



Northern Kentucky University

**REGISTERED
STUDENT
ORGANIZATIONS
HANDBOOK**

2021-2022

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



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Center for Student Engagement

Northern Kentucky University Student Leaders,

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

Facebook: NKU Center for Student Engagement and Leadership Development

Twitter: NKU_OSE

Instagram: nkustudentengagement

Norse Up!

SECTION I

Student Organizations and Code of Student Rights and Responsibilities

Student Organizations are expected to abide by the Code of Student Rights and Responsibilities and will be held accountable for failure to comply. For a complete listing of the Code of Student Rights and Responsibilities, please refer to the Office of Student Conduct, Rights and Advocacy. The entire document can be accessed on line through the following web address:
<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

Definition of an Northern Kentucky University (NKU) Student

For the purposes of this document and membership in a registered student organization, an undergraduate student shall be defined as any person currently enrolled for a minimum of six credit hours in a degree-seeking program at Northern Kentucky University. A graduate student shall be defined as any person currently enrolled for a minimum of three credit hours. High school students who are attending NKU for a program (School Based Scholars, dual-credit courses, etc) are not considered Northern Kentucky University Students for the purposes of registered student organizations. Only students meeting the aforementioned definition are eligible to create and/or join a registered student organization.

Categories of Organizations

The Center for Student Engagement classifies its organizations into 9 distinct areas of engagement as listed below. Some organizations may represent multiple areas.

1. Academic

Academic organizations are traditionally formed in connection to a specific discipline. They may also include honor societies and student ambassador programs.

2. Faith Based

Faith based organizations are composed of a group of individuals united on the basis of religious or spiritual beliefs. These organizations work to meet the spiritual, social, and cultural needs of their members.

3. Fraternity and Sorority Life

Traditional Greek-letter organizations from the Interfraternity Council (IFC), National Panhellenic Council (NPC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC). These organizations report to the Office of Fraternity and Sorority Life.

4. Governance

Governance organizations provide leadership, advocacy, and service to a particular population of the student body.

5. Leadership

Leadership organizations specifically focus on the professional and leadership development of its members and/or the Northern Kentucky University Community.

6. Media

Media organizations provide Northern Kentucky University students a variety of ways to gain hands-on experience. Many are housed in the College of Informatics and provide opportunities to develop a diverse portfolio of work.

7. Service

Service organizations specific focus is giving back to the community. These organizations serve the university, the local community, and even communities far from Northern Kentucky University.

8. Special Interest

Special interest clubs are for students with a specific similar interest to share that interest among themselves and with the Northern Kentucky University campus at large.

9. Sports Club

Sport Clubs are designed to provide students with leadership, managerial, and interpersonal opportunities while participating in a particular sport or activity. These organizations report to the Department of Campus Recreation.

Other classifications outside the 9 Areas of Engagement are as follows:

1. Chase College of Law

Organizations supported by Chase College of Law. Membership is open to Law School students only.

2. Graduate

A co-educational organization whose main purpose is to bring together students and/or faculty/staff to share common goals, objectives, or issues associated with specific Graduate programs. Typically, membership restricted to Graduate students only.

3. Residence Halls:

Organizations developed for students living in the NKU Residence Halls, often supported by University Housing.

Process for Establishing a New Student Organization

1. Only currently enrolled students of Northern Kentucky University may initiate the establishment of a new student organization with the Center for Student Engagement.
 - Students who are in their graduating semester (Fall or Spring) may not be the founding president of a new organization. This is to ensure that the organization has lasting sustainability and a member base that will persist after the founding president.
 2. Off-campus organizations may solicit interest from students for their off-campus organization only at the designated free speech area. Further information can be found on the Office of Student Conduct, Rights and Advocacy website: <https://inside.nku.edu/scra.html> under Codes and Policies. However, these off-campus organizations may not initiate the establishment of a new student organization with the Center for Student Engagement-this can only be done by a student(s) of Northern Kentucky University.
 3. In order to ensure adequate time to market, recruit, and gain funding for organizations, students are only allowed to propose new organizations during certain time periods in the Fall and Spring Semesters. Fall Semester Applications open September 1st and closes October 1st, and Spring Semester Applications open February 1st and closes March 1st. Full details can be found at the "Starting a New Organization" document on myEngagement.
 4. In the event, the student(s) do not comply with 5 members standard, the new student organization may be granted a Provisional Status. The Provisional Status may not exceed 8 weeks and will be granted once (1) per academic school year. During this period, the new student organization may reserve meeting rooms, hang posters on campus to advertise the student organization and to solicit other students to join the student organization, and participate in campus events specifically designed to provide student organizations an opportunity to recruit members, i.e. Student Organization Rallies, Student Organization Information Fairs, FreshFusion, Orientation Tailgates, etc.
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Organization Renewal Procedures

Student Organizations are required to renew their student organization status each academic year. Below are the steps outlining the organization renewal process.

1. Each spring semester, registered organization renewal opens. The organization must register and update all membership/officer and advisor information utilizing the myEngagement system. Typically, this process takes place during the last full week of classes prior to the start of final exams.
2. Each fall semester, registered organizations must attend a student organization training, known as President's Academy. Student Organization advisors are strongly encouraged to attend a session as well. In order to be eligible to apply and/or receive Legacy Travel Grants, Operational Grants or Programming and Activity Grants, students must attend this training.
3. All registered student organizations must pay a \$35.00 registration fee annually. The organization registration process is not complete until this fee is paid. The fee is due after July 1 of the new academic and fiscal year. Final deadline will be September 30 and checks should be made payable to NKU Student Engagement.
4. New student organizations should review the document "How to Start a New Student Organization." This document is located in the documents section of myEngagement or in the Center for Student Engagement. A "new" organization is defined as any group not registered with Student Engagement by the end of the previous academic year.

Additionally, all registered student organization are expected to adhere to the following:

1. The student organization must not adopt a name which is neither the same as nor deceptively similar to the name of an existing registered student organization, the University or any division or department thereof. Student Organizations needing off-campus checking accounts should not include Northern Kentucky University as part of their name. If the account was ever overdrawn, the University would be implicated through the use of its name.
 - i. Each student organization is its own entity and therefore should not include Northern Kentucky University as an affiliate.
2. The student organization must be non-profit. It may not use its position as a registered student organization to solicit or advertise for commercial purposes. A student organization may not be utilized as a vehicle for personal financial gain for any members or advisors.
3. All registered student organizations must be consistent with the ethical principles of Northern Kentucky University and their activities must be consistent with all University policies and the Student Code of Conduct which can be found at: <https://inside.nku.edu/scra/information/students/rights-responsibilities.html>
4. Although not a comprehensive definition of the function and activities of members of a student organization, the following functions and activities must be reserved to NKU student members who are on good academic standing with the University:
 - i. Holding of any offices in the student organization.
 - ii. Presiding, officiating, voting, making or seconding motions at any meeting of the student organization. Guests may attend and, as members of the audience, speak at meetings of the student organization when the program and procedures permit.
 - iii. Acting as a public spokesman for the student organization.
5. Membership in the student organization shall be limited to NKU students as defined on page 3.
6. The student organization must maintain a minimum of 5 members.
7. Both full-time and part-time students are eligible to be members of the student organization.

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8. Every registered student organization must have a faculty/staff advisor chosen by the membership. Given the role of the governing councils, alumni boards, and national headquarters, Fraternity and Sorority Life organizations (IFC, NPC, NPHC, and MGC) are not required, but are encouraged, to have a faculty/staff advisor associated with the University. Questions regarding this exception should be directed to the Center for Student Engagement.
 9. Only members of the student body, faculty and/or staff of the University may man tables or distribute materials on campus on behalf of the student organization. Any person, persons, organization, etc. must have written sponsorship or approval of a student organization before it is permitted to distribute any materials.
 10. An affirmative statement shall be signed by students, faculty/staff seeking registration of the student organization to certify that the student organization is in compliance with and will continue to comply with the Code of Student Rights and Responsibilities, and with the policies, rules and regulations approved by the Board of Regents.
 11. 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 participation in or affiliation with any organization. For more information please see Hazing Policy (<https://inside.nku.edu/content/dam/policy/docs/Policies/Prohibition%20of%20Hazing.pdf>). All students are responsible for reporting any violations to the Center for Student Engagement or the Dean of Students office.
 12. For reporting purposes, all members of registered student organizations must be included in the roster for each organization of which they are a part. Periodically, the Center for Student Engagement will draw anonymous data from myEngagement that is used to provide aggregate data on the impact of involvement. This data may include scholastic reports, residency, major, retention, and other data routinely collected by the university. Individual student data will not be published or shared, however, if a student would like to have their information withdrawn from the collection they must notify the Center for Student Engagement in writing.
 13. Academic requirements, beyond those listed above, must be stated in the Constitution and/or Bylaws of the student organization.

Privileges, Responsibility, and Accountability of Student Organizations

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:

1. Providing a forum for social interaction that permits the individual to learn to effectively relate to others.
2. Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University.
3. Providing an environment in which learning takes place through the free exchange of ideas and beliefs between members.
4. Promoting academic achievement and scholarship.
5. Providing valuable leadership experience.
6. 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.
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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. Comply with all laws of the Commonwealth of Kentucky.
2. Comply with all University policies and guidelines.
3. Engage in sound financial management.
4. 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.
5. Regularly inform the organization's advisor(s) about the programs, personnel, and activities of the organization.
6. The organization shall engage only in positive, educationally sound activities that will not bring disfavor upon the University.
7. Accept responsibility for all financial obligations incurred and decisions made as an organization.
8. Register the organization annually with the Center for Student Engagement.

Student Organization Constitution

Each organization is required to produce a constitution and by-laws, and submit one copy to the Student Engagement office upon registration or renewal. When changes are made to the constitution and/or by-laws a new copy must be submitted to Student Engagement. The following are standard considerations when compiling a constitution:

1. Statement of purpose and mission.
2. Statement of qualifications for membership.
3. A listing of offices which the organization will have and duties inherent in each of these.
4. A statement that the organization will provide for "due process" in disciplinary procedures with its membership. Outline the process for removing a member.
5. A statement as to how the organization will be financed.
6. A statement that two authorized signatures are required for every financial transaction (protects the organization and the individual).
7. A statement that includes a provision for the disposition of funds remaining in the event of the dissolution of the group.
8. A statement that the organization is not organized for the purpose of furthering the private financial gain of an individual and/or select number of individuals.

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9. Statement that the organization will not restrict membership to a student based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status, and any other basis protected by law, except when the expressed and legitimate purposes of the organization require limitation as to sex or religious affiliation or belief.
 10. Statement that the organization will uphold NKU's ban on hazing, as defined by the Hazing Policy, and will take appropriate actions against groups or individuals found to have violated the Policy.
 - i. Hazing is defined as any action taken or situation created, intentionally, whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of NKU. It includes any form of subtle hazing, harassment hazing, or violent hazing as outlined in NKU's Registered Student Organization Handbook. 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.
 11. A statement that addresses the means to approve amendments and the required vote for amending the constitution (recommend 2/3 vote).
 12. Voting process for officers and how vacant positions will be handled mid-term.

A good constitution establishes structure and purpose of the group; creates methods for selecting officers; and designates powers and responsibilities to those members and officers. A constitution template will be provided by the Center for Student Engagement for all new student organizations. Established organizations may be subjected to constitution reviews periodically to ensure the information is up to date.

Withdrawal of Student Organization Registration Privileges

The privileges conferred through registration may be withdrawn for cause which may include:

1. Registration will also be withdrawn or discontinued:
 - a. At the written request of the student organization or its national affiliate.
 - b. When constitutional provisions dissolves the group.
 - c. When a student organization does not hold meetings or activities for a period of one (1) academic year.
 - d. When a student organization fails to carry out its programs consistent with the stated aims and purposes of the student organization's constitution.
 - e. If for any reason the student organization becomes delinquent as to its responsibilities as a student group.
 2. Willful or negligent violation of University, state or federal standards, codes or policies as sanctioned by the Center for Student Engagement.
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Warning, Probation, and Suspension

Warning

A warning given by the Center for Student Engagement is a notice to the group that they will be placed on probationary status if specified obligations are not met within a designated period of time.

Probation

The Center for Student Engagement may put a registered student organization on probation which means, loss of any or all privileges of registered student organizations. Probation must be for a specific duration at which time status can be reviewed. During the probationary period any violation of University policy may lead to immediate suspension.

Suspension

Suspension shall involve permanent, complete withdrawal of all privileges and rights of the student organization. In addition, no suspended student organization may use or rent NKU facilities as a non-University group. In order to regain registration privileges, the student organization must register as a new forming group during a regular registration period in the following academic year. The Office of Student Conduct, Rights, and Advocacy, the organizations national organization, or the Center for Student Engagement can initiate the above actions.

The Center for Student Engagement or the Office of Student Conduct, Rights, and Advocacy will communicate all decisions regarding the status of a student organization in writing with a carbon copy to the advisor.

Judicial Procedures for Student Organizations

To ensure that all student organizations and their membership are held to the same standards, a process has been designed to review allegations of misconduct involving the willful or negligent violation of University, state or federal standards, codes or policies. The Office of Student Conduct, Rights, and Advocacy will review all allegations of misconduct that an observer would associate with a specific student organization that may bring disfavor upon the University. In addition, individual members of the organization may be subject to Disciplinary Action as outlined in the Code of Student Rights and Responsibilities.

Students and student organizations have a right to appeal sanctions pursuant to the procedures set forth in the Code of Student Rights and Responsibilities. In order for any appeal to be considered, the student must submit all necessary documentation, including written arguments when appropriate, to the Office of Student Conduct, Rights, and Advocacy within ten (10) working days of receipt of notice of sanctions. An appeal is not simply a rehearing of the original case, but a review of the official record and the written statement of appeal provided by the student.

SECTION II

University Policies

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 at 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_80MbNRdVnhpMa TH) 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/policy/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>

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.

SECTION III

University Guidelines

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.

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.

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.

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
2. Swank Motion Pictures - www.swank.com
3. Criterion Pictures USA-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?

-
- 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.

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>

SECTION IV

Sport Club Policies

All Sport Clubs must register with the Center for Student Engagement as a Registered Student Organization and are bound by the same requirements as all other registered student organizations. Additionally, Sport Club designation is granted through the Office of Campus Recreation and additional registration requirements will apply. Please contact the Office of Campus Recreation for a complete Sport Club Manual. Sport Clubs are required to attend a Student Organization Orientation and Sport Club Orientation meeting every year to be in compliance with registration requirements.

NKU Campus Recreation Mission and Vision Statement

Mission

We are committed to enriching the lives of the university community by enhancing the academic experience, encouraging physical, mental, and social development, and promoting a lifelong appreciation of leading a healthy lifestyle.

Vision

To provide comprehensive state of the art facilities and programs that increase recruitment, retention, diversity, learning, community building, fitness and satisfaction with the overall NKU collegiate experience.

Introduction

What are Sport Clubs?

The Sport Clubs Program offers a unique blend of team and individual sports. Each Sport Club is a student organization comprised primarily of students, faculty and staff. Each club is formed, developed, governed and administered by the student membership of that particular club, working with the Sport Clubs Program staff. The key to the success of this program and each club is student leadership, interest, involvement and participation.

Sport Clubs shall be defined as an opportunity for students wishing to continue competing in their respective sports while not making a full time commitment. While under the Department of Campus Recreation, Sport Club athletes gain leadership, managerial, and intrapersonal opportunities through participation.

Sport - An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively.

Game - An activity providing entertainment or amusement; a pastime.

Eligibility

To be eligible for consideration as a recognized Sport Club at NKU, a potential club shall meet the following requirements:

1. Fit definition of Sport Club; AND
2. Offer an activity that does not duplicate an existing Sport Club

Recognition as a Sport Club

Any group of individuals who are interested in forming a sport club, or an existing club that feels they want to be considered a sport club, must adhere to the following procedures set forth by Campus Recreation Sport Clubs Program:

1. All members must be a Northern Kentucky University recognized student organization in good standing.
2. All members must be currently taking classes at NKU.
 - i. If a student organization at Northern Kentucky University is acknowledged by student affairs as a club and are involved in a competitive sport activity in which an inherent risk is known, then they **MUST** be a sports club.
3. Complete the Sport Club Request for Recognition form.
4. Each club must select an advisor/coach prior to becoming a sports club. The advisor/coach must have all documentation, such as licenses or credentials, filed with the Department of Campus Recreation Sport Clubs Program.
5. Become familiar with the Northern Kentucky University Sport Clubs Handbook.
6. Prepare bylaws or a constitution that satisfies the Department of Campus Recreation Sport Clubs Programs requirements and submit a copy for approval.
7. Club members should be aware of the possibilities of injury and the liability involved.
8. Understand that Northern Kentucky University is not responsible for the activities involved in the Sport Clubs Program.

Positives to Being a Sport Club

1. Each club can gain additional funds from Campus Recreation and the Sport Clubs Program by becoming involved in additional fundraising events.
2. The Sport Clubs Program will set-up times and dates for each club to have equal facility usage both for competitions and practice time.
3. The Sport Clubs Program will assist the club in finding coaches or advisors.
4. The Department of Campus Recreation and the Sport Clubs Program will be available to assist the clubs with administrative concerns.

Yearly Club Renewal

To be considered an active Sport Club, each club must:

1. Participate in one (1) competition each year.
2. Have at least five (5) members.
3. Be active in fundraising efforts.
4. Be involved in marketing to allow the campus community to become familiar with the club and what the club is about.
5. Complete and file all appropriate forms as directed throughout the year.
6. Have a representative from the club at all Sport Club Meetings.
7. Follow the Department of Campus Recreation Sport Club guidelines as outlined in the Sport Club Handbook.
8. Maintain a club purpose and activity that is consistent with the Campus Recreation mission and vision.

Member Responsibility

Each member must sign a liability waiver and Information form before they are able to participate in any club related event/ activity.

Risk Management

To provide a safe and positive recreational experience for all participants it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop and implement the following safety procedures:

1. Sport Club officers, club members, coaches, advisors and instructors should emphasize safety during all club-related activities.
2. Each participant recognizes they are responsible for their own well-being and the well-being of all affiliated with the club.
3. Sport Club officers are expected to survey the fields and facilities prior to every practice, game, or special event. Unsafe conditions must be reported to the Sport Clubs Program staff.
4. Sport Clubs are expected to abide by all local, state and national health and safety regulations.
5. At least two members from each club must be certified in CPR and First Aid. At least one of these individuals must be present at all club functions at home or away to handle any emergency situations.
6. All Sport Clubs must have a first aid kit present at all competitions and practices.
7. Participants are required to wear proper clothing and appropriate protective equipment relative to the sport. If the participant chooses not to use the equipment, the participant must realize they are doing so at their own risk.

SECTION V

Banking, Finances, and Money Management

Off Campus Bank Accounts

Registered Student Organizations may choose to obtain a bank account through a banking entity not associated with the University. The President and Executive Board should be the primary responsible parties for the organization. In order to establish a bank account, your organization will need an Employer Identification Number (EIN). An EIN is a nine-digit number the IRS assigns in the following format XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. Student Organizations affiliated with a national organization (national honor society, fraternity, etc.) can use the national EIN number if the national office allows.

The Internet EIN application is the preferred method to apply for and obtain an EIN. Once the application is completed, the information is validated during the on-line session, and an EIN is issued immediately. The person completing the form must have a valid Taxpayer Identification Number (social security number, EIN, or individual Taxpayer Identification Number) in order to use the online application. Taxpayers can obtain an EIN immediately by calling the Business and Specialty Tax Line at 800- 829-4933 or online at: <http://www.irs.gov/taxtopics/tc755.html>.

Agency Accounts

If your organization would like to have a campus based account, your organization advisor must contact Accounts Payable to set up what is referred to as an Agency Account. This is a non-interest-bearing account and does not come with checks or the conveniences associated with a private bank account. Your organization advisor will be required to maintain the records for the account and initiate all transactions and requests for check actions. If your advisor has questions about this, please contact Accounts Payable at 859-572-5261 for further information.

Student Organization Grants

Registered student organizations may request funds through the Legacy Travel Grant, Operational Assistance Grant and Programming and Activities Grant through the Funding Board. The guidelines for each fund shall be set by the Center for Student Engagement for each academic year. Please consult myEngagement for the guidelines and procedures to request funding. Contact the Center for Student Engagement with any questions.

SECTION VI

Travel Guidelines

While travel experiences offer valuable learning opportunities, they also present potential risks and safety concerns. These guidelines have been adopted to address these potential risks, increase safety, and set forth a consistent set of standards to be followed in connection with Northern Kentucky University sponsored activities and events involving student organization travel.

Any student (s) and/or student organization(s) who are traveling on a university sponsored trip must follow the Center for Student Engagement Travel Guidelines which can be found at: <https://nku.presence.io/admin/form/travel-registration-form/respond>

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 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/>.

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.

SECTION VIII

Faculty/Staff Advisor's Expectations

Faculty/Staff Advisors provide a vital link between students, their organizations, and the University. Their relationship often bridges the between classroom and out of class activities. All Registered Student Organizations are required to have a faculty/staff advisor to serve as a link to the University and assist the student organization in completing their business within the regulations of the University. Given the role of the governing councils, alumni boards, and national headquarters, Fraternity and Sorority Life organizations (IFC, NPC, NPHC, and MGC) are not required, but are encouraged, to have a faculty/staff advisor associated with the University. Questions regarding this exception should be directed to the Center for Student Engagement.

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.

Advisor's Responsibilities

Organization Operations

1. Meet at least once a month with the President. Discuss operations and any academic or other concerns.
2. Assist student groups with the online room reservation process.
3. Attend meetings as they fit into your schedule. If you cannot attend meetings, be sure to meet with the officers.
4. Be familiar with the organization's constitution, by-laws, and objectives.
5. Request minutes of every meeting.
6. Assist in seeing that the objectives justify the expenditure of students' efforts, abilities, energy, and finances.
7. Provide an appreciation of the history of the group and continuity to the organization.
8. Point them in the right direction for campus resources.
9. Attend lunches or dinners with the students to get to know them. Intervene in conflicts between group members and/or officers.
10. Provide continuity and stability as student leadership changes.
11. Point out new perspectives and directions to the group and introduce new program ideas.
12. Encourage each student to accept the responsibility for the group and alert students to the valuable skills and experiences that will be learned.
13. Get to know the staff in the Center for Student Engagement who advise and work with all Student Organizations.
14. Become familiar with the policies and procedures regarding Student Organizations on campus, which can be found in the Student Organization Manual.
15. 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)
16. Attend workshops for advisors planned by the Center for Student Engagement.

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 each semester.
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, Black and Gold Awards, 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 recruitment and programming.