or of any persons in the vicinity.

- D. Animals, Birds, etc.
The keeping of any animal or bird which, by causing frequent or long continued noise, shall annoy or disturb any person in the vicinity.
- E. Defect In Vehicle or Load.
The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such manner as to create loud grating, grinding, rattling or other noise.
- F. Loading, Unloading, Opening Boxes.
The creation of a loud noise in connection with loading or unloading any vehicle or the opening and destruction of bales, crates and containers.

Section 3. Owner's Responsibility.

The owner of every premise shall be responsible and liable for the actions of his/her tenants and their guests when such actions violate this ordinance. This shall in no way relieve such tenants or their guests from liability for any violations of this ordinance.

Section 4. Permit to Exceed.

A person or group of persons shall be exempt from the provisions of Sections 1 and 2 hereof upon obtaining a "Permit to Exceed" from the Town. To obtain a "Permit to Exceed" see the Town Manager and he/she will set guidelines for the permit.



Signs and Banners at Athletic Events

Signs and banners are encouraged to be displayed at athletic events as long as they are presented in good

taste and pertain to the activity taking place. Hanging materials which only promote the club or organization would not be allowed.

For information in regards to when the signs and banners can be placed for viewing call the Associate Director of Athletics at 262-4010.



State Vehicle Usage Policy for ASU Clubs

Recognized Appalachian clubs and organizations may use University assigned state vehicles for approved activities and programs when the following guidelines are met:

- A. The club or organization is fully recognized by Appalachian and is currently in good standing with no outstanding University debts.

- B. The president (or organizational equivalent) of the club or organization has submitted a request form.
- C. The proposed travel is compatible with the purpose of the organization and the educational mission of the University, along with a "Request for University Vehicle Usage" form, to the Student Services Coordinator for the Center for Student Involvement and Leadership **at least 10 working days** prior to the

- scheduled date of the proposed trip.
- D. The car or van will be used to support an event occurring on campus or in the Boone community. Vans are available for other purposes outside the town of Boone if the organization hires a driver from ASU motorpool or a faculty advisor is in attendance. If the organization would like to consider the use of a van outside these guidelines, stop by the Center for Student Involvement and Leadership. Decisions will be made case by case.
 - E. All designated drivers must be full-time or part-time employees of the University. A full-time faculty advisor or administrative staff member must be accompanying the group on the trip and riding in the vehicle. Student organizations may request an exception to this policy from the Director of the Center for Student Involvement and Leadership or his/her designee.
 - F. The club or organization agrees to abide by all policies and procedures applicable to the use of University assigned state vehicles.
 - G. The University vehicle will be used only for the ap-
- proved activities and programs that are educational in nature and not for private purposes or entertainment.
 - H. The club or organization makes a prepayment to the CSIL Office Manager equal to the projected mileage charges for the trip (any difference between actual mileage/hourly charges and the prepayment will be refunded to or paid by the club or organization).
 - I. The Appalachian Motor Pool has a University vehicle available for use by a student club or organization.
 - J. Approval to use a University vehicle is obtained through the CSIL Office Manager, who in turn will be responsible for obtaining travel approval through regular administrative channels. Approval will be granted based upon the preceding conditions and the nature of the proposed travel being compatible with the purpose of the organization and the educational mission of the University.
 - K. Organizations must adhere to all state and University policies.



University Bus Usage Guidelines

Appalachian State University provides recognized student organizations the opportunity to reserve a University bus for transportation of participants to and from a recognized student group program. The use of a bus is a privilege reserved for recognized student clubs and organizations and is subject to compliance with the following guidelines.

Scheduling and Cost

- A. A "Request for Bus Usage" form must be obtained by the organization president or social chair from the CSIL Student Services Coordinator. At the time the form is completed and returned to the CSIL office, the office manager will call and attempt to reserve the bus with the University Motor Pool.
- B. Completed forms and prepayment must be submitted to the CSIL Office Manager **at least 10 working days** prior to the event.
- C. The fee for the bus is based on a per-mile charge or per-hour charge (whichever is greatest). At the time a bus is reserved, the requesting organization will write an organizational check based upon total projected miles or hours. If the actual cost exceeds the prepayment, the organization will be billed the difference or refunded any excess. (Current rates by mile/hour may be obtained at the CSIL office.)

General Operation

- A. The requesting group must designate specific beginning and ending dates and times for the service. The bus will be available for service only within this

- specified time.
- B. Specific pickup and departure points must be designated at the time of the request. The bus driver will not alter from these points.
- C. At the time of the request, the organization will submit the names of specific individuals who will be designated to work with the bus driver to monitor member usage. Specifically these people will:
 1. Insure member/participant compliance with safety and behavioral expectations;
 2. Monitor boarding and departing of members;
 3. Inform the driver of the "last trip";
 4. Pick up excess litter on the bus;
 5. Address problem situations; and
 6. Assist the driver as directed.

Behavioral Expectations

- A. All passengers must remain seated.
- B. Excessive noise and/or shouting is not permitted.
- C. No littering.
- D. Extend normal courtesy to the driver and passengers.
- E. No intoxicated persons will be permitted to ride the bus to a function.

Alcohol Related Programs

- A. Alcoholic beverages are not permitted in state vehicles therefore groups requesting vehicles for programs involving alcohol must make other arrangements for transportation of alcoholic beverages.
- B. No kegs or coolers permitted.
- C. No open containers or bottles with broken seals will be permitted.

- D. The function for which the bus is used must:
1. Be a BYOB activity;
 2. Alternate non-alcoholic beverages provided;
 3. Have food provided;

4. Use the bus as primary mode of transportation; and
5. Comply with all federal, state and local laws as well as University guidelines.



Post Office Regulations

- A. Each club or organization must rent a mail box in order to have mailing privileges.
- B. Box rent is \$16.00 per calendar year. A notice of payment due will be placed in the box at the appropriate time. If the annual payment is late a charge of \$10.00 will be added.
- C. Mailings to student boxes must be approved by the Center for Student Involvement and Leadership on P.O. Form 16 and must follow USPS guidelines in terms of size.
- D. Mailings must be in box number order.
- E. A 7 day lead time must be allowed for large mailings.
- F. The complete return address including ASU box number must appear on each piece of mail.
- G. One mailing per month will be allowed for mailings to membership. One mailing per semester will be allowed to all students.
- H. The piece being mailed must be related to the goals and mission of the organization.
- I. No advertising will be allowed for outside firms without payment in advance for each piece of mail. No combining of mailings will be allowed. For information and price per piece, call the postal supervisor at 262-2242.
- J. Check boxes on a regular basis.



Advertising Policies

Unlawful Posting Of Advertisement: (GS 14-145) Any person who in any manner paints, prints, places or affixes, or causes to be painted, printed, placed or affixed, any business or commercial advertisement on or to any stone, tree, fence, stump, pole, automobile, building or other object, which is the property of another without first obtaining the written consent of such owner thereof, or when in any manner paints, prints, places, puts or affixes, or causes to be painted, printed, placed or affixed, such an advertisement on or to any stone, tree, fence, stump, pole, mile-board, milestone, danger-sign, danger-signal, guide-sign, guide-post, automobile, building or other object within the limits of a public highway, shall be guilty of a misdemeanor and shall be fined not exceeding fifty dollars (\$50.00) or imprisoned not exceeding 30 days. (Ex. Sess. 1924, c. 109.) The individual or group is also subject to University sanctions.

Advertising in the Student Union

The Plemmons Student Union recognizes the importance of advertising to the success of a clubs program. To assist clubs with advertising while maintaining an environment in the Union that is pleasant and conducive

to learning, the following policies are in effect:

1. The Union has lighted oak cabinets available for the display of your ads. They are available in the University Bookstore and the Solarium lobby.
 - a) Two advertisement fliers may be given to the attendant at the Information Desk for posting in the cabinets.
 - b) The fliers or handbills should be 11X17 inches or smaller.
 - c) Advertising will be posted on a space available basis by the Union staff for seven (7) days prior to an event.
2. Display cases are available on the first floor of the Student Union for club use and can be scheduled according to the policies outlined by the Student Union.
3. Posters and advertising on bulletin boards outside of the Student Union are limited to recognized clubs and University organization activities and only one poster, flier, etc., not to exceed 14 x 17, may be posted on each board.
4. Individual students are able to advertise items for sale on the designated board in the Student Union and may do so by submitting information to the Information Desk attendant.



University Poster Policy

Posters, banners and signs are to be placed only in ap-

proved areas in University buildings and around campus. It is unlawful to post materials on any surface other than approved bulletin boards, kiosks, or other areas designated on campus. It is not lawful to post materials on cars, trees, buildings, painted surfaces, glass, etc. Additionally,

duct tape is not permitted to be used to affix materials to surfaces. Paint and chalk are not permitted outside the tunnels which run beneath Rivers Street. This helps to insure that the campus doesn't become littered as we try to maintain the beauty of our campus. Club name and sponsorship must be visible on all posters, flyers, signs and banners.

There are a limited number of bulletin boards and approved areas on campus. Clubs may only place two posters, flyers, signs etc. for each event on each bulletin board. Clubs and organizations CANNOT cover an entire bulletin board with flyers, signs for their event. Clubs are not permitted to place posters/fliers on bulletin boards which are clearly designed for use by University departments or agencies. You are advised to contact the appropriate supervisor in each building before posting a sign. Each club is responsible for removing the fliers and posters

within three days after the event has occurred. Failure to comply with the above policies will result in disciplinary action through the Club Council Judicial Process.

Student Union Poster Policy

Posters and fliers are allowed to be hung on bulletin boards outside the Student Union. Posters should not exceed 14 x 17.

No posters will be approved for display on building supports or any building wall surface, inside or out, and all other surfaces including glass, brick, concrete, or wood. It is not lawful to post materials on trees, buildings, painted surfaces, glass, vehicles, etc.

Poster policies related to campaigning for office in Student Government are available from the Student Government election committee. All candidates must adhere to these policies.



Solicitation and Fund Raising

Recognized student organizations are permitted to fund-raise or engage in other forms of solicitation, as defined by the university, in accordance with existing University policies governing such activities. Individual students and non-University affiliated entities are **not permitted to solicit or engage in fundraising** on campus unless sponsored by a recognized student organization and wherein that organization takes sole responsibility for the solicitation or fundraising activity unless otherwise permitted under existing University policies. Student organizations sponsoring non-University entities must receive a minimum of 15 % of any sales.

Organizational events occurring off-campus must abide by all laws and policies of the State of North Carolina, Town of Boone, and Appalachian State University in order for the organization to solicit for the event on-campus.

Recognized student organizations or entities seeking or obtaining permission to engage in solicitation or fundraising in University facilities or in property owned by the University must comply with the following:

- (1) The solicitor must qualify under the provisions

above, must obtain co-sponsorship if non-University-affiliated, and must seek and obtain authorization and scheduling from the specified University office or officer;

- (2) The solicitor seeking permission to solicit must contact, and provide all requested documentation and information to the appropriate University office or officer, as specified at least five (5) working days prior to the proposed activity;

- (3) The solicitor must accept and acknowledge understanding the University policies governing use of University facilities including but not limited to:

- (a) Solicitation must occur only at the approved location;

- (b) Solicitors may not call out to or ask individuals in the vicinity of the solicitation to participate or respond to the solicitation;

- (c) Solicitors who have been approved and properly scheduled for space for solicitation must prominently display their solicitation permit;

- (d) At the outset of any contact with the University community, solicitors must clearly disclose, describe, or identify: themselves by name and/or the name of their organization; the purpose and intended beneficiary of their solicitation; and any affiliated persons or entities for or with which they engage in solicitation.

- (e) Solicitation is limited in duration according to individual facility rules but never to exceed ten (10) working days per semester.



Club and Organization Funding Policies

Fund-raising Policy

Organizations have access to funds in four ways: (1) collecting dues from members, (2) creating a fund-raising activity, (3) requesting an allocation from the Club Council, and (4) co-sponsoring a program with A.P.P.S. Policies regarding the latter three are outlined below:

Organizations planning solicitation or fund-raising activities on campus must register that activity with the Center for Student Involvement and Leadership BEFORE beginning the activity or attempting to reserve a location and schedule the activity with the appropriate University facility manager (See Solicitation Form, Appendix B). The CSIL will provide students with a solicitation card which must be prominently displayed at the solicitation site. Off-campus activities must meet the approval of participating local merchants and be in compliance with

local ordinances and state laws.

1. Recognized student clubs and organizations may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the written permission of the Director of the Center for Student Involvement and Leadership or designee. University-affiliated organizations may conduct the same type of fund-raising events with the approval of the vice chancellor. Approval shall be granted by the appropriate vice chancellor or designate only if all of the requirements of this policy are met and provided that the affiliated group agrees to all of the following special conditions:

a. The primary purpose of such fund-raising shall be to raise money for the benefit of the affiliated group, the University community, or for the benefit of a charitable group sponsored by the affiliated group.

b. All fund-raising activities for such events shall be conducted by members of the affiliated group. Specifically, no representative or agent from the company whose goods or services your club is promoting may be present at the sale. Organizations may request exemption from this only for the following reasons: technical or educational expertise required for the sale which members of the group may not be able to provide (i.e. computer demonstrations/sales, portraits). Any and all sales must be conducted by club members and no one may be present at the table or area except club members. The University reserves the right to limit the type of fundraiser that organizations are permitted to conduct on campus. Fundraising is a privilege granted to recognized groups and therefore those privileges may be limited in type or scope.

For example, credit card solicitation is not permitted on campus.

c. The fund-raising promotional materials used by the affiliated group may acknowledge the assistance or contribution of a non-University affiliated group, but no promotional material or activity shall be conducted in such a manner as to establish or extend to a non-University affiliated group the benefits established for University-affiliated groups.

d. In multi-group fund raising, each participating group shall be required to comply fully with this policy.

e. When fund-raising events are held, the sponsoring organization may be required to reimburse the University for custodial services and other direct costs. Such reimbursement to receipt-supported areas may be in the form of a user fee. The director or dean responsible for the facility to be used shall make this judgment, subject to review by the appropriate vice chancellor or director.

f. The University reserves the right to audit all proceeds from fund-raising events conducted on campus by recognized student clubs and organizations or University-affiliated organizations, and to disapprove any contract.

g. No University-affiliated organization will

enter into a contract with an individual agency or corporation except under established University procedures.

2. The following policies and procedures apply to events by recognized student clubs and organizations conducting fund-raising events on-or off-campus:

a. Only recognized student clubs and organizations can solicit from students on campus.

b. The sponsoring club or organization is responsible for compliance with all University rules, local ordinances and state laws governing solicitation.

c. All on-campus solicitation by recognized student clubs and organizations must be registered with and be approved by the Center for Student Involvement and Leadership one week (five working days) in advance. A fund-raising form available in the Center for Student Involvement and Leadership and Student Programs (See Appendix B) must be completed and approved by CSIL to register any fund-raising event.

d. A solicitation activity may not exceed a two consecutive week time period (ten school days).

e. Solicitation for funds by recognized student clubs and organizations may take place only in the following areas on campus with permission: Student Union, academic buildings, residence hall lobbies, cafeteria lobby, post office, Varsity Gym lobby, Kidd Brewer Stadium (outside entrance gates) and Sanford Mall.

f. The Center for Student Involvement and Leadership will not approve any request that includes door-to-door solicitation in the residence halls.

g. Solicitation in classroom building lobbies is prohibited unless it is approved by the Vice Chancellor for Academic Affairs or designate, or the appropriate academic dean responsible for the facility.

h. No individual student will be allowed to solicit for profit except through the use of the Student Union Information Board. Students may use this space to advertise the sale of used personal items.

i. Any recognized student organization that violates this solicitation and fundraising policy will be subject to disciplinary action in accordance with the judicial procedures. Any individual will be subject to disciplinary action in accordance with the Code of Student Conduct.

j. The Center for Student Involvement and Leadership will provide operating procedures and other information regarding fund-raising and soliciting by recognized student clubs and organizations.

k. Because of the necessity for the Appalachian Popular Programming Society (A.P.P.S.) to collect and solicit funds from students on a regular basis, this organization shall function under University policy within the guidelines established for the Plemmons Student Union.

l. Regarding raffles, a group must qualify as a non-profit organization. A maximum of two raffles per year are allowed by law for non-profit groups. Groups must meet all conditions of current state law including maximum prize value.

m. If the fund-raiser involves selling t-shirts, the t-shirt design **must** be approved by Athletics if "Appalachian State University", "ASU" or the Appalachian logo is in the design. The design should be approved before the t-shirts are printed. Call 262-6554.

n. The approved solicitation form must be prominently displayed at the solicitation site.

3. Nothing in this section shall be construed to prohibit the governing body of a residence hall or A.P.P.S. from authorizing and conducting the sale of refreshments in connection with residence hall or A.P.P.S. program activities, such as a special social or athletic event, for the purpose of providing refreshments at cost.

4. All groups must adhere to Facility Usage Policy.

Club Council through the Student Activity Fee has monies available for recognized student clubs to assist them in participating in relevant educational co-curricular programs. These monies are available only to assist a club in executing or participating in an educational program which would benefit its members and Appalachian State



Tunnel Painting Policy

For Registered Clubs and Individuals

Appalachian has for some time allowed both student organizations and individual students the opportunity to promote themselves and their programs by painting in the tunnels that run beneath Rivers Street. Policy HAS ALWAYS limited painting to the tunnel walls and ceiling only and painting was not to extend beyond the wall under Rivers Street. Painting is not permitted on the floor, steps, the walls going up the steps, railings, or outside the tunnels. Appalachian has tried not to concern itself with the content in the messages so long as it does not conflict with university policy, state or national laws. Students have generally followed these guidelines, but in recent years problems have arisen.

The University is seeing an increase in vandalism in the form of painting on and around campus. In most cases, student organizations are in violation of university policy through painting outside the tunnel, the railings, floor, and in other areas beyond the designated tunnel walls. The results have included individuals getting paint on themselves, defacing public property, and in some cases risking the safety of others. It is important to understand that individuals and organizations do not have the right to "protect" their information on tunnel walls. In some cases groups have attempted to do so through intimidation or by placing people in the tunnel which have resulted in fights or arguments among students. At the same time, as a civil community it is important to respect the work and effort that groups put into painting and not to paint over their work just to be spiteful.

The purpose here is to advise you and your members of current policy regarding the painting of the tunnels. All painting must be limited to the walls within the tunnels and the tunnel ceilings and cannot extend to the walls going up the steps, the flooring or steps themselves, the railing, or the areas beyond the tunnels. Second is to request your assistance in addressing the issue of vandalism on campus in the form of painting or tagging. If you observe other groups or individuals engaging in this illegal activity outside of the tunnel, please contact University Police at 262-2150. The third purpose is to request that you and your organizations understand that

painting the tunnel does not insure sole access to its use for a period of time and others may indeed paint over your information. But, also to request that groups whenever possible respect the work of others. Please be advised that should organizations or individual members create a problem through their actions, the group and individuals can both be held accountable through the University judicial processes.

One final note regarding this issue. At times there has been concerns expressed about the content of some of the materials painted on the walls. While almost never is it attributable to a student organization, please be advised that various people utilize the tunnels to cross under Rivers Street. This includes students, faculty, visitors, children and numerous others. Please attempt to keep your comments and artwork appropriate for all users of the tunnels. Also, if you find materials particularly objectionable or what you consider a violation of University policy, you can contact Ms. Susie Greene, the Associate Vice Chancellor for Student Development and Dean of Students, at 262-2060. While this will not necessarily result in a University response, it will help keep the University informed when problems arise.

Thank you for your assistance in following policy regarding the tunnels and in addressing the larger issue of graffiti on campus. Please contact the Center for Student Involvement and Leadership at 262-6252 if you need further information.

Tunnel Policy: Painting is ONLY permitted on the tunnel walls and tunnel ceiling under Rivers Street. Painting IS NOT permitted on the floors, steps, railings, walls leading out of the tunnels, or the areas outside the tunnels. Light fixtures within the tunnel are not to be painted. Painting the tunnels DOES NOT insure your artwork or announcements for a period of time. When painting the tunnels, recognize that various individuals utilize the tunnels and try to make information appropriate to all.



Allocation Policy

Criteria for an Allocation:

1. The student organization must be officially recognized by the University through approval of the Club Council and registered with the Center for Student Involvement and Leadership;
2. The organization must be following their purpose as prescribed in their constitution and by-laws;
3. Organizations may request up to \$475 for the academic year.
4. Organizations may choose to request the entire amount for an educational program(s) as outlined below or may choose to request money for the following three categories:

Educational programs:

- a. The program must be educational and relate to the club's purpose.
- b. Educational programs are defined as seminars, conferences, workshops, informative literature, etc. which will give members and the campus community new insight.
- c. The money is not available for sporting events or athletic competitions and meetings of only social intent
- d. The event must be held at ASU and be open to the ASU community.
- e. The event must be publicized campus wide.
- f. Printing must be in the form of an educational flyer, brochure, i.e. AIDS Awareness. **(A copy of the printing must be attached to your allocation form.)**
- g. Printing money is available for flyers or posters advertising the event. (A group may only receive up to \$50.00 for this.)
- h. Speaker money is available for speaker fee (up to \$200.00), food (\$6 breakfast, \$8 lunch, \$16 dinner), hotel (up to \$60 a night), and travel (.20 a mile or airfare whichever is less.) *Money is not available to pay a speaker who is an employee of ASU.
- i. Money is not available for food, except in situations where the food is the educational event, i.e., international food festival.
- j. Money is not available for renting facilities on campus.
- k. Money is not available for gifts or plaques.
- l. Money is not available to seed fundraising efforts.

Educational Travel:

- a. Travel monies are available to organizations wishing to attend conferences, workshops, and seminars.
- b. Travel monies are not available for travel within Boone.

- c. Monies may be used for registration fees, transportation, accommodations, or subsistence for conferences and workshops. **(A copy of the conference form must be attached to the allocation form.)**
- d. The money is not available for sporting events, athletic competitions, and meetings of only social intent.
- e. The program must be educational and relate to the club's purpose.
- f. Groups may receive a maximum of \$200.00 per year for travel.

Service Project Allocation

- a. The program must be service in nature and consistent with the purpose of the organization and proceeds must go to the individual or organization for whom the project is directed.
- b. The money is available for supplies necessary and directly related to the project but money is not available for service outside the region, gas or mileage, or for food for members.
- c. Student organizations can work with the ACT Office in planning programs or on their own.
- d. Money will not be provided for direct donations to an individual, agency, or causes.
- e. Money is available to support a recognized student organization's effort to engage in service to the region.
- f. A maximum of seventy-five dollars (\$75.00) is available to support student organization in a service effort per year.

4. The club should try and fund the majority of the activity themselves, provide evidence of its contribution through receipts, bank statements, etc. The organization must disclose all direct or indirect financial support for their activities if asked to do so. Individual club members are expected to absorb part of the cost of any educational trip;
5. The club or organization must submit an allocation request form demonstrating how the program/event will benefit the club and campus (See Appendix D);
6. The full club must have been in existence for a minimum of one semester and show that they have been contributing productive programs to themselves and the institution;
7. The club may not receive total funding of more than \$475.00 altogether in one year;
8. University-funded organizations are not eligible for funding through the Club Council.
9. All funding requests must be submitted at least ten (10) days prior to the last day of classes.
10. All requests must be received prior to the event for which money is requested.
11. Organizations will be asked to attend a Club Council meeting to justify and discuss their request for an allocation.



A.P.P.S. Club Shows Co-Sponsorship

University recognized clubs/organizations may co-sponsor an event with the Appalachian Popular Programming Society (APPS), with the exception of the APPS Concerts Council.

- a. If an organization puts up a percentage of the Entertainment/Advertising expenses, revenue from ticket sales will be split using the same percentage.
- b. Co-sponsoring of an APPS event offers

shared campus publicity and recognition of the event.

- c. Co-sponsoring group is expected to promote the event within their organization and on campus.



Alcoholic Beverage Policies

The Appalachian Alcohol Policy

Under North Carolina State Law, it shall be unlawful for any person under the age of 21 to possess or consume any alcoholic beverages that contain more than one-half of one percent (1/2 of 1%) of alcohol by volume. Those 21 years of age and over are permitted to possess and consume alcoholic beverages of any kind in accordance with all state and University policies and regulations. According to the Appalachian State University policy, only students 21 years of age and over are permitted to consume alcoholic beverages within the confines of their own residence hall rooms or a residence hall room in which they are invited guests. (The number of occupants in a student room at any given time must not exceed eight persons whether or not alcoholic beverages are present). This is the only place on campus, other than officially designated areas, that students of legal age (21 years of age) are permitted to possess or consume alcoholic beverages. Beer and unfortified wines are the only alcoholic beverages approved for consumption. Public display of open alcoholic beverages is not permitted on Appalachian's property unless otherwise approved by the University. Common use containers including, but not limited to kegs, beer balls, beer bong, etc. are not permitted on university property. Possession and carrying open alcoholic beverages from room to room, floor to floor, or any other residence hall public area is prohibited. The scheduling and supervision of events where alcohol is present in specially designated University areas must be in accordance with the policies and guidelines established by the University community. Specific regulations and guidelines are available in the Appalachian Alcohol Booklet which can be requested at the Office of Student Development on the first floor of the Dougherty Administration Building.

Solicitation and Alcoholic Beverages

The State ABC Board through interpretation and case

law has developed a strict policy regarding admission charges of any form to programs at which alcoholic beverages are being served. Any form of admission charge, whether direct cash payment or other forms of indirect admission, is strictly prohibited and considered a form of sales. This includes, but is not limited to, so called "voluntary" donations, ticket sales (advance and at-the-door) and other admission charges designed to defray the program cost. According to current interpretation by the State ABC, a group cannot claim that the admission fee is going to pay for a part of the program other than the alcoholic beverages (e.g. the band, food, hall rental). This is the interpretation even if the sponsoring group can show through its accounting system that no monies collected were used to pay for alcoholic beverages. Therefore, under present State ABC Guidelines, it is unlawful to charge an admission of any form to a program at which alcoholic beverages are being served.

Approved Guidelines for Events Where Alcohol is Present or Served

All Appalachian activities, events and programs on University property where alcohol is present must comply with the following guidelines:

- A. Only recognized clubs, organizations and officially sanctioned activities may use University facilities for events with alcohol.
- B. An Identification system (e.g. stamp, colored wristbands, etc.) must be in place at the event to identify those of age to drink legally.
- C. Individual maximum ounce limitations per event are as follows: 72 ounces of beer; 26 ounces of wine.
- D. A proportionate amount of alternative beverages must be available at each event for the number of those who cannot legally drink and for those who choose not to drink alcoholic beverages.
- E. A reasonable amount of food products (based upon number of participants) must be served or available at all events.
- F. Advertisement of events where alcohol is to be present must publicize only the theme or purpose

of the event not the alcoholic beverages. Advertisement must also comply with the provisions of the Appalachian Solicitation Policy.

- G. Adequate restroom facilities are required and must be in close proximity to the event.
- H. The need for security arrangements for these events is to be determined by the facility management (i.e. appropriate scheduling officer) and the sponsoring group prior to the event.
- I. Alcohol above 14 percent in alcohol content is not permitted at any University activity, event or program unless approved by the appropriate vice chancellor.
- J. It is the responsibility of the University departments, sponsors, and/or the advisors to inform those who are coordinating the managing events, programs and activities where alcohol is present of the organizational and individual legal liabilities, and responsibilities of the provisions of the Appalachian Alcohol Policy and related guidelines.

Note: Additional guidelines may be given for specific areas.

Guidelines for University Clubs and Organizations Sponsoring Off-Campus Events Where Alcohol is Permitted

These guidelines will assist in planning safe, fun events which minimize risks for both the patrons of those events and the sponsoring organizations. (The Interfraternity Council and the Panhellenic Council have both adopted policies which govern their organizations and which in many cases go beyond the guidelines listed below.) Any further information can be obtained by contacting the Center for Student Involvement and Leadership (262-6252).

- 1. All groups abide by all applicable laws and policies of the State of North Carolina, Town of Boone, or Appalachian State University.
- 2. Drinking games or other activities which encourage excessive consumption of alcohol must not be tolerated.
- 3. Any function that is planned or has the potential to be held outside should provide organized, adequate parking; sufficient security to manage the event; and sufficient bathroom facilities. Unrestricted access by uninvited guests must not be permitted.
- 4. Sponsoring organizations must designate nondrinking members as individuals with responsibility for the overall management of the event.
- 5. Sponsoring groups must select nondrinking individuals to supervise the distribution of alcohol and to prevent persons who are deemed intoxicated from consuming any additional alcoholic beverages.

- 6. Common containers, such as kegs, are prohibited.
- 7. Groups are encouraged to have their functions at facilities which will assist in taking responsibility for ensuring compliance with the University Alcohol Policies (e.g., Legends, Plemmons Student Union, local hotels, restaurants, etc.).
- 8. Groups must have a security guard check the identifications of all guests. Individuals who are old enough to drink must be easily identified through the use of hand stamps or a wristband system.
- 9. A strict limit must be set on how much alcohol can be brought into a function as well as how much can be consumed by each person.
- 10. Keys must be collected from all participants as a means of discouraging drinking and driving. Sponsoring groups must consider providing transportation from the function.
- 11. Exiting patrons must be encouraged to walk in groups or to call the Mountaineer Escort Service if they are within the escort service coverage area.
- 12. Adequate fire protection must be available in the scheduled facility.
- 13. Adequate restroom facilities that are clean and well-stocked with toilet paper must be available.
- 14. Organizations are encouraged to sponsor comprehensive alcohol awareness workshops for all members.
- 15. Anyone observed intoxicated must not be permitted to consume or obtain additional alcoholic beverages.
- 16. Organizations must meet with the facility manager to review event policies and procedures prior to the function. A signed contract for the facility must be obtained outlining hours of operation, applicable costs, and specific statements of responsibility for damages resulting from the event.
- 17. Organizations must make sure that whatever structures will be used (e.g., stairs, floors, decks, etc.) are of solid construction and can withstand sufficient stress.
- 18. Graphics illustrating alcohol use, sexism, or racism and/or slogans implying alcohol abuse, sexual abuse, or racism are prohibited on all posters and advertising for the event.
- 19. Open parties are prohibited and are defined as functions with unrestricted access by nonmembers and with no specific invitation and/or guest list. Methods

must be in place to assure there is no unrestricted access by nonmembers.

Greek Social Programming Guidelines

The following guidelines for social programming were unanimously approved by the Greek Presidents Council, the Interfraternity Council and the Panhellenic Council. Failure to comply with these policies will result in disciplinary action through the Greek Councils judicial process.

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official sorority/fraternity event, or in any situation sponsored by the chapter, must be in compliance with any and all applicable laws of the state, county, city and University.
2. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
3. No chapter members collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor.
4. Possession, sale and/or use of illegal drugs or controlled substances at any chapter house, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.
5. No chapter may co-sponsor any event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of its gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
7. All recruitment activities associated with any chapter or its entities must be non-alcoholic.
8. Graphics illustrating alcohol use, sexism or racism and/or slogans implying alcohol abuse, sexual abuse, or racism shall be prohibited on all posters, t-shirts, and advertising materials.
9. Open parties are prohibited and are defined as a function with unrestricted access by non-members and no specific invitation and guest list.
10. An invitation is defined as an offer to attend a chapter function; the invitation must include a specific date, time, location, and is limited to two people per member, or the maximum allowed by fire code.
11. All Greek-sponsored social functions must be registered with the Center for Student Involvement and Leadership forty-eight (48) hours prior to the event. Panhellenic sororities must submit function information seven (7) days in advance. The registration process will include submitting the following: Date, place, starting and ending time of the event; Name and contact information for external security company; and, A complete guest list of all event attendees (under FIPG policy this equates to two

guests per member).

12. Fundraising and/or service related social events occurring in designated facilities (i.e. licensed by the state or on campus designated location) must abide by all applicable state, local or university policies governing their operation.
13. For facilities not licensed or approved by local or state authorities for use as a social facility, the target population/invitation pool must not exceed one and one-half times the facility capacity.
14. No members shall permit, tolerate, encourage, or participate in "drinking games."
15. No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter.
16. All functions that are planned for or have the potential to be held outside must provide organized adequate parking, sufficient security to manage guests, sufficient bathroom facilities and does not allow unrestricted access to uninvited guests.
17. All chapter functions where alcohol is present must have an individual(s) responsible for and area(s) designated for the distribution of alcohol.
18. No common containers of alcohol of any type are permitted at chapter functions.
19. All organizations must also comply with FIPG and National Risk Management guidelines when sponsoring events.

Alcohol Advertising Policy

This policy is designed to support the making of responsible choices concerning the use of alcoholic beverages within the campus community. In keeping with our overall campus goal of encouraging low risk use of alcohol among those members of the University community who choose to drink, this policy promotes a responsible approach to alcohol advertising as done in relation to campus activities.

All campus organizations that sponsor activities which call for the advertising of alcoholic products should utilize this policy as a guide.

The following guidelines concerning on-campus advertising are set forth:

- I. General Guidelines
 - A. Drinking should not be glamorized (make alcoholic beverages just another beverage).
 - B. Alcohol should not be the central focus of any event. It should always be a secondary issue to other activities.
 - C. Advertisements should clearly support the 21-year legal age limit as established by N.C. law.
- II. Specific Guidelines
 - A. All media advertisement and activity sponsorship involving the display of alcoholic beverage communication should carry a responsibility theme within the advertisement (e.g. "Drinking and Driving Don't Mix"), and should support legal drinking ages as established by North

- Carolina law.
 - B. Blatant communications which connotes irresponsible drinking or behavior are prohibited (e.g. Beer Bash, Kegger, Blitz Time, Chug-A-Lug Party, etc.). Such illegal advertisements will be removed from public display and the event will be subject to cancellation.
 - C. All alcohol advertising for on-campus (or campus-related) events must be approved by individual components of the University displaying the advertisement, in conformity with this policy.
 - D. All alcoholic beverage advertisers are expected to abide by these guidelines.
- III. Implementation of Guidelines
- A. Each department within the University that engages in advertisement and sponsorship

shall be responsible for understanding and implementing this policy.

- B. Each department shall establish a mechanism for review of alcohol advertising which will assure that guidelines are met.
- C. A review and explanation of this policy with all appropriate persons shall be done each year by the appropriate department head.

Organizations who choose not to abide by this policy will be prohibited from using any form of on-campus advertising for one semester.



Dead Week

During Dead Week student organizations cannot have any meetings or activities where attendance is required. Organizations are encouraged not to have any kind of

activities during this week that might interfere with preparation for final exams. If an organization must have a meeting where attendance is required, the officers should contact the Center for Student Involvement and Leadership to seek approval.

Dead Week occurs during the seven days before finals. Reading Day is the last day of Dead Week.



N.C. General Statutes on Hazing

§14-35. Hazing; definition and punishment..

It shall be unlawful for any student in any college or school in this State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him/her, or to subject him/her to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months, or both. (1913, c. 169, ss., 1, 2, 3, 4; C.S., s. 4217; 1969, c. 1224, s. 1.)

§14-36. Expulsion from school; duty of faculty to expel.

Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he/she shall, in addition to any punishment imposed by the court, be expelled from the college or school he/she is attending. The faculty or governing board of any college or school charged with the duty of expulsion of students for

proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor. (1913, c. 169, ss. 5, 6; C.S., s. 4218.)

§214-37: Repealed by Session Laws, 1979, c. 7, s. 1.

§14-38. Witnesses in hazing trials; no indictment to be founded on self-incrimination testimony.

In all trials for the offense of hazing any student or other person subpoenaed as a witness in behalf of the State shall be required to testify if called upon to do so: Provided, however, that no student or other person so testifying shall be amenable or subject to indictment on account of, or by reason of, such testimony. (1913, c. 169, s. 8; C.S., s. 4220.)

Marathons

Dance marathons, walkathons, etc. are prohibited by state law (General Statute 14-310), if they are conducted for the purpose of measuring physical endurance. If a similar activity is approved, it must be conducted in a manner which allows a break or rest period to be scheduled after no more than eight consecutive hours of performance. Organizations interested in sponsoring such an activity should discuss all plans with the Center for Student Involvement and Leadership before scheduling the event.