

Regulations for Campus Organizations

I. General

Since USC Upstate recognizes that co-curricular activities form an important part of the overall educational experience of students, the University promotes and regulates the activities of student organizations. The institution provides the use of its name and physical facilities, contributes faculty time for advice and counsel and encourages development of student government and organization.

II. Definition

A student organization is defined as any group or organization that admits University of South Carolina Upstate students to its membership, whose programs or activities affect student welfare, or which uses campus facilities in the operation of its program. The activities of registered organizations will be confined to activities covered by the statement of purpose in the organization's constitution.

III. Advisors and Staff

Faculty and staff members are available to advise student organizations. Every student organization is required to have an advisor who is approved by the Director of Student Life. The advisor's purpose is to aid the organization, to provide an educational experience for its members, and to assist organizations in complying with USC Upstate regulations and policies.

IV. Membership

Active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff or students. To be an officer of a student organization, a student must have earned at least a 2.0 grade point ratio on a minimum of 12 hours at USC Upstate. A 2.0 GPA is also required for editorial positions on USC Upstate publications. Officers of all organizations must be in good academic and behavioral standing with the University. Students must be in good behavioral standing with the University and have a 2.0 to travel or represent the University or an official university organization.

V. Registration

To function as a part of the University rather than as an outside organization of citizens, a student organization must be registered and approved. Only an approved organization is permitted to use the name and facilities of the University of South Carolina Upstate. When an organization does this, it accepts regulation by the University. Registration as a student organization may be withdrawn for violation of university regulations.

Each chartered organization wishing to continue its registered status on campus must file with the Student Life Office an intent to continue as an active organization each Fall. Failure to submit this requirement form by October 1 will result in loss of active status of the organization. Chapters of national fraternities and sororities are eligible for registration as chartered student organizations at USC Upstate. Such organizations should serve to enhance the educational mission of the University. They must show promise of promoting the academic, personal and social development of their members while making a positive contribution to the university community.

Discrimination on the basis of race, religion or national origin is not permitted in policy or practice. Hazing is strictly forbidden.

Miscellaneous

Each organization must file a list of its officers, and their social security numbers, with the Director of Student Life, at least once a semester. An up-to-date copy of the constitution and bylaws of each approved organization will be kept on file with the Office of Student Life. It is the responsibility of each organization to ensure that proposed changes are submitted for approval by the Student Affairs Committee.

VI. Process for Chartering a New Campus Organization

Students wishing to form a new campus organization should observe the following procedures. Forms and other information are available in the Student Life Office.

A. Submit an application on the appropriate form.

B. Submit a proposed constitution. This document should state the purpose, organization, functions and rules of the proposed organization. The new organization may be permitted to meet on campus, pending approval, only to organize and set up the organization. This does not mean the organization may hold open meetings, bring in speakers, have public events or participate in fund-raising efforts.

C. Secure the signature of a faculty advisor.

D. Meet with the Director of Student Life for an orientation.

E. Present application to the Student Government Association.

VII. Financial

Any campus organization wishing to conduct a fundraising event, or in any other way solicit funds for any purpose from other than their own members, must request permission from the Director of Student Life. This request shall be submitted a minimum of seven days in advance of the proposed date of commencement of collection of funds or sale of tickets. The use of alcoholic beverages is not permitted.

All funds raised must be deposited with the Office of Student Life and will be credited to the organization's account. Student organizations that are eligible for student activities monies are not allowed to have outside bank accounts.

VIII. Request for Student Activity Fee Allocation

All University-sponsored student organizations whose membership is open to USC Upstate students may apply for student activity fee allocations. Allocations are considered annually at the close of spring semester. Organizations wishing to request funds for the ensuing academic year should submit their requests and membership lists to the Office of Student Life prior to March 31. A student organization must have been active and approved on campus at least one year before applying for funds. Requests are reviewed by the Student Organization Budget Allocation Committee, appointed by the Vice Chancellor of Student and Diversity Affairs. Hearings are held and subsequent allocations are reviewed and confirmed by the Vice Chancellor for Student and Diversity Affairs.

A. The following criteria are used by the SOBAC in evaluating budget requests:

1. Activities: sponsorship of campus-wide activities, attendance at SGA meetings, and organization meetings and functions.
2. Past Use of Funds: the responsible use of funds allocated to the organization for the previous three years.
3. Image: how the organization is perceived on campus.
4. Publicity: efforts made by the group to publicize the organization and its activities.
5. Size: the number of active members in the organization.

An appeal of an allocation decision shall be handled in the following manner:

1. The organization may appeal to the Student Affairs Committee and the Vice Chancellor for Student and Diversity Affairs.

B. Type of Organization:

Student activity fees will not be allocated to student organizations of a political or religious nature except where such funds are requested and used for a specific activity of benefit to the student body as a whole. Social fraternities and sororities have restricted membership and are not eligible to apply.

C. Travel:

Money may be allocated for travel where members of the organization will:

1. Represent the University and thereby enhance the prestige of the University and the organization.
2. Gain knowledge or expertise of benefit to the student body and the individual organization.

D. Charity

Student activity fee money cannot be used as direct contributions to charitable organizations. Contributions may be made as a result of fund-raising events where net profits may be donated to said charity.

E. Partisan Political Activities:

1. No funds may be used for any political purposes or the support of political candidates, whether federal, state, local, or university level.
2. No funds raised by organizations receiving student activity funds may be used for partisan political purposes.

F. Equipment

All equipment purchased is the property of the University and must display a University inventory sticker. Equipment shall be audited as part of the audit process. Each organization will keep an up-to-date inventory coordinated with the University's inventory. The organizations will provide the committee a list of equipment on hand at the time of the budget hearings.

G. Dues:

1. The funding of national dues shall be evaluated on the basis of the purpose and benefits given by the national organization to the local organization. This data must be attached to the budget request.
2. All dues and other monies collected by a funded organization shall be reported as income and deposited in the student activity account.

H. Reservation of University Facilities

Subject to prior reservation, student organizations are eligible to use University facilities for meeting and other functions. Reservation forms may be obtained from the Student Life Office.

I. USC Upstate Intoxicant Control Policy

Beverages containing alcohol are not normally permitted at USC Upstate student functions. This applies to activities held off campus, as well as on campus. In addition, the possession or consumption of alcoholic beverages is not permitted on campus. Exceptions may be granted for special social functions by application. The form can be obtained from the Office of the Student Life. An organization wishing to sponsor an event where beer and wine are permitted must apply for permission and meet certain requirements as stated in the USC Upstate Alcohol Policy.

J. Hazing

Hazing by individuals or organizations is prohibited at USC Upstate. Any action or situation created to produce mental or physical discomfort, embarrassment, ridicule, or humiliation is considered hazing.

K. End of School Events

There is a "two week rule" regarding events at the end of the semester. Clubs and organizations cannot have major events (parties, socials, fundraisers, etc.) after the two-week mark of the last day of class. Awards banquets, national meetings with uncontrollable dates, officer recognition, and meetings are pre-approved. Exceptions to this policy must be presented in written form to the Dean of Students.

L. Student Social Event Policy

In an effort to reduce potential safety risks and discourage alcohol consumption on campus, the following guidelines will be employed in reference to dances, parties or other selected social events held on campus.

IX. USC Upstate Late Night Event Policy

In an effort to ensure the safety of the university community and its guests, the following guidelines will be employed in reference to dances, parties or other selected social events held on campus.

A. General Requirements

1. This policy pertains to all parties or dances which are hosted by USC Upstate student organizations and which end after 11:00 p.m.

2. Each officially registered student organization may sponsor four late-night parties/ dances per semester. Co-sponsorships involving three or more officially registered organizations will not count as one of a group's four parties/dances. However, the room reservation must be signed by each advisor/president of the organization. When there is more than one sponsoring student organization, the name of the organization on the reservation is considered the primary sponsor.

3. All parties and dances must end by 1:30 a.m. and the facility must be cleared of USC Upstate party participants, equipment, and the facility must be cleaned by 2:00 a.m. Special arrangements must be made in advance for longer breakdowns necessitated by some bands. The student organization(s) sponsoring the party/dance will be responsible for assisting with the dispersion of groups of students

and guests, during, and immediately following the party/dance or event. At the end of the party/dance, event, a general statement must be made by the sponsoring student organization informing all participants that the event has ended and that they should immediately vacate the premises. University Police will assist the group in dealing with individuals who refuse to leave promptly.

4. Only one late night party/dance or event may be held per evening and all late night events must be held in an approved area.

5. Reservations made for parties/dances must be made at least 15 days in advance and must not be scheduled during exams or after a semester has ended. These events are normally held on Friday & Saturday nights only.

6. Guests must pay at least \$2.00 more per ticket than USC Upstate students when tickets are sold to a dance or party.

7. A mandatory training meeting to review this policy will be held at the beginning of each academic year and must be attended by at least one member and an advisor for the student organization. Student organizations will not be permitted to host a late night party/dance or other event unless they fulfill this requirement.

8. Annual balls or formals will be handled on an exception basis and will not be counted as a late night party or dance. A formal event requires the following:

- The event will be formal in nature and semiformal or formal dress is required.
- The event should include activities such as dinner, reception, awards ceremony, speeches in addition to a dance.
- Publicity should be limited in nature and should not be directed to the general public.
- The event must conclude by 1:45 a.m.

B. Staffing Requirements

A certified police officer(s) must be hired at the organization's expense to provide security for the event. A ratio of one officer for each 100 attendees is required, with the minimum of two officers at any event. More officers may be required for activities deemed high risk. Regardless of estimated risk level, an organization must have a staff or faculty advisor/chaperone present for the duration of the event, as well. Some events will also require a Student Life staff person to assist with the event (e.g. Homecoming, Greek event, etc.). The Dean of Students will determine this.

C. Admission

1. No guest or host will be admitted to a party, dance or other event after 1:00 a.m.

2. Each USC Upstate student attempting to enter a dance or party must show a current and valid USC Upstate picture I.D., surrender his/her ticket, have his/her wristband attached, and immediately enter the facility where the dance or party is being held.

3. Each guest must be accompanied by his/her host and have a current state issued picture I.D. proving they are 18 years old. Students from other colleges

are required to present a current college I.D. USC Upstate students and their guests are required to sign in.

4. University Police reserve the right not to admit attendees that are deemed under the influence of drugs or alcohol or who misbehave.

5. Objects that in the reasonable discretion of the police officer could be used as weapons, including but not limited to canes, bats, paddles, etc., are not allowed.

D. Possible Penalties

1. Disruptive individuals will be subject to immediate arrest and/or referral to the Dean of Students. Individuals are also subject to removal from the dance, party or event and to a permanent trespass citation restricting the individual from attending other events on campus.

2. Student organizations that do not follow these procedures or who misrepresent themselves on the reservation document are subject to immediate loss of all sponsoring privileges and/or referral to the Dean of Students..

3. If a serious problem develops, University Police and/or a University staff or faculty member will have the authority to terminate the dance, party or event immediately.

4. Parties, dances or events cancelled less than three days from the date scheduled for reasons other than an act of God or University emergency may be liable for all charges associated with the event, including staffing, security, etc.