



Student Organization Handbook

2012-2013

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1. Student Involvement & Leadership Directory

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2. Rollins Student Organizations

Currently, over 100 registered student organizations reflect the variety of interests and passions of the students at Rollins College. Student Organizations represent many areas including: Academic, Arts, Club Sports, Diversity and Inclusion, Fraternity and Sorority, Health, Honorary, International, Media, Political, Professional, Recreation, Wellness, Religious, Residential, Service and Philanthropy, Social, and other varied special interests.

Students can discover and join student organizations at the Student Involvement Fair that occurs the first week of each semester. At the event, students advertise their organization mission and purpose, learning outcomes, traditions and events, and meeting time and location.

Check out our GetInvolved.rollins.edu website, 24 hours/7 days a week access to organizations, events, contact information, and photos!

3. Starting a New Student Organization

We believe all students should be involved in at least one student organization during their time at Rollins. If you cannot find one that meets your needs, we encourage you to begin a new one. Please visit www.getinvolved.rollins.edu to apply online. All applications must be submitted within the first four weeks of the semester.

Steps to begin a student organization:

1. Visit www.getinvolved.rollins.edu to view the online application. After logging in, click on “organizations”, then “start new organization”.
2. Complete the application by :
 - A. Obtaining necessary roster with a minimum of five members
 - B. Securing a faculty or staff advisor and completing the statement of relationship form
 - C. Completing constitution and operating procedures form
 - D. Designing a symbol/picture to represent your new organization to upload to your GetInvolved page.
3. Submit completed application through www.getinvolved.rollins.edu.
4. Applications will be reviewed by designee within the Office of Student Involvement & Leadership.
5. Once materials are deemed complete and meet all requirements, the primary contact person within the organization will be contacted with recommendations for improvement and/or approval.
 - a. Once approved, the organization will be an officially registered student organization.
 - b. For organizations that are given recommendations for improvement, the designee from Student Involvement and Leadership will send the primary contact of the organization the recommendations or ask for further information. Organizations may then re-submit their information once changes have been made and/or additional information is provided.

4. Maintaining College Recognition

Recognized student organizations, student governments, and fraternities and sororities all must abide by the following policies and procedures to ensure their student organization maintain College recognition. Failure to comply with these policies may result in loss of College recognition.

1. Membership:
 - a. All membership must be currently enrolled students (some organizations require full-time status) representing A&S, CPS, Crummer, and/or Holt with at least a 2.0 cumulative grade point average.
2. Advisor:
 - a. A student organization must maintain a faculty or staff advisor. Organizations must maintain an up to date Statement of Relationship form with their faculty or staff advisor.
3. Registration/Updates:
 - a. Keep membership and contact information up to date through GetInvolved.
 - b. Register all events through GetInvolved.
4. Training:
 - a. Student Organization Training Day takes place at the beginning of each semester and is essential to assisting a student organization with event planning, member management, requesting funds, and additional vital leadership topics.
 - b. At least one student from each organization must attend in order for the organization to continue to *maintain Rollins recognition*.

- i. One student cannot attend on behalf of more than one organization.
 - c. Failure to have a representative present will result in the organization no longer being recognized by Rollins meaning the organization may not reserve space on campus or request funding until the following semester when they attend the training.
5. Compliance:
 - a. Student organizations must comply with all Rollins College policies and procedures. Organizations must maintain a compliance clause within their constitution.
6. Constitution:
 - a. Students must maintain updated constitutions and operating procedures for their organization on their GetInvolved page.
7. Financial Responsibility:
 - a. OSIL discourages students to not use off campus accounts, as they are difficult to manage with student turnover.
 - b. Students are able to track their budget and financial activity through their GetInvolved page.
 - c. The College assumes no responsibility or liability of lost funds or debts.

5. Anti-Hazing Policy

Rollins College prohibits hazing by student organizations or individual students.

In the State of Florida, “Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a university or college [Hazing] shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.” [Florida Statue 240.262]

The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents.

To report any suspected hazing behavior, complete a reporting form at <http://www.rollins.edu/osil/fsl/hazingform.html>

For more information and resources relating to hazing prevention please visit:

- Hazing Prevention - www.hazingprevention.org
- University of Maine – Hazing Study – www.hazingstudy.org
- Stop Hazing – www.stophazing.org
- Hank Nuwer – www.hanknuwer.com

6. Non-Discrimination Policy

It is the policy of Rollins College not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by Rollins and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution.

Student organizations are required to include an inclusive non-discrimination clause in their constitution in order to be considered a registered student organization. Inclusive non-discrimination clauses contain a statement covering the protected classes stated above.

Single-sex organizations are permissible to the extent allowed under Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681.

7. Residential Organizations

All residential organizations must complete annual [Community Commitments Report and Presentation](#) to maintain their residence on campus.

8. Event Registration

Only registered student organizations can hold events on campus. Every event held by a student organization must adhere to the following regulations. It is the organization's responsibility to ensure the Code of Community Standards is upheld by all of their members and their guests whether the event is on or off campus.

The purpose of these procedures is to promote and support events hosted by student organizations while ensuring safety and security. Failure to follow these event planning procedures may result in the cancellation of the event.

Types of Events

Tabling on Campus

- Reserve table and location in VirtualEMS (ems.rollins.edu/VirtualEMS) (2 weeks in advance)
- If you are cosponsoring the event with another organization(s), please indicate that in your EMS registration.

Scheduling Meetings for your Organization

- Reserve space in VirtualEMS (ems.rollins.edu/VirtualEMS) (2 weeks in advance)
- If the space belongs to you (example: common room in residence hall that is assigned to an organization) you do not need to submit a reservation.

- If you require additional furniture or resources, please reserve in Virtual EMS (2 weeks in advance)

Events Open to Entire Campus or Guest List

- If the event is for a fraternity or sorority, please submit your [event outline](#) to Cynthia Rose crose@rollins.edu (at least 2 weeks in advance).
- Reserve space in EMS (2 weeks in advance)
- Register event through your organization page on GetInvolved for approval (2 weeks in advance)
 - o If you are cosponsoring the event with another organization(s), please indicate that in your VirtualEMS registration as well.
- If event is outside, Scheduling and Event Services will schedule a walk through with you before the event is approved.
 - o No amplified sound can be utilized on Mary Jean Plaza before 9:15PM Monday-Friday nights.

Assembly of free speech on campus: “assembly” is a rally or demonstration for the purpose of exercising free speech or dissension.

- If the event is for a fraternity or sorority, please submit [event outline](#) to Cynthia Rose crose@rollins.edu (at least 2 weeks in advance).
- Reserve space in VirtualEMS (2 weeks in advance)
- Register event through your organization page on GetInvolved (2 weeks in advance)
- Contact Campus Safety (2 weeks in advance) with overview and intentions of assembly.

Hosting a Fundraiser for a Non-Rollins Organization:

- If the event is for a fraternity or sorority, please submit [event outline](#) to Cynthia Rose crose@rollins.edu (at least 2 weeks in advance).
- Reserve space in VirtualEMS (2 weeks in advance)
- Register event through your organization page on GetInvolved (2 weeks in advance)
- This form must be completed and returned to Student Involvement & Leadership at least seven days prior to event. <http://www.rollins.edu/osil/docs/FundraisingPermitRSO.pdf>
- Alcohol is not permitted at these events.

Events off campus

- If the event is for a fraternity or sorority, please submit [event outline](#) to Cynthia Rose crose@rollins.edu (at least 2 weeks in advance).
- Register event through your organization page on GetInvolved (2 weeks in advance)
 - o If you are cosponsoring the event with another organization(s), please indicate that in your GetInvolved registration.
- No loans are given for furniture or equipment for events taking place off campus.
- Attendance is limited to membership plus two guests per member. For example, membership = 50, total attendance = 150.
- Transportation (In order for Fox Funds to apply, transportation must be accessible to all students)
 - o Buses need to be approved by Campus Safety (2 weeks in advance). The following information needs to be provided to campus safety: How many buses? What company? Times of arrival and departure? Students must sign a Field Trip Consent Form: <http://www.rollins.edu/osil/so/events.html>
 - o If students are going to participate in any potential high risk behavior such as: sky diving, rock climbing, bungee jumping, cave diving, spelunking, and certain carnival rides. they must sign a Hold Harmless Agreement: <http://www.rollins.edu/osil/docs/LiabilityHoldHarmlessWaiver.doc>.

Event Planning (Resources for Events)

- Rollins Catering
 - Visit <http://www.rollinsdining.com/catering.html> to view options and to contact Sodexo staff. (Organizations must make catering orders two weeks prior to event. Discuss payment options with Sodexo staff.
 - Bringing outside Catering to campus
 - In order to bring in outside catering, please use first right of refusal form <http://www.rollinsdining.com/documents/FirstRightofRefusalForm.doc>. Must be submitted to Diego Arenas, Catering Manager darenas@rollins.edu fifteen days prior to event.
- Contracts
 - Bringing anyone to campus to perform a service, or having any student or staff member perform a service that will be receiving payment. (example: speaker, band, DJ, provider of light, sound, equipment, etc)
 - They must complete the OSIL contract and a W9 in order to be paid.
 - Please allow up to three weeks for payment to be processed.
- Alcohol
 - Please refer to the College alcohol policy found here: <http://www.rollins.edu/hr/policies/docs/general-policies/025000.pdf>
 - BYOB: If you are serving alcohol at an event on campus you must follow the BYOB guidelines found here: <http://www.rollins.edu/osil/so/events.html>. Additionally you must comply with all [FIPG guidelines](#), inter/national policies (if applicable), and local and state laws.
 - Third Party Vendor: If you are bringing a third party vendor to campus that will be serving alcohol, you must have the vendor sign an OSIL contract (This can be obtained from an OSIL staff member) and follow the guidelines: <http://www.rollins.edu/osil/so/events.html> You must also comply with all [FIPG guidelines](#), inter/national policies (if applicable), and local and state laws.
 - If your event is off campus and alcohol will be served, your organization must comply with OSIL third party vendor guidelines: <http://www.rollins.edu/osil/so/events.html> and all [FIPG guidelines](#), inter/national policies (if applicable), and local and state laws.
- Using Student Involvement & Leadership Equipment
 - All equipment must be requested through Virtual EMS for events that will be held on campus at least two weeks prior to your event (a request is not a guarantee).
 - No OSIL equipment will be allowed to be taken off campus unless granted approval through the Director of Student Involvement and Leadership.
 - Equipment available:
 - Movie screen (large inflatable screen intended for outdoor use) + projector
 - Fender sound equipment
 - Solar powered tiki torches (no flames on campus)
 - Outdoor lights
 - Extension cords
 - Large sound system
- Use of R Card Terminal (in order to charge students money for an event)
 - Indicate on Virtual EMS reservation that you will be using the R card terminal.
 - Complete R card [Usage Request Form](#) from Campus Safety.

9. Posting and Marketing

The following places are designated as places that students can post flyers for their organization and events:

- The bulletin boards in the main entrance to the Cornell Campus Center
- The bulletin boards in the post office
- Any flyer posted that is out of date or is posted anywhere else on campus will be taken down

Chalk: Writing on the chalk areas in Dave's Down Under and the ground outdoors with chalk is allowed. Please date the event (do not chalk "tonight") and keep drawing to uncovered places that have access to rain or sprinklers so that they can be easily and naturally cleaned.

DO NOT tape anything to any light posts, doors, or outside of buildings. They will be removed and your organization will be contacted by OSIL staff and facilities.

Banner Printing:

- Tommy's Tar Pit in Mills 217
- You must fill out request form to the OSIL Graphic Design and Student Org Support staff

Advertising policy for Residential Life

- An organization can submit 20 flyers to the Residential Life office to post in all residence halls. Please provide two weeks for flyer distribution.

10. Funding Opportunities

Organizational Budget

Every student organization is allocated \$200 each academic year to spend on materials and supplies. Purchase must be agreed upon by decision making procedures within your organization. In order to spend this money, you can make a cash purchase for reimbursement, or use an OSIL purchasing card in the office. Please contact Vicki Hurd vhurd@rollins.edu to make a purchase with your organizational budget.

- Money can be transferred to another organization, as long as the giving organization has voted in support.
- Organizations that have an allocated budget from the College are not eligible to receive the additional \$200.

Organization Fundraising

Successful organization fundraisers include but not limited to: benefit dinners, bake sales, car washes, etc. Fundraisers may not include (but not limited to): alcohol, date auctions, etc.

Fox Funds

Fox Funds is a Student Government committee consisting of student leaders who meet on a weekly basis to hear proposals from registered student organizations seeking funding support for campus-wide events and initiatives.

Mission: The Fox Funds Committee serves to allocate funding to student organizations. All funding requests by organizations meeting the requirements of eligibility will be considered with the upmost objectivity, incorporating inclusiveness of and betterment for the student body in the decision making process.

About us: Fox Funds is made up of 9 students experienced in student organizations, campus wide events, and student leadership. Operating under Robert's Rules of Order, the students on the committee have the power to initiate a vote, with the chairperson breaking a tie. All committee members were interviewed and selected for the position by the chair of the committee as well as at least one staff member from the Office of Student Involvement and Leadership.

The committee is advised by staff members from the Office of Student Involvement and Leadership who attend all Fox Funds meetings and meet individually with the chair. Students are coached on consistency of decision making, interpretation of College policies, and identification of personal growth occurring as a result of participation in this committee.

Eligibility to request funding:

- ✓ Only registered student organizations are eligible for funding.
- ✓ Before requesting funding, please look at all sources of funding available to you and make sure that Fox Funds is the most appropriate.
- ✓ Fox Funds will only fund events that are open to the entire campus. We cannot provide assistance for an event that will only benefit the organization directly. A closed program is one that is not open to the student community at large, but only to members or invitees of the organization. If an event is held off-campus the organization must provide some form of open transportation to the event in order for the event to be considered an open event.
- ✓ If you are requesting more than \$200, you must present your request for funding to the committee in person.
- ✓ Requests are discussed in order they are received. Please submit requests by Wednesday at 12:00pm at least two weeks before the date of event for a timely response.
- ✓ To be considered for reimbursement your organization must present your proposal and receipt no later than 2 weeks after the event.
- ✓ Spending money allocated to your organization: In order to spend this money, you can make a purchase and be reimbursed, use petty cash, or use an OSIL credit card in the office. Please contact Vicki Hurd vhurd@rollins.edu to make a purchase. You cannot purchase anything that is not on your approved budget sheet from Fox Funds.

OSIL also provides limited funding opportunities for registered student organizations upon request.

11. Additional Guidelines for Fraternities and Sororities

Establishing a New Fraternity/Sorority:

- Please refer to the [Joint Expansion Policy](#)

Maintaining Rollins Recognition:

- Comply with all procedures outlined in handbook
- Complete annual [Community Commitments Report and Presentation](#)
- Submit yearly proof of insurance (excluding NCM and X Club)
- Accept responsibility for the supervision and safe operation of all sponsored programs and events within and outside of residential housing.
- Requirement of 100% membership completing Sexual Assault Training Course through <http://www.rollins.edu/hr/resources/title-ix-compliance/ue-sexual-assault-course.html>
- Ensure that all philanthropic and service events are non-alcoholic.
- The continuous and timely submission of new and current membership rosters

- The continuous and timely submission of chapter officer contact information
- The yearly submission of a crisis management plan
- Every other week meetings with Assistant Director, Student Involvement & Leadership, Fraternity & Sorority Life & Organization President
- The continuous participation in the following community events:
 - o Roundtable meetings
 - o Interfraternity Council or Panhellenic Association meetings and council sponsored events
 - o Greek Week
 - o Peers for Personal and Social Responsibility
 - o FSL Allies
 - o Senior Engagement Experience
 - o CANpaign Against Hunger
 - o 1st Year Enrichment Series
 - o National Hazing Prevention Week
 - o Fraternity & Sorority Leadership Institute
- Accept responsibility for reimbursing Rollins College for damage to College-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the use of College-owned property or facilities.
- Ensure that all promotion and advertisement of events involving the use of College property or facilities shall identify the group sponsoring the event.
- Comply with all rules and policies prescribed by the inter/national sponsoring organization and from local, state, and national laws

Fraternity and Sorority Events:

- Every organization must submit an [event outline](#) to Cynthia Rose crose@rollins.edu at least 2 weeks prior to the date.
 - o Event outlines must be submitted *prior* to registration through [Get Involved](#) and [VirtualEMS](#).
- All organization events must comply with all [FIPG guidelines](#) and inter/national, state, local, and College policies.

New Member Verification and Registration:

- All potential new members must complete a [verification form](#) in order to release GPA.
- New Member Educators must submit new member education contract at the beginning of each semester the organization has a new member class.
- All organizations participating in intake must submit intent to intake form at the beginning of the semester.
- All new members must complete a bid acceptance form – can be found at <http://www.rollins.edu/osil/fsl/forms-and-resources.html>

12. Code of Conduct for Student Organizations

Student Organizations and their individual members can be held responsible for violations of College policies and/or other policies applicable to the organization. In addition to other considerations deemed appropriate by the Office of Community Standards and Responsibility, an event will be considered an organization-sponsored activity under one or more of the following conditions:

- Fraternity or sorority misconduct does not need to be officially sanctioned by the leadership of an organization or by the entire organization membership in order to be considered grounds for possible judicial action against the organization.

- There is no minimum number of members who must be involved in an incident before disciplinary action may be taken against an organization; in some cases, the misconduct of a single member may prove sufficient grounds for disciplinary action to be taken against an entire organization.
- Funded by participants or the organization's collective budget, which includes "passing the hat".
- The event is advertised and the advertisement makes any mention of the organization, and/or the organization creates or causes to be created any promotional materials for the activity.
- The activity is discussed during an organization meeting; information about the activity is distributed during a meeting; and/or the activity is mentioned in the minutes of a meeting.
- Participants or observers consider, refer to, or classify the event as an organization event.
- The incident occurs in the residence hall affiliated with the organization.

13. Student Organization Accountability

If an organization is involved in an alleged violation of the Code and/or other policies applicable to the organization, the organization can choose to engage in either the partnership process or the College hearing process. Please note that in cases of dangerous misconduct, the College may require the organization to go through the College hearing process. A flow chart of the process can be found here. <http://www.rollins.edu/csr/documents/partnerhship-process.pdf>

This document is subject to change at the discretion of the Office of Student Involvement and Leadership. For a most up to date copy, visit the <http://www.rollins.edu/osil/>