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*Northern Kentucky University*

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# ADVISOR'S HANDBOOK

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*2021-2022*

**A GUIDE TO ADVISING REGISTERED STUDENT ORGANIZATIONS**  
**CENTER FOR STUDENT ENGAGEMENT**  
**STUDENT UNION 316**  
**(859) 572-6514**

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*Center for Student Engagement*

**Northern Kentucky University Organization Advisors,**

The Center for Student Engagement would like to welcome you to the 2021-2022 Academic Year. Your involvement in student organizations is critical to your collegiate experience and the greater Norse Community!

Our office is committed to you and your organization's success as you play a monumental role in creating a sense of belonging here at Northern Kentucky University. This handbook provides the foundation to collaborate and work towards these goals together. It will provide you and your organization with the tools and resources to navigate your way through NKU.

Please feel free to connect with us through social media or visit us in person. Our social media handles are below and our office is in the James and Rachel Votruba Student Union, Suite 316. Our office is open Monday thru Friday from 8:15 - 4:30, except for university holidays, events, and closings. You can also reach us at 859-572-6514 or [studentengagement@nku.edu](mailto:studentengagement@nku.edu)

**Facebook:** NKU Center for Student Engagement and Leadership Development

**Twitter:** NKU\_OSE

**Instagram:** nkustudentengagement

Norse Up!

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# SECTION I

## *Why Students Get Involved*

Why become involved in student organizations? What is gained from active participation in a club or fraternity? Many are not aware of the benefits students gain from campus involvement and view extracurricular activities as a diversion for students. However, student organizations are about more than fun and games. They also promote campus and community engagement, stimulate cultural understanding and facilitate a sense of learning and development that transcends the classroom setting.

In addition to complementing classroom learning and student development, student organizational involvement can also:

- Help students develop friendships
- Develop relationships between faculty and students
- Teach self discipline, initiative, self direction and responsibility
- Allow the student to apply learned concepts in a real life setting
- Act as an area for testing beliefs, values, attitudes and morals
- Solidify personal identity through contact with diverse and conflicting viewpoints
- Improve leadership and communication skills
- Teach the student how to work effectively with and within a group
- Promote closer contact with faculty, staff and other influential role models
- Channeling anxiety and excess energy into enjoyable and productive pursuits
- Expose the student body to influential and/or challenging speakers
- Teach and promote hobbies, sports and other leisure pursuits at nominal costs
- Provide support groups for students with common needs and interests
- Motivate students towards academic excellence (i.e., honor societies)
- Plan major events which benefit and unite the entire campus community
- Broaden perspectives due to contact with a variety of personalities
- Encourage diversity and an understanding of different cultures providing recreational activities and reducing stress
- Exploring social issues

Additionally, student organizations are fun for all involved. Students who find college fulfilling and rewarding are more likely to persist with their education and meet their personal goals. Campus involvement makes a significant contribution to learning during the college experience because it facilitates the development of the whole student. By accepting the role of an advisor, you too are helping to contribute to this development

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# SECTION II

## *The Role of an Advisor*

By accepting the position of advisor to a registered student organization (RSO), you have chosen to become involved with campus activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction, advice, understanding and clarification.

Every student organization is required to have an advisor who is a faculty or staff member of NKU. The only exception to this is for organizations who fall under Fraternity and Sorority Life (IFC, NPC, NPHC, and/or MGC). Any questions regarding this should be directed to the Center for Student Engagement. Graduate students are not eligible to fulfill the requirements of an organization advisor. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. The Center for Student Engagement is available to assist advisors with questions concerning their organizations.

Faculty/Staff Advisors provide a vital link between students, their organizations, and the University. Their relationship often bridges the gap between classroom and out of class activities. The specific duties of the advisor shall be determined and agreed upon by the individual advisor and the organization's leadership. As a general rule, advisors should be familiar with the student organization's program and should counsel the student organization in the exercise of responsibility.

### **Basic Requirements**

An advisor should:

- Clarify their role as an advisor to the group members as they see it. Once understood, there should be fewer problems due to understandings regarding role and responsibilities.
- Be able to interpret university policies governing registered student organizations (as defined in the student organization manual).
- Provide continuity to the group by sharing the policies, regulations, roles and responsibilities with group members, and also assist with the transition of officers each year.
- Encourage and assist the group in setting organization goals.
- Be available to group members to advise or assist in organization-related problems or issues.
- Stay up-to-date on what is occurring within the organization.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend advisor workshops and any other workshops relevant for your organization.
- Attend meetings whenever possible.
- Promote involvement and discussion.
- Discourage group dominance by one individual through encouragement of all group members to participate.
- Provide constructive feedback when appropriate.
- Challenge members to set high goals, then support them in their efforts.
- Be a facilitator of creativity and innovation for the organization.
- Recognize that failure is as much a learning process as is success in many instances.
- Teach the art of leadership.

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- Incorporate classroom learning into group activities when possible.
  - Promote diversity within the organization.
  - Don't let personal goals interfere with or influence group decisions, activities or goals.
  - Most importantly, be a caring individual with a real interest in and concern for students and their growth.

### **Aiding in Event Planning**

As organizations plan programs, advisors may want to review issues pertaining to the location of the event and the type of activity begin conducted by the group. These issues include but are not limited to assessing event risk, understanding the purpose of the program, and outlining event goals. Some questions you may want to review are:

- Do students have to pick up individuals off campus?
- What do we hope to gain from doing this event?
- How many attendants/participants do we hope to have?
- How will we market to reach our goals?

Once the purpose and goals of the program are defined, you can assist students in developing a comprehensive plan of action taking into consideration the following concerns:

- What human/financial resources are necessary?
- What equipment/materials will be necessary?
- What contracts are required?

Lastly, evaluate processes used during planning and the outcome of the event. This will help make future programs more successful and weed out concerns from the beginning.

### **Organization Operations**

1. Meet at least once a month with the President. Discuss operations and any academic or other concerns.
2. Attend meetings as they fit into your schedule. If you cannot attend meetings, be sure to meet with the officers.
3. Be familiar with the organization's constitution, by-laws, and objectives.
4. Request minutes of every meeting.
5. Assist in seeing that the objectives justify the expenditure of students' efforts, abilities, energy, and finances.
6. Point them in the right direction for campus resources.
7. Attend lunches or dinners with the students to get to know them.
8. Intervene in conflicts between group members and/or officers.
9. Provide continuity and stability as student leadership changes.
10. Point out new perspectives and directions to the group and introduce new program ideas.
11. Encourage each student to accept the responsibility for the group and alert students to the valuable skills and experiences that will be learned.
12. Get to know the staff in the Center for Student Engagement who advise and work with all Student Organizations.
13. Become familiar with the policies and procedures regarding Student Organizations on campus, which can be found in the Student Organization Handbook.
14. Assist in outlining leadership skills or training the members, and plan to implement training or seek training for the members. (Northern Kentucky Leadership Institute sponsors numerous leadership programs throughout the year.)

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15. Attend workshops for advisors planned by the Center for Student Engagement.
  16. Assist student groups with the online Room Reservation process. Advisors must reserve any room that is an academic space, as students do not have access to this system.

### **Academic Guidance & Support**

1. Serve as the “academic presence” within the organization.
2. Be certain that the members understand their “student” responsibilities and that the “group” responsibilities do not interfere with their academic work.
3. Meet confidentially with any individual members who may seek or need guidance on academic issues.
4. Review the academic achievement of the organization and determine whether it meets University expectations.
5. Be prepared to offer strategies or suggestions if the group is struggling academically.

### **Campus Visibility**

1. All groups should work to maximize their visibility on campus and/or in the community.
2. Encourage the group to develop at least one signature event per year.
3. Encourage attendance at educational programming and sponsorship of programs, as appropriate.
4. Encourage the group to participate in campus programs and traditions to increase visibility. (i.e. Homecoming, FreshFusion, Fall Fest, etc.)
5. Assist the group in marketing themselves in a professional manner. PR is everything anyone sees you do.
6. Encourage diversity in the membership recruitment and selection process.

### **Upholding Academic Standards**

1. Student Organization Officers must maintain a minimum of a 2.0 semester and cumulative GPA. Officer grades should be confirmed following the conclusion of the fall and spring academic terms.
2. Many student organizations have by-laws requiring a higher academic standard for officers. Prior to elections, the advisor can confirm the academic eligibility of any member seeking an officer position.
3. If you do not have access to the SAP to confirm academic status, you can contact the Center for Student Engagement for assistance with these matters.
4. Remind all organization officers and members that academic status information is confidential and should only be used for the purposes stated above.
5. Sign an advisor confidentiality form to be kept on file in the Center for Student Engagement.

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# SECTION III

## *Policies and Procedures*

Student Organizations are expected to abide by the Policies of the University and will be held accountable for failure to comply. For a complete listing of the Administrative Regulations, please refer to the Office of Policy Administration. The entire A to Z Listing can be accessed on line through the following web address: <https://inside.nku.edu/policy/policies/azlisting.html>

### **Alcoholic Beverages Policy and Regulations**

All registered students organizations are expected to comply with the Northern Kentucky University Alcohol Policy which can be found at:

<https://inside.nku.edu/content/dam/policy/docs/Policies/AlcoholicBeverages.pdf>

Below are some selected parts of the Alcohol Policy but this is not an all-inclusive list. To be certain that your organization is in compliance review the policy in its entirety.

#### *Regulations Concerning Alcoholic Beverages*

1. The possession and/or consumption of alcoholic beverages on the campus of Northern Kentucky University is prohibited except as permitted by law (KRS 244.020, KRS 244.080, KRS 244.085) and institutional policy stated herein.
2. The possession and/or consumption of alcoholic beverages in Northern Kentucky University residence halls is absolutely prohibited.
3. Alcoholic beverages shall not be sold or served to anyone under the age of 21.
4. No alcoholic beverages shall be sold or served to an intoxicated and/or disorderly person.
5. All faculty, staff, and students must obey all applicable state and local laws and University regulations pertaining to the sale and use of alcoholic beverages.
6. The sale, serving, and consumption of alcoholic beverages are strictly prohibited except in areas and at times and dates licensed by the Kentucky Alcohol Beverage Control Board, or similar agencies in other states. Persons under 21 years of age shall not legally possess or consume alcoholic beverages in Kentucky.
7. The furnishing of alcoholic beverages to underage person is strictly prohibited both by policy of the University and by statute of the Commonwealth. Use of fraudulent identification to procure alcoholic beverages is also prohibited.
8. Adequate alternative beverages and snacks and/or food must be readily available at all social functions where alcohol is served.
9. Sponsoring groups and organizations will be responsible for providing security to ensure that guests conduct themselves properly and to assist with crowd control.
10. Sponsors of an activity should cease serving alcoholic beverages at least one-half hour prior to the end of the scheduled activity.
11. No persons under the age of 21 years shall be permitted to sell or serve alcoholic beverages.
12. No persons authorized to sell or serve alcoholic beverages may consume such beverages while they are so engaged.
13. Promotion and advertising of events where alcohol will be consumed should not encourage any form of alcohol abuse, nor should events be advertised which place emphasis on quantity and frequency of use of alcohol (e.g., chugging events).

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14. Beverage alcohol (kegs and cases of beer, bottles of distilled spirits or wine) should not be provided as awards or prizes to individuals or campus organizations.
  15. Beer distributors, liquor companies, bars, and night clubs are not permitted to: (1) advertise on campus; (2) co-sponsor an event with a student organization; (3) advertise on any schedule card, athletic brochure or press guide, invitation, or other printed material; and (4) provide advertising for University events presented on radio or television.
  16. Northern Kentucky University does not assume responsibility for unofficial events held off campus involving individuals or groups affiliated with the University.
  17. Violations of alcohol-related University policies and regulations by any member of the NKU community shall be reported to one of the following University offices:
    - i. Students- Student Conduct, Rights, and Advocacy
    - ii. Faculty- Vice President for Academic Affairs and Provost
    - iii. Staff- Human Resources
    - iv. Guests and all others- University Police

#### *Alcohol at Events*

If your organization is planning an event where alcohol may be served, please review the policy in its entirety. Additionally, the Alcohol Beverage Event Form ([https://nku.col.qualtrics.com/jfe/form/SV\\_80MbNRdVnhpMaTH](https://nku.col.qualtrics.com/jfe/form/SV_80MbNRdVnhpMaTH)) must be submitted at least two weeks prior to the event.

#### *Policy Violations*

Possible penalties for violations of these regulations include, but are not necessarily limited to, the following:

1. Legal action by individuals or governmental authorities including possible sanctions of citation or arrest.
2. University disciplinary action under the Student Code, Faculty Policies and Procedures Handbook, Salmon P. Chase College of Law Faculty Handbook, Handbook for Department Chairpersons, or Personnel Policy and Procedure Manual.

In addition to 1. and 2. above, students and/or student organizations may be subject to these penalties:

- o Loss, curtailment, or elimination of student social functions, and notifications of national organizations where applicable.
- o Loss of status as a registered student organization.

Student organizations shall designate one person, perhaps an officer of that organization, to assume responsibility for assuring that there is knowledge of and compliance with these alcohol policies. It is recommended that this person participate in a special educational program offered by the Dean of Students.

#### **Anti-Hazing Policy**

This document may be accessed at: [https://inside.nku.edu/content/dam/policies/docs/Policies/Prohibition%20of%20Hazing\\_.pdf](https://inside.nku.edu/content/dam/policies/docs/Policies/Prohibition%20of%20Hazing_.pdf).

#### *Prohibition of Hazing*

In accordance with Kentucky Revised (KRS) 164.375, Northern Kentucky University prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Penalties for violation of the hazing policy shall include but are not limited to:

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1. Student violators will be subject to possible suspension or expulsion from the University or other appropriate disciplinary action in accordance with the Code of Student Rights and Responsibilities.
  2. Faculty and staff violators will be subject to possible loss of employment from the University or other action in accordance with the Faculty Policies and Procedures Handbook, Salmon P. Chase College of Law Faculty Handbook, Handbook for Department Chairpersons, and personnel Policy and Procedures Manual. Faculty, staff or student organization that authorize or contribute to actions that violate this policy shall lose University authorization to operate on campus property.
  3. Officers of such organizations may be held individually responsible for the actions of their organizations.
  4. Visitors, licensees, and invitees to Northern Kentucky University who violate this policy will be removed from University property and may be subject to prosecution.

Hazing under the statute means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one (1) person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

Individuals within the organizations, as well as the organization itself, may be found in violation. Investigations and/or sanctioning of individual hazing offenses will be conducted in collaboration with the Office of Student Conduct, Rights, and Advocacy. Individuals who have firsthand knowledge of hazing, including those being hazed, are required to report that knowledge to appropriate University officials. Any student who has been hazed or thinks they are going to be hazed should report such actions to the Center for Student Engagement, Office of Student Conduct, Rights, and Advocacy or the Vice President for Student Affairs.

#### *Subtle Hazing*

Actions that are against accepted organization standards of conduct, behavior and good tastes. An activity or attitude directed toward a prospective member or member or an act which ridicules, humiliates or embarrasses. Examples include:

1. Ignoring or ostracizing or publicly shunning a member or prospective member(s).
2. Calling prospective members demeaning names or requiring prospective members to call members Mr., Miss, etc.
3. Silence periods for prospective members.
4. Any form of demerits.

#### *Harassment Hazing*

Anything that causes mental or physical discomfort to the prospective member or members. Any activity directed toward a prospective member or activity which confuses, frustrates or causes undue stress. Examples include:

1. Verbal abuse.
2. Sleep deprivation.
3. Any form of questioning under pressure or in an uncomfortable position.

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4. Requiring prospective members to wear ridiculous costumes or perform ridiculous activities.
  5. Requiring only prospective members to enter by back door or go up back staircase or limiting access to facilities.
  6. Stunt or skit nights/events with demeaning and/or crude skits and/or poems.
  7. Requiring prospective members to perform personal service to actives such as carrying books, running errands, performing maid duties, etc.

### *Violent Hazing*

Anything that causes physical and/or emotional harm. Examples include:

1. Forced consumption or use of food, beverages (especially alcohol) or any other substance.
2. Excessive exercise.
3. Sexual violation.
4. Assault including paddling, beating.
5. Burning or Brandings

### **Late Night Event Policy**

The Late Night Event Policy and Registration form may be accessed through the Student Union web address: <http://studentunion.nku.edu/organizations/latenight.html>

Student Organizations wishing to host such events must schedule a meeting with Student Union/University Center management to thoroughly review the policy and registration requirements.

### **Obtaining Approval for any Visible Alteration to the Existing Campus**

This policy can be found at: <https://inside.nku.edu/content/dam/policy/docs/Policies/Visible%20Alterations%20to%20the%20Campus.pdf>.

### **Solicitation and Sales Policy**

To insure the orderly functioning of the University and to permit Registered Student Organizations or University departments an opportunity to supplement their allocated resources, Northern Kentucky University permits only these organizations and departments to engage in sales and/or solicitation as a part of their legitimate service and educational activities. Any registered student organization sponsoring a vendor on campus (jewelry, books, tye dye, etc.), MUST reserve their date on the myEngagement Community Calendar. The Center for Student Engagement will approve the request and contact the Registered Student Organization. The location for the vendor MUST be reserved through the online scheduling system by the registered student organizations on campus advisor.

Student Organization that will be selling any item must complete the Sales and Solicitation Form available on myEngagement at: <https://nku.presence.io/form/sales-and-solicitation-form>

### **Student Union/University Center Reservations Procedures and Policies**

Facility reservations are an extremely important service of the Student Union/University Center. In order to accommodate groups requesting to use the Student Union/University Center facilities, it is important for everyone to fully cooperate with the reservation policy. Every effort will be made by Student Union staff to honor all requests. Please refer to the complete listing of Student Union/University Center Reservations Procedures and Policies online:

<https://inside.nku.edu/content/dam/policy/docs/Policies/Reservation%20Policy.pdf>

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or Student Union/University Center room reservations please refer to the information on line or call 859-572-5760. Student Organizations must have the on-campus organization advisor submit room reservation requests on-line for all buildings through the on-line scheduler:

<https://inside.nku.edu/room-request.html>

If the Student Organization on campus advisor is not available to submit a room reservation the Student Organization may reach out to the Center for Student Engagement and a staff member will assist with completing the reservation and contact the Student Organization with a reservation confirmation.

### **University Posting/Chalking Policy**

Registered student organizations with the Center for Student Engagement and University departments of Northern Kentucky University are eligible to post materials on campus. Posting must follow the Poster Policy which can be found at:

<https://inside.nku.edu/studentaffairs/departments/studentunion/policies-procedures.html>

Registered student organizations may also advertise by chalking walkways. The Chalking policy should be reviewed prior at

<https://inside.nku.edu/studentaffairs/departments/studentunion/policies-procedures.html>

### **Use of Open Flames Indoors**

This policy applies to any individual or organization not otherwise recognized as a Northern Kentucky University Operations and Maintenance, commercial establishment, educational/scientific laboratory or clinic that is involved with the use of open flame to accomplish work assignments and procedures.

The burning of candles, sparklers, incense, paper leaflets, combustible figurines, pyrotechnic device, or any other combustible material is prohibited on university property. Any fire caused by the unauthorized use of open flames will be considered arson.

There are exceptions to the policy, however they are not to be considered automatic or preapproved exemptions from compliance with this policy. They can be found on the NKU Policy website or by contacting the Center for Student Engagement. The department responsible for an event which includes an activity to which this policy applies shall request approval from Safety and Environmental Compliance for an exception as defined above. The Department shall seek and must receive approval prior to each event for which the exception is required. An activity scheduled for several consecutive days or times shall be considered as one event, however an inspection may be required prior to each day or time of the event.

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## **Meetings, Demonstrations, and Other Assemblies**

Northern Kentucky University recognizes and confirms the right of all members of the University community to free expression, assembly, and advocacy. To facilitate the effective use and enjoyment of the facilities of the campus for the exercise of such rights and to minimize conflict between the form of their exercise and the rights of others in the effective use of University facilities, the following regulations are herewith established:

1. Planned or spontaneous demonstrations, meetings, or assemblies may be conducted in those appropriate areas of the campus which are regularly available to the public, provided such demonstrations, meetings, or other assemblies:
  - i. Are conducted in a lawful and orderly manner.
  - ii. Do not prohibit or interference with vehicular or pedestrian traffic.
  - iii. Do not interfere with classes, other scheduled meetings, events, and ceremonies or with other educational processes of the University.
  - iv. Are conducted in conformity with state statutes.
  - v. Are conducted only with specific authorization when held in (1) University buildings, or (2) University fields and recreation areas, or (3) residential areas of the campus, or (4) other areas available by reservation only.
2. Reservation of appropriate University grounds, areas, facilities, or other University property for the purpose of conducting a demonstration, meeting, or other assembly will be granted, subject to the restrictions contained in section #1 above, to the following described University organizations, groups, and individuals:
  - i. Registered Student Organizations on file and available in the office of the Director of Student Engagement.
  - ii. Members of the University faculty and staff, for extracurricular events related to their University duties.
  - iii. Official alumni groups and similar University-related organizations, departments, and other units of the University, for events directly related to their purposes and in keeping with the University's role as an educational institution.

## **Non-Discrimination for Student Organizations**

Northern Kentucky University believes that student organizations play a vital role in every student's education. Therefore, every student shall have the right to participate in the student organization of his or her choice regardless of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law.

Northern Kentucky University encourages students to join and actively participate in all registered student organizations. Additionally, NKU encourages students to recruit new members for their organizations and to create new organizations when needs are not met by existing groups.

A criterion for registration as an organization on NKU's campus is the requirement that the organization shall have a policy that every student shall have the right to actively participate in that student organization regardless of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law. and shall have equal opportunities for membership in all registered student organizations.

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The exception shall be the recognized social fraternities and sororities whose right to remain single sex organizations is guaranteed under Title IX of the Education Amendments of 1972. Every other provision of this statement applies to those organizations as it does to all student organizations.

Therefore, no student organization shall refuse membership to a student on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law. Nor shall any student organization discharge a member without just cause or otherwise illegally discriminate against that person with respect to privileges and promotions within that student organization.

Furthermore, no student organization shall limit or classify its members on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law.

No student organization shall have any subordinate members or subordinate organizations affiliated with it that are discriminatory on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law. Every member of every organization shall be a full member entitled to all of the rights and privileges of said membership. Those organizations with an initiation period for new members must have this initiation period approved by the University. The existence of said initiation period and organizational policy and procedures must not violate any University policy.

Further, no student organization shall print, publish, cause to be printed or published any material that is discriminatory on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law. Nor shall any student organization conduct any activities that tend to harass, embarrass or generally disturb any person on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law.

Any violation of this statement by any student organization shall result in disciplinary action. Students may file a complaint with the Office of Student Conduct, Rights. Penalties for violations of this policy may result in suspension or probation of the organization and loss of privileges associated with registered student organizations.

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## Inviting Elected or Appointed Officials to Campus

As a professional courtesy, the Office of the President would like to be informed when an elected or appointed local, state, regional, or national official is invited to campus by departments or student organizations. When appropriate, the President would like the option to informally greet and interact with the officials without interfering with the scheduled event. Due to the busy nature of the President's schedule, advance notification is requested to anticipate scheduling conflicts. The student organization advisor or person coordinating the event is requested to notify the Center for Student Engagement *at least two weeks prior to finalizing the scheduling of visits of such officials.*

## Inviting the University President or Vice Presidents to Events

If your student organizations would like to invite the President, Cabinet Members, Vice Presidents, or Assistant Vice President for Student Affairs to either attend or speak at your planned organization events, you must complete the request form through myEngagement at: <https://nku.presence.io/form/request-to-invite-the-university-president-or-cabinet-members-to-events> Please include specific details of the event, including date, time, location, and purpose of the person's attendance. The Center for Student Engagement will confirm attendance with the student organization.

## Showing of Films on Campus

### *The Face-To-Face Teaching Exemption*

Section 110 of the 1984 Copyright Act does provide a specific exemption to the licensing of what is clearly a public performance - "Face-to-face teaching." To qualify for the exemption, the showing must occur in a face-to-face teaching situation at a non-profit educational institution and you must be able to answer YES to all of the following six criteria:

1. Performances and displays of audiovisual works must be made from legitimate sources, such as pre-recorded videocassettes. Copies made from legitimate sources or broadcasts are not allowed.
2. Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus. The course MUST be a credit course, and must be recognized by the institution and for which students must register.
3. The instructors or pupils must give performances and displays from the same location in which it is being screened; no broadcasting from outside sources (such as closed-circuit television) is allowed.
4. Performances and displays must be given in classrooms and other places devoted to instruction; library screening rooms, residence hall lounges, rathskellers and cafeterias do not qualify.
5. Performances and displays must be a part of the teaching activities at a non-profit educational institution.
6. Businesses that conduct educational seminars and certain technical schools do not qualify.
7. Attendance is limited to the instructors, pupils and guest lecturers. Only students registered for the class may attend the screening. No fee specific to the screening may be charged.

If you have answered NO to any of the six criteria, you do NOT qualify for an exemption. You must obtain a public performance license.

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Registered Student Organizations may show films on campus as long as they are purchased through a movie licensing company. The cost usually starts at \$250 and goes up, depending on the studio, title and event date. Prices fluctuate on a weekly basis. For more information contact one of the movie licensing companies listed below:

1. Motion Picture Licensing Company (M PLC)- [www.mplic.org](http://www.mplic.org)
2. Swank Motion Pictures - [www.swank.com](http://www.swank.com)
3. Criterion Pictures USA-[www.criterionpicusa.com](http://www.criterionpicusa.com).

Registered Student Organizations may not stream any movies to its membership on any streaming platform (i.e. Netflix, Hulu, Amazon Prime, Disney+, etc), or use any party streaming platforms (Netflix Party, Group Watch, etc). To show a film to your organization or the general student body, you must go through one of the movie licensing companies listed above. Organizations found in violation of this will be subjected to disciplinary actions through the Center for Student Engagement and/or legal actions for copyright violation. Please contact the Center for Student Engagement if your organization wishes to show a movie, and we will help you schedule and purchase it from one of the companies listed above.

### **Social Standards**

Please be advised that the Center for Student Engagement encourages and expects compliance by registered student organizations with the following guidelines. The ability of a registered organization to sponsor an event and the continued registration of the organization by the University will be contingent on compliance.

1. Registered student organizations are expected to comply with University Regulations and with state and local laws regarding the conduct of members and guests at all times.
2. During social events, student officers will be held accountable for compliance by members and guests.
3. All parties where alcohol is present should be closed to all but members and invited guests. As a result, if alcohol is present, no advertisement of this event via flyers, posters, newspaper ads, etc. is permitted either on or off campus. Guest lists are to be used to document those invited to the event and serve as a sign in sheet for those attending the event. We recommend that organizations keep a copy of the guest list and sign in sheet on file for one year following the event. All other groups who participate in the event where a guest list is maintained should be able to gain access to the lists after the event, if they deem it necessary.
4. Should alcohol be present at an event, non-alcoholic beverages and food items also are to be served and conspicuously displayed.
5. If alcohol is served at an event, under no circumstance should members or guests under the age of 21 be served an alcoholic beverage. Those found in violation of this policy may be subject to disciplinary and legal actions.
6. Greek Letter Organizations and student organizations with national affiliations are expected to follow the Risk Management Policy as defined by their national organization.
7. No alcoholic beverages may be purchased through the organization treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase and/or use of a bulk quantity of such alcoholic beverages (e.g. kegs) is prohibited.
8. Pre-parties and spontaneous events will be considered organization events if you answer yes to any of these questions:
  - i. Is the pre-party/ spontaneous event taking place in the same location as an organization sponsored activity?
  - ii. Is the event sponsored by a member of the organization?

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- iii. Are half of the people in attendance members of the organization?
  - iv. Is half of the organization in attendance?
  - v. Was the pre-party/spontaneous party discussed at a meeting?

If you answered yes to any of these questions, then your organization may be held accountable for behavior that occurs at this event.

### **Food Sales**

Northern Kentucky University has contracted with Chartwells the exclusive agent to purchase, prepare, and sell food, food products, and non-alcoholic beverages on its campus in Highland Heights, Kentucky, except as mutually agreed upon by NKU and the food service company.

Stipulations for registered student organizations include the following:

1. Each organization must be registered with the Center for Student Engagement.
2. **BAKE SALES:** A bake sale is defined as the sale of baked goods, pastry, doughnuts, cookies, etc. that do not require refrigeration or heat to maintain product safety. All other types of food sales are prohibited unless otherwise authorized in writing by the Director of Food Services.
3. Other than bake sales **NO** food sales may be held on campus without the written consent of the Office of Business Operations. The Request for Exception to the Food Policy is available at: <https://nku.presence.io/form/off-campus-food-providers-waiver>
4. Locations, such as the plaza front to Nunn Hall, the first floor of Nunn Hall in front of the elevators, and other areas inside campus buildings, must be reserved and confirmed by through the online scheduler by an on-campus advisor unless otherwise directed. Certain lobby areas are not currently available to reserve.
5. The food service director is willing to advise any organization dealing with food donations on Health and Sanitation Department regulations under which such food sales must be conducted. They will also cooperate with any group on the procurement of supplies.
6. All posters, flyers, etc., advertising a **BAKE** sale must be approved and stamped for posting by the Student Union Information Desk.

### **Catering Guidelines**

Chartwells is the sole food service operation at Northern Kentucky University. By contracted agreement with the University, they are the only agents through which any organization may negotiate and determine any food services for any event on campus.

1. Chartwells will work in cooperation with any registered organization to provide:
  - i. Food services for any on-campus or off-campus event.
  - ii. Written estimates for services.
  - iii. Procurement of supplies relates to events (paper plates, etc.).
  - iv. Special occasions whenever food service is provided by other sources (students, etc.).
2. Should occasion call for other food services, permission for the service must be met by Chartwells and the Center for Student Engagement.

Student organizations are responsible for payment for any services contracted with Chartwells. Should the student organization cancel an event, remember it is the responsibility of the student organization in canceling the food service- otherwise the student organization will be liable for payment. Always follow through with the details.

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## **Use of Off-Campus Food Providers**

The campus dining contractor, Chartwells, has exclusive rights to provide food serves and catering on campus for Northern Kentucky University. If student organizations would prefer not to use Chartwells for small food orders in university buildings (under \$250) and bring food and supplies from off-campus, they must receive approval 10 business days in advance of the scheduled event.

### Policy Details:

- This policy is limited to catered and donated food for meetings and events only. Re-selling of food is not permitted.
- Exceptions to the use of Chartwells for food needs on campus may be considered by submitting a campus food waiver request 10 business days in advance of the scheduled event. Foods may not be comingled with Chartwells supplied foods.
- The total retail value of the food may not exceed \$250
- Groups may not cook their own food and bring it in or bring in cooked food from parents, churches, etc.
- Grilling of food is not permitted.
- No pans of food that require warming with sterno and chaffing dishes are permitted.
- Food items that are permitted include – bagels, cookies, candy, sub sandwiches, pizza, cheese trays, cakes, chips, soft drinks.

The form located at the following link needs to be completed and approved 10 days prior to the event. Within five (5) days of the event an itemized receipt must be sent to aikmans1@nku.edu. Groups that exceed the \$250 amount or bring in unauthorized food will lose their privileges.

<https://nku.presence.io/form/off-campus-food-providers-waiver>

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# SECTION IV

## *Organization Rights and Responsibilities*

It is the position of the Center for Student Engagement of Northern Kentucky University that all student organizations support the interest of the University by:

- Providing a forum for social interaction that permits the individual to learn to effectively relate to others.
- Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University.
- Providing an environment in which learning takes place through the free exchange of ideas and beliefs between members.
- Promoting academic achievement and scholarship.
- Providing valuable leadership experience.
- Providing a support system for individuals as they proceed through significant developmental changes.

Because the Center for Student Engagement supports the aforementioned position, the following privileges are conferred on all Registered Student Organizations in good standing:

1. Assistance of the Center for Student Engagement staff in coordination and maintenance of the student organization.
2. Advertisements and notices in official publications.
3. Use of University facilities.
4. Eligibility for University funding upon approval of the Student Organization Board.
5. Social calendar registration privileges through myEngagement.
6. Posting and advertising privileges.
7. Use of resources available through Student Engagement, the Student Organization Board, and the Student Union.
8. Use of University Services.
9. Use of Student Organization Mailboxes as available.
10. Participation in all-University events, i.e. Freshfusion, Victorfest, Homecoming, etc.
11. Inclusion in recruitment events, i.e. Student Organization Rallies, Orientations, Student Organization Fairs.

The Center for Student Engagement further believes that part of the developmental process includes holding our registered student organizations and their membership accountable if they fail to meet the responsibilities outlined below:

1. Register your organization with the Center for Student Engagement at the beginning of each academic year (rules and criteria on how to do this can be found in the Student Organization Handbook)
2. Officers of organizations should be in good standing (at least 2.0 GPA) and not on academic or disciplinary probation
3. Organizations will submit a constitution on myEngagement (a template for constitutions can be found on the Center for Student Engagement's myEngagement page under "Documents").

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4. Organizations will follow all NKU policies and procedures, as well as local, state, and federal laws. Nationally affiliated organizations recognize that in instances where National Policy and NKU Policy do not align, NKU Policy supersedes.
  5. Organizations and their members will comply with the University's anti-discrimination and anti-hazing policies.
  6. Organizations will not adopt a name that is the same or deceptively similar to the name of an existing registered student organization.
  7. Organizations will be non-profit and will not use its status as a registered organization to solicit or advertise for commercial purposes.
  8. Organizations will develop purposes that are consistent with the missions and purposes of the University, as outlined in "Missions, Program Levels, and Structures" by the Board of Regents
  9. Organizations will provide a forum for social interaction that permits the individual to learn to effectively relate to others
  10. Organizations will encourage and stimulate intellectual growth by promoting participation in the intellectual and cultural life of the University
  11. Providing an environment in which learning takes place through the free exchange of ideas and beliefs between members.
  12. Promoting academic achievement and scholarship.
  13. Providing valuable leadership experience.
  14. Providing a support system for individuals as they proceed through significant developmental changes.
  15. Comply with all laws of the Commonwealth of Kentucky.
  16. Comply with all University Policies and guidelines.
  17. Engage in sound financial management.
  18. Expend all of the organization's monies to further the purpose(s) of the organization and not for the private benefit of officers or members.
  19. Regularly inform the organization's advisor(s) about the program, personnel, and activities of the organization.
  20. The organization shall engage only in positive, educationally sound activities that will not bring disfavor upon the University.
  21. Accept responsibility for all financial obligations incurred and decisions made as an organization.

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# SECTION V

## *Annual Checklist*

The following items should be done to complete the renewal process each Spring:

- *President's Academy*
  - An officer from each organization will attend this program. Groups who do not send a representative will not be eligible for Legacy, Programming and Activities or Operational Funding. Students are only able to represent one organization at President's Academy.
- *Complete the Registration Process*
  - This occurs on the myEngagement platform.
- *Verification of Information*
  - Please verify that all forms and online information have been currently submitted. All member, officer, and advisor information needs to be up to-date to ensure a successful assessment process at the end of the semester.
- *Pay the Registration Fee*
  - All registered student organizations must pay this fee each academic year to be considered active and eligible for funding and space reservations. The fee is \$35 and can be paid via credit card, check, or cash.

Keep This Information Current in myEngagement:

- The most current version of your organization's constitution should be in myEngagement. Every time your constitution is updated, we asked that you submit this document electronically through the myEngagement registration renewal process.
- Information on officers and advisors will be based on data provided on the annual registration information. Changes during the year should be made using the myEngagement system.

### **Preventive Maintenance for Officers**

- Stay in close communication with fellow officers and encourage a positive officer/advisor working relationship.
- Remind yourself and your officers to check your mailboxes and email weekly, and stay up to-date with campus issues and up-coming events (via the N3, Student Union and Engagement office and the Northerner)
- PLEASE REMEMBER: In order to be eligible to serve as a student organization officer, members must maintain the semester and cumulative GPA requirement of 2.0 and remain in good standing with the university. It is your responsibility to monitor your officers' academic standing and take action through meetings and referrals when help is needed. If you do not have access to student academic information database, you may contact the Center for Student Engagement for assistance with academic status checks.

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# SECTION VI

## *Liability FAQs*

Accepting the position of advisor to a student organization means accepting extra responsibility! To ease your worries and concerns here are some basic questions that normally arise when dealing with liability issues.

### **What is my liability as an advisor to a student organization?**

With nearly 200 student organizations at NKU, the type of liability or risk will vary depending on the type of organization for which you are an advisor and the type of activities that are involved. Rather than address specific organizations or activities, a generic list of suggestions is intended to assist you with your responsibilities as an advisor.

### **How will I know I am officially an advisor?**

It is the responsibility of the Student Organization to identify faculty/staff members that may be willing to serve as their advisor. Many times, there is a natural fit between an academic program and a related student organization. Some organizations, hosted/supported by specific University Departments, are advised by a faculty/staff member that has that role included in their job description. Many student organizations are able to find faculty/staff members with similar interests that are willing to serve as the organization advisor. Occasionally, student organizations “draft” advisors and list them on official documents without actually confirming that the faculty/staff member is willing to serve! Once an advisor has agreed to serve, the organization should notify the Center for Student Engagement and provide accurate contact information. To ensure proper communication and appropriate recognition for each organization’s advisor, it is imperative that the organization update this information through our on-line system.

### **When should I anticipate risks?**

You should anticipate risks which may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen—a risk. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, the risk involved can be minimized. Call the Center for Student Engagement with any specific questions regarding activities or student organization concerns. Many advisors are concerned that they must “approve” room reservation requests for student groups. This approval DOES NOT constitute responsibility for the contents of the room. Ultimately, it is the student group’s responsibility to maintain the condition of the room. By “approving” a room reservation request, you are NOT committing to attendance at the activity.

### **What type of authority do I have?**

Be aware of the scope of your authority. The University grants student organization advisors the authority to make certain decisions or take certain actions within their stated responsibilities as an advisor. The University also reserves certain rights (for instance, the signing of any contracts). If you remain within the designated responsibilities of the position, you will be able to avoid many unnecessary risks.

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# SECTION VII

## *Additional Resources*

The following are resources available to active registered student organizations. This list is not comprehensive and information is subject to change.

### **Bulk Mail Service**

When sending 300 or more pieces of mail at one time, it is possible to save money by following the guidelines for bulk mail as provided by University Mail Service. Please contact mailing services located in the Landrum Annex 100 for assistance or call 859- 572-5211.

### **Campus Recreation**

The Campus Recreation Center is a great place for a wide variety of events. All reservation requests must be submitted 14 days prior to your desired event date. Please consult our reservation policies for a full list of guidelines. Please refer to:

<https://inside.nku.edu/studentaffairs/departments/campusrec/facilities/reservations/reservation-policies.html> for policies and details.

### **Copy/Printing Services**

Registered student organizations may utilize the services of the University's Copy/Printing Services department. Student organizations must submit their copy/print job to the Student Engagement Office who will work with the Copy/Printing Services. All payments must be made to the Student Engagement Office within two weeks of receipt of job.

### **Facilities**

Registered student organizations may use campus facilities. Reservations must be done on-line by the on-campus advisor at: <https://inside.nku.edu/room-request.html>.

### **The Leader's Link**

The Center for Student Engagement generates the Leader's Link. An electronic news letter to keep all NKU students informed of upcoming campus events, deadlines and other information students need to know. The newsletter is sent out weekly to all officers and advisors. To have your student organization event or information appear in the Leader's Link, send your announcement to [studentengagement@nku.edu](mailto:studentengagement@nku.edu) by noon on each Thursday to appear in that week's edition of the news service. All information must be pertinent or open to all students. Your message must be limited to 100 words and should be typed into the body of the email. The subject should indicate the title of the activity. Do not format the info with bullets or any unusual fonts. Do not send attachments or graphics. Your contact information should be included in the email. Repeat messages will only be run as space is available. If the message does not meet these standards it may be discarded without notification.

### **Media Services**

Registered student organizations may request assistance with IT and technology needs through the Student Union/University Center staff, the on-line room reservation process and/or by submitting an on-line request at <http://infra.nku.edu/InfraForms/>.

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### **Student Organization Mail and Mailboxes**

The Center for Student Engagement provides mailboxes to Registered Student Organizations at no charge to the organization, upon registration of the organization and on a first come, first serve basis. The President of the organization will receive written notification of the mailbox number.

The mailboxes are located on the third floor of the Student Union outside Suite 316, The Center for Student Engagement. It is the responsibility of the student organization to check the mailbox weekly. Mailbox privileges will be revoked if mail is left to accumulate.

The student organization may use these mailboxes to send notices to other student organizations by bringing the information that is to be distributed to the Center for Student Engagement, SU 316 during normal working hours.

### **Student Organization Addresses**

A student organization address is NOT to include Northern Kentucky University as an affiliate. Each organization is its own entity. Always use the student organization name that is used when registering on myEngagement.

An example of an address to use is:

Order of Omega  
c/o Center for Student Engagement  
Nunn Dr., Student Union Suite 316  
Highland Heights, KY 41099

The address should **not** be listed as:

Order of Omega of Northern Kentucky  
University Box 1234  
c/o Student Engagement, Student  
Union Suite 316  
Highland Heights, KY 41099

### **Website & Email Accounts**

The Center for Student Engagement encourages all registered student organizations to utilize the myEngagement system to build an organization website. Each Organization will receive a standard website option as a part of the Organization Portal. Student organizations may create additional websites and link them to the myEngagement Portal.

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# SECTION VIII

## *Advisor's Evaluation Checklist*

The following questions will provide an assessment of your organization's advisor.

Yes No Item

- The advisor provides motivation and encouragement to members.
- The advisor knows the goals of the organization.
- The advisor attends regularly scheduled executive board meetings.
- The advisor attends regularly scheduled organizational meetings.
- The advisor meets regularly with the officers of the organization.
- The advisor attends the organization's special events.
- The advisor assists with the orientation and training of new officers.
- The advisor helps provide continuity for the organization.
- The advisor confronts the negative behavior of members.
- The advisor understands principles of group development.
- The advisor understands how students grow and learn.
- The advisor understands the principles that lead to orderly meetings.
- The advisor has read the group's constitution and by-laws.
- The advisor understands the principles of good fundraising.
- The advisor understands how issues of diversity affect the organization.
- The advisor attends conferences with the organization's members.
- The advisor knows the steps to follow in developing a program.
- The advisor can identify what members have learned by participating.
- The advisor knows the members.