

STUDENT ORGANIZATION MANUAL

The Office of Student Life and Development
Student Union Building
Room 130



2023-2024 ACADEMIC YEAR



Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

TABLE OF CONTENTS

Welcome.....	3
Timeline and Important Events.....	4
About Student Life and Development.....	5
Campus Activities Board	
Council of Presidents	
University Royal Court	
Honda Campus All-Stars	
Definitions	8
Registered Student Organizations	
Organizational Auxiliaries Policy	
Becoming a Registered Organization	
Campus Clubs and Organizations	11
Active Organization Requirements	
Probationary Requirements	
Inactive Organizations and Renewal	
Greek and Social Fellowship Organizations	
Student Event Policies and Procedures.....	18
Event Approval Process	
Space Agreement and Requirements	
Collaborations, Funding and Large Events	
Stoplight Process	
Advising Student Organizations	22
Introduction to Advising	
Managing Your Student Organization	
Anti-Hazing Policies.....	25
Suspension of Privileges	28
Student Organizations Code of Conduct	29
Standards for Organization Conduct	
Unacceptable Student Organization/Member Behavior	

Dear Student Leaders:

Congratulations! You have taken an important step by deciding to be an engaged student. By being involved in educationally purposeful activities outside of the classroom, you are creating a strong foundation for your growth and development. You will learn a myriad of skills that will help you to think critically and problem solve. Our goal is to advance the legacy by creating enriching opportunities and experiences that will create conditions that foster student success and in turn to help each student to “Learn, Liberate & Lead.”

The Student Life & Development Office has put together this handbook in order to help you on your journey. In it, you will find all the processes and procedures you need to know in order to start, re-activate, or maintain a club or organization at Lincoln University.

Lincoln University has over 50 clubs and organizations which serve as the core of campus life for our community. As a student leader you have a unique opportunity to make an impact on this community and the world beyond this campus; involvement is your chance to advance the Lincoln Legacy!

If after reading this you have any questions or concerns, please let us know. Thank you for all you do!

With Warmest Regards,

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Timeline & Important Events:

August 21-27: Pump Handle/Welcome Week

Event programming sponsored by Student Life & Development and SGA

August 23, 2023: Carnival of Clubs

This event showcases all the student clubs and orgs and gives students an opportunity to get information about them. **Please come prepared to decorate a table and represent your organization at the fair.**

August 26, 2023: Student Organization Training Conference

This is a training to make sure organizations are clear on the program planning process, operations within Student Life and Development and collaborations with campus leaders as whole.

September 4, 2023: First Day of Programming

Approved clubs and organizations can start hosting and facilitating programming.

September 4, 2020: Advisor Training

Student organization advisors will learn their roles and responsibility in regard to helping our campus clubs and organizations be successful.

October 8-15th: HOMECOMING WEEK – please support!

Information can be found on the homecoming website. **No events will be approved during Homecoming Week.**

Coronation

It is tradition for Campus Kings and Queens to represent their organization during a walk at Coronation. In order to secure a spot in the program all kings and queens **must attend the Kings and Queens Coalition Meetings** throughout the year to maintain the organization's royalty standing.

October 27-29th: Fall Fest

Event programming sponsored by Student Life and Development. **No events will be approved during Fall Fest.**

President Circle Meetings - Mandatory

September 19, 2023

October 17, 2023

November 28, 2023

ABOUT THE OFFICE OF STUDENT LIFE AND DEVELOPMENT

The Student Life and Development Office, which is in the Division of Student Success, works to fulfill Lincoln University's mission using its own mission of promoting leadership development and extracurricular involvement. We invite students to advance Lincoln University in many ways – from engaging in co-curricular opportunities, getting involved with clubs and organizations, or representing Lincoln on the Royal Court. Essentially, the Office of Student Life and Development aims to create a seamless learning experience for our students between the classroom and student life, by advancing and enriching student involvement on the Lincoln campus one student at a time.

We accomplish our mission through programming efforts, initiatives, and the provision of resources associated with our core functions. These functions and outcomes are, but are not limited to:

- **EFFECTIVE COMMUNICATION** through oral, written, and visual means to increase knowledge and understanding or to promote change in a listener, reader, or observer respectively.
- **CRITICAL THINKING** is a comprehensive and systematic exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion and making inferences between concepts.
- **LINCOLN LEGACY** represents the intention of the University to highlight the institution's rich historical development, alumni achievement, and the role of people of African descent and their ongoing global impact.

Student Life and Development includes the following areas:

- ❖ Clubs and Organizations/Council of Presidents
- ❖ Campus Activities Board (CAB)
- ❖ Lincoln University Royal Court
- ❖ Greek Organizations and Social Fellowship Organizations
- ❖ Honda Campus All-Star Challenge (HCASC)
- ❖ Major Events (Pump Handle, Homecoming, Excursions, Vendor Day)

CAMPUS ACTIVITIES BOARD

Members of the Campus Activities Board are hired staff of the Office of Student Life and Development who assist and host programming. All members of the Campus Activities Board are expected to maintain a cumulative GPA of 2.75, be in good judicial standing, and be a full-time student at Lincoln University. In addition, each member is required to attend all training, staff meetings, and events sponsored by the Office of Student Life and Development while completing their assigned office hours. Positions include:

- ❖ President
- ❖ Vice President
- ❖ Student Experience Captains
- ❖ Marketing Manager and Promotions Chair
- ❖ Event Coordinator
- ❖ Office Manager
- ❖ Community Engagement Chair
- ❖ Lair Staff

More information can be found in the Office of Student Life and Development Office or University website.

COUNCIL OF PRESIDENTS

The Council of Presidents (COP), which is composed of the presidents of registered student organizations, serves as the governing body for all registered student organizations at Lincoln University. Students must have a 2.5 GPA to actively participate in the Council. Their purpose is to assist, advocate, govern and serve as a liaison between the university and student groups.

As a council, with members composed of presidents from recognized student organizations; they aim to:

- ❖ Promote the general welfare and interest of student organizations
- ❖ Advocate for student groups serving as a liaison between administration and organizations
- ❖ Serve as the voice for student organizations at Lincoln
- ❖ Provide programming, leadership experiences, and civic and service opportunities for student organizations and their members
- ❖ Uphold and exemplify the Student Organization Handbook

Questions about starting a new organization, organizations standing, challenges your organization is facing on campus can be communicated to the Council.

UNIVERSITY ROYAL COURT

Mister & Miss Lincoln University are prestigious representatives of the University community and shall serve as the official representatives at all official on and off campus events. The major responsibilities of the king and queen include assisting in admissions efforts, providing leadership to community service projects, planning and assisting in major university events, and representing the university at the national competition. They both should serve as positive role models for the entire Lincoln community and are considered excellent examples of leadership.

In order to serve on the Royal Court members must:

- maintain a 3.0 cumulative GPA
- 45-90 credit hours (to apply, credits should increase during reign)
- Currently enrolled at Lincoln University full-time
- Must be in good judicial standing with the University throughout the process and reign.
- Must not have previously served as Mister or Miss Lincoln University.
- Must be able to serve for the full academic year.

Information to apply will be communicated to the student body by the office of Student Life and Development.

HONDA CAMPUS ALL-STARS

The Honda Campus All-Stars Challenge is the first ever academic competition between students at America's Historically Black Colleges and Universities. HCASC is open to all 4-year degree-granting HBCUs in the continental U.S. Over 50,000 students have completed the program. Each year, 64 schools qualify to attend the National Championship Tournament (NCT). The Lincoln University Campus Tournament is held in the fall semester of each academic year. A minimum of two teams participate in the competition with teams consisting of 4 individuals per team. Individual students may collaborate to form a competing team in the tournament. Upon completion of the tournament the varsity team is chosen. Subsequently, a traveling team is selected to attend the NCT upon meeting requirements and deadlines for participation.

Information to apply and participate will be communicated to the student body by the team captains with the support of the Office of Student Life and Development.

More information about campus organizations can be found at:

@sld_lu on Instagram OR

Definitions

All clubs must complete the application process to be considered a recognized organization by the university. Organizations will be evaluated on a semester basis and must abide by the policies of the Office of Student Life and Development and the institution to maintain their privileges. Programming limits based on active, probationary or inactive status will be outlined in an approval letter by Student Life and Development. Organizations and clubs must reapply every spring semester in preparation for the upcoming school year. Students may choose from over 50 student organizations and clubs, including but not limited to those whose focuses are academic, cultural, and advocacy. Additionally, any student may create a new student organization to serve a particular niche, provided there is an identified interest and a like-organization does not exist.

A **Club** is a group that is closely tied to a department on campus and has the oversight of that department rather than oversight by Student Life and Development. It is often a department member's responsibility to advise the group. Often, funding comes from the department to support the group's initiatives. Clubs must register with the Office of Student Life and Development for record-keeping. They do not have to go through the organization application process, nor are they required to have a constitution, unless decided by their department. Any programming limits will be outlined in an approval letter from Student Life and Development.

A **Registered Student Organization** (RSO) is a group of Lincoln University Students who unite to promote a purpose that is not specifically regulated by a department and is recognized by the Office of Student Life and Development. RSO's at Lincoln University must comply with all university policies in order to gain and maintain active status. Because the management of the organization is intended to be a student learning experience, the day-to-day functions of the organization are carried out by student members, although organizations must contract with an advisor. The advisor may or may not have an affiliation with the group, is chosen by organization members, and has agreed to participate. Lincoln University is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws.

I. Registered Student Organizations

Registered Student Organizations are required to register annually through the Office of Student Life & Development to maintain their privileges of utilizing space and other resources offered by the university. No club or organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status.

A student initiating a club and/or organization or holding an officer position with a recognized club or organization must have a cumulative grade point average of at least 2.5 to be considered for recognition or to keep the club on the active organization list.

The co-curricular departmental clubs, social organizations, religious organizations, and recreational activities currently active at the university are as follows;

CLASS ORGANIZATIONS: Organizations designed to advocate and host programming for and on behalf of their academic class.

Freshman Class Board, Sophomore Class Board, Junior Class Board, Senior Class Board

DEPARTMENTAL CLUBS: Clubs and organizations rooted academia with attention to particular career fields and academic backgrounds.

Biology Club, Business Club, Investment Club, Minority Association of Pre-Medical Students (MAPS), National Association of Black Accountants (NABA), Psychology Club, Student Veterans Association, Thurgood Marshall Law Society, Spanish Club, etc.

GREEK ORGANIZATION & SOCIAL FELLOWSHIPS: These organizations that have chapters at Lincoln University were founded on various principles including but not limited to: Brotherhood/Sisterhood, Manhood/Womanhood, Scholarship, Cultural Consciousness, Community Service, Community Awareness, Academic Excellence, Achievement and Leadership. These organizations continue to serve Lincoln University, the surrounding community, and the world at large through service projects, academic and social activities, scholarships, etc.

NATIONAL PAN-HELLENIC COUNCIL; *Alpha Phi Alpha, Omega Psi Phi, Kappa Alpha Psi, Phi Beta Sigma, Iota Phi Theta Fraternities Incorporated; Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Sigma Gamma Rho Sororities Incorporated.*

INTERFRATERNITY MUSIC COUNCIL; *Sigma Alpha Iota International Music Fraternity, Inc., Kappa Kappa Psi National Band Fraternity, Inc. Tau Beta Sigma National Honorary Band Sorority, Inc.*

SOCIAL FELLOWSHIPS; *Groove Phi Groove, Swing Phi Swing Social Fellowships Incorporated*

HONOR SOCIETIES: Honor Societies are organizations for like-minded students that connect students within particular majors, offer scholarships, and help build student resumes and leadership opportunities.

Sigma Alpha Pi, Sigma Tau Delta, National Society of Leadership and Success, Alpha Mu Gamma, Chi Alpha Sigma, Beta Beta Beta, Pi Alpha Sigma, etc.

RELIGIOUS ORGANIZATIONS: Religious Organizations are groups of students that have common ideologies and beliefs. They fellowship and provide a space for students to express themselves.

High Off Life, Bethel Campus Fellowship, Lincoln University Gospel Choir

SPECIAL INTEREST GROUPS: Groups of students with shared interest in a particular niche or area are considered “special interest”. Those interests include but are not limited to: performance/dance, modeling, advocacy and community service, etc.

LU College Democrats, National Council of Negro Women (NCNW), Residence Hall Associations, Spectrum

DANCE: *Inferno Dance Company, Reconstruction Step Team, ONYX Dance Troupe*

MODELING: *We Are 1 Family, Ziana Fashion Club, P.U.M.P. Legacy*

SERVICE: *Generation Action, Let’s Feed Philly, PERIODT Menstrual Supply Hub*

SOCIAL & MENTORING CLUBS/ORGANIZATIONS: Clubs and organizations dedicated to helping students acclimate to college life and enhancing the student experience.

African Student Association, Caribbean Student Association, Gentleman Qualities, M’Brace, People Standing United, R.S.V.P., Young Kings Movement

ORGANIZATIONAL AUXILIARIES

No auxiliaries are recognized by Lincoln University in any form, including any auxiliary that is recognized by a national organization. Any individuals found to violate this policy are subject to sanctions including, but limited to, exclusion from membership into a nationally chartered organization.

Organizational auxiliaries are defined as male or female groups that exist to assist in the provision of programming or membership intake activities by a specific fraternity, sorority, or social fellowship. Initiation into these groups is generally characterized by physical abuse, psychological humiliation, and trauma, and financial, and sometimes sexual, exploitation. Sanctions for the organizations and individuals may include but are not limited to: fines, probation, and suspension, pending the outcome of the investigation.

If you are unable to find a student organization that does not currently exist or fit your interest the Office

of Student Life and Development and our staff members can assist you with the process of finding one and/or starting your own.

II. Becoming a Registered Organization

Groups of students with common interest who wish to request recognition as a student organization may draw up a constitution stating the purpose and other matters of organizations for the proposed groups. The proposed constitution must be signed by the interested students, accompanied by a letter from university faculty/staff who is willing to serve as advisement to the group, and submitted to the Office of Student Life and Development. The proposed organization must receive final approval from the Student Life Coordinator. Students seeking to establish a new organization should verify that the proposed organization does not already exist and that it meets the necessary criteria by answering the following questions:

- Does the proposed group support and advance the University Mission Statement?
- Does the proposed organization meet a need or fill a niche not currently met or filled by a college registered organization?
- Is the proposed group and/or its student leaders in good standing with the University and free from judicial sanctions?

All student groups looking to become a recognized organization must complete the following requirements:

1. A petition for registration must be submitted to the Office of Student Life and Development. They will be reviewed within the closest registration window.
2. Petitions must have a minimum of 5 students listed on the petition.
3. Petitioning students must have a cumulative grade point average of 2.5 or higher to be considered in good standing to hold an executive board position.
4. Petitions and registration documents must be submitted within 30 days of the beginning of the fall or spring term.
5. Decisions regarding approval and disapproval are processed by the Office of Student Life and Development within 15 days after the registration window closes.
6. Religious Organizations must be approved through the University Chaplain who will make the recommendation for approval or disapproval of the request.
7. The petitioning organization will be notified by the Office of Student Life and Development of the decision made in respect to their status and subsequent actions in an approval letter.
8. Attend New Organization Orientation and Training.

New Organization applications are reviewed and processed during the following windows:

January 1-February 1
May 1-June 1

Required Documentation includes, but is not limited to:

Organizations Classification
Members and officers
Constitution and bylaws
Advisor Approval/Agreement Form

Failure to meet predetermined deadlines for training and/or necessary forms for submission

automatically forfeits any new organization applications regardless of what stage in the process a group is in.

Campus Clubs and Organizations

Recognized clubs and organizations that have submitted all the proper paperwork and the executive board meets the university requirement will be given a status that designates their rights and privileges under the university.

As a student club or organization, groups are governed by University policy, the Student Code of Conduct, and the Student Organization Handbook. These guidelines were created and are implemented by the Office of Student Life and Development in collaboration with the Office of Student Conduct and the Council of Presidents. These guidelines will explain the privileges, procedures and expectations associated with having an organization on campus. In our commitment to ensuring that student organizations are successful and of service to their campus community Lincoln University will:

1. Provide written notification to presidents, advisors, and national headquarters when organizations fail to meet organization requirements.
2. Adhere to a policy of confidentiality in regard to specific organization needs
3. Conduct investigations of any alleged activities which are deemed in violation of University policy or state law.
4. Facilitate award programs and incentives designed to encourage academic excellence, leadership, and campus/community service
5. Maintain records to continue strong communication with local and sponsoring chapters as well as regional and national offices of respective organizations.
6. Keep a current database, including officers, membership status, advisors, semester grades and judicial statuses. Information may be added, revised, or deleted throughout the year by the Office of Student Life and Development.

Organizations and their advisors will be notified of any status changes and/or updates via email from the Office of Student Life and Development.

I. Active Organization Requirements

Active organizations are defined as organizations that are in good standing with the Office of Student Life and Development. The organization has met required deadlines, submitted all forms/paperwork, and has not been found in violation of Student or Organization Conduct violations. **Organizations are required to maintain active standing** and complete basic requirements to remain recognized by the university. This standing is maintained by completing the following;

Points

An organization must have a minimum **100 points total** per semester to remain in active status, unless they are on probation. Points are earned by hosting event programming. Each program is worth 20 points.

Semester Plan

Submission of a semester plan to Student Life and Development which consists of the programs, events and initiatives you would like to facilitate for the upcoming semester that align with your organization's mission.

Event programming

Organizations are responsible for a minimum of one program for each event category. The event categories are as follows:

1. **Social** events are any program designed to bring students together any event involving public performance or where entertainment is provided where a winner is selected, a team building exercise or year in function or, recreational events or any opportunity to engage with like-minded people,
2. **Cultural** events are defined as artistic expression events that include family customs or traditional ceremonies
3. **Community Service** events raise funds or provide a service without intentions of rewards or money. They are designed to benefit the local or national community; these events can be sponsored by a public or private organization. Information regarding the event must be posted on Engage Lincoln Lions and communicated to the Director of Community Service.
4. **Educational** events are an event that allows students to develop and gain new knowledge and skills. These events promote critical thinking, analysis and understanding of an issue or provide educational tools to students.

Events held in collaboration with one or more organizations are eligible for points in the appropriate category for all participating organizations. These event must be mentioned in all participating organizations' monthly reporting.

President's Circle Meetings

Executive presidents will attend meetings hosted monthly by the Office of Student Life and Development. In the event the president is unavailable, another board member is able to attend the meeting. Dates will be communicated at the beginning of each semester by the Office of Student Life and Development. Attendance at all meetings is worth 10 points collectively for attending all meetings, 5 points for attending half of the required meetings OR zero points for attending less than half of the required meetings.

Monthly Reporting

Organizations will be expected to submit monthly reports with the details of the events the organization has hosted in the previous month. Organization points are calculated based on monthly report submissions. All reports will be submitted to and verified by the Office of Student Life and Development.

Registration

Organizations are required to register at the end of every spring semester for the upcoming academic year. Registration is an annual process for each student organization that permits the organization to operate during the academic year. Submit all required/requested documents in order for the application to be considered complete. All registration requirements are non-negotiable.

Registration for the upcoming academic year will be open May 1st- June 1st at the conclusion of each spring semester. Please wait a minimum of 15 days for the approval of all registration documents. Once your registration forms have been completed. Approval and status will be communicated via email from the Office of Student Life and Development.

Failure to submit registration documentation and/or submitting incomplete documentation for the academic year will result in denied registration and automatically place an organization on

inactive status until the next registration window opens.

II. Probationary Requirements

Organizations on probation have failed to maintain active status requirements and/or have been found in violation of Student Organization Conduct. **Organizations on probation are expected to be working to active status.** Probation is designed to only last one semester. Requirements to restore active status are, but are not limited to:

1. Meeting a total point requirement of **120 points**. 2 of the programs must be held individually and cannot be in conjunction(collaboration) with another organization
2. A list of areas of improvement needed for your organization and how you plan to address them outlined in your semester plan. You will be required to attend one workshop with your board to develop these areas.
3. Attendance to at least 2 workshops hosted by Student Life and Development outside of the required President's Meetings.
4. Monthly meetings with the Office of Student Life and Development to continuously check in on progress and possible needs.

Failure to meet the outlined requirements for probation may result in a continuation of probation and/or suspension of your organization for a set period of time.

III. Inactive Organizations and Renewal

Inactive organizations are organizations that have not met all requirements to maintain active status for one or more semesters consecutively and/or have been found in violation of Student Organization Conduct or Clubs and Organizations Manual. **Inactive organizations are not permitted to host, collaborate and/or sponsor any activities on campus.**

Inactive organizations may be eligible for renewal of their organization permitted that the organizations violations do not include violations to the University alcohol, drugs, weapons and violent natured offense policies.

Renewal Application

Clubs and Organizations that have been inactive for more than one semester must be in good disciplinary standing with the Office of Student Life and Development and the Office of Student Conduct to be able to renew their organization. They will also be expected to complete the following;

1. Conduct a meeting with the Office of Student Life and Development to discuss qualifications for renewal.
2. Apply for registration within the closest registration window, and await approval.
3. Await approval from the Office of Student Life and Development.
4. Any additional requirements will be communicated via email from the Office of Student Life and Development.
5. If approved, organizations will move on to the final steps of renewal which are:
 - a. Participate in New Organization Orientation and Training

- b. Host an interest meeting and submit attendance list to the Office of Student Life and Development

An organization's eligibility for renewal is subject to the discretion of the Office of Student Life and Development.

IV. Greek and Social Fellowship Organizations

These policies and procedures govern all Greek and Social Fellowship organizations, exclusive to Honor Societies, on the campus of Lincoln University. The requirements to maintain active status nationally may differ than the requirements outlined in these regulations. Please consult the Office of Student Life and Development if you have any questions. This edition supersedes all other editions of these regulations.

Active Chapter Requirements

Each Greek organization must maintain membership of at least (1) member with a cumulative grade point average of 2.5. If this minimum 2.5 GPA is not maintained by both the chapter and all individual members, the organization could forfeit their ability to have a membership intake process or be allowed to host/sponsor any major activities on campus.

The organization & individual members will remain inactive until the cumulative grade point average of a 2.5 has been certified by the Office of the Registrar and provided to the Office of Student Life and Development and the advisor to the respective organization.

Insurance Requirement

Insurance coverage is required for all fraternities, sororities, and social fellowship organizations to be approved to operate on the campus of Lincoln University. Fraternities, sororities, and social fellowships must carry a basic combined single limit of bodily injury and property damage liability insurance. Lincoln University must be notified of any change or cancellation of a policy term within a period of 30 days' notice. The certificate of insurance must be furnished to the Office of Student Life and Development by September 2 of the current academic year.

Inactive Membership

Students are considered inactive members of their organizations if they do not meet both university and organization standards respectively. Students will be considered inactive by both the university and their national organizations for reasons including, but not limited to:

1. Falling below the cumulative GPA requirement of 2.5 or higher
2. Failure to uphold obligations/responsibilities to the organization outlined in organization bylaws and university policy
3. Violations of Student Conduct (pending and/or outstanding judicial sanctions)
4. Misrepresentation of your organization
5. Violent Offenses

Inactive members are prohibited from the following actions, including but not limited to:

1. Wearing organization paraphernalia at organization and/or university sanctioned events/around campus
2. Hosting/facilitating events on behalf of your organizations

3. Participation in Step Shows /strolling at campus and/or organization events
4. Participation in membership intake activities
5. Hold executive positions within Student Life and Development (i.e. the President's Council)

Failure to comply with the requirements of the above regulations may include judicial referral, fines, and/or notification of National Headquarters. Student membership status and requirements are evaluated per semester and communicated via email to students and advisors at the beginning of the following semester.

Membership Intake Requirements

Membership into Greek organizations and Social Fellowships is both an honor and a privilege. Members of these organizations represent high university standards and community ethics. Therefore, students are expected to meet and maintain the following university standards to be considered eligible for membership intake:

1. Each Greek and Social Fellowship organization members and prospective members must attend the mandatory Anti-Hazing workshop, otherwise known as the "Campus Wide" that is sponsored by Office of Student Life and Development prior to the organization conducting membership intake. Two will be held per academic year, **prospective members are only required to attend one.**
2. All participants in membership intake are required to complete and sign the Anti Hazing Acknowledgement Agreement before leaving Campus Wide meeting. **Individuals that fail to complete this form will not be permitted to participate in membership intake in any capacity.**
3. Only full-time students who are registered at Lincoln University during the fall and spring semesters of the academic year may participate in the intake process.
4. Each student must have a cumulative grade point average of 2.5 or higher to be considered for membership into a Greek or Social Fellowship and to become a member of said organization. For transfer students this refers to the combined GPA (Lincoln University plus all transfer credits.) **No student will be considered for membership until his/her grade point average has been certified by the Office of the Registrar.**
5. Each student must have earned thirty (30) or more community service hours that are listed as "verified" on the Engage Lincoln Lions website between January 30 of the calendar year and January 1 of the following year.
6. Students must have earned thirty (30) or more university credits. Transfer students may be considered for membership if they have completed 15 credit hours the semester prior to the membership intake with Lincoln University and have earned thirty (30) or more semester hours in total.
7. Students must be financially cleared by the Office of the Bursar and/or have no outstanding balances with the University.
8. Students must be cleared of all judicial disciplinary sanctions and maintain a clean record for 1 or more consecutive semesters. Students can be granted clearance for disciplinary sanctions when all fines have been paid in full, probationary or community service requirements have been met as determined by the Office of Student Conduct. The violations that prevent students from participating in Membership Intake Process are: weapons and violent natured offenses pending judicial responsibility.

9. All potential candidates will be submitted on one list with the original going to the Office of Student Life and Development and a copy to the advisor. No student can be considered for membership before receiving written permission from the Office of Student Life and Development.

Please note that these requirements are specific to Lincoln University of Pennsylvania. Greek and Social Fellowship organizations reserve the right to impose other specific requirements as they relate to the national organization(s).

The membership intake process shall only take place in the spring semester. Dates will be provided to the organizations by the Office of Student Life and Development.

Membership Intake Procedures

Each organization must host and show documentation of community programming hours on and/or off campus in order to participate in the Membership Intake Process. Community Service Forms will be provided by the Office of Student Life and Development.

Organizations interested in conducting membership intake are required to inform the Office of Student Life and Development prior to the start of the spring semester and provide an approval letter from national headquarters. All organizations must submit an outline or "Intake Packet" for their membership intake process to the Office of Student Life and Development with consideration and attention to the following:

1. The intake process shall not take place outside of the dates provided by the Office of Student Life and Development.
2. All activities related to the intake process (Rush, Application, Voting, GPA approval, Induction, etc.) must be completed within the timeframe established by the Office of Student Life and Development and included in the submitted intake packet.
3. Events in which prospective members are being taken off campus must be outlined in the intake packet.
4. Chapters on the campus of Lincoln University cannot initiate more than 30 new members during membership intake.
5. There will be no public display of candidates without the approval of Student Life and Development. This includes pre-shows, demonstrations and new member presentations.
6. All membership intake activities will end no later than 11:00 p.m. each night of the intake process period.
7. No membership intake activities shall be carried on in such a manner as to interfere with academic work and university decorum. Students in consideration for membership must be outlined in the submitted intake packet.
8. No student shall participate in the intake process until said student is certified by the Registrar's Office, Conduct Office and Office of Student Life and Development as being in good standing with the institution.
9. No membership intake activities shall be carried on in the absence of the advisor.
10. Any changes or updates to the intake packet or proposed membership intake process must be submitted and approved by the Office of Student Life and Development.
11. Brutality and/or Hazing toward candidates in any form shall not be tolerated. **Please see the Hazing Policy outlined in the Student Organization Code of Conduct.**

Failure to comply with the above requirements may result in loss of membership intake privileges, suspension of the organization and/or judicial action by the Office of Student Life and Development, the Office of Student Conduct and/or National Headquarters.

Student Event Policies and Procedures

There are a variety of spaces on the University City campus for departments, colleges, schools and recognized student organizations to host events such as meetings, lectures, workshops, receptions and concerts. Registered Student Organizations have the right and privilege to reserve event spaces that are available for use.

All persons, programs, and attractions sponsored by student organizations on-campus must be approved and registered with the Office of Student Life and Development. Only approved and registered clubs and organizations will be allowed to submit Event Approval Forms and secure room reservations. **By submitting an Event Approval form, organizations agree to Building Compliance Clause.**

I. Event Approval Process

Event Approval

All student organizations must submit an Event Approval form **14 days** (2 weeks) prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.

Once the Event Approval form is received the organization will receive an email from the Office of Student Life and Development with confirmation or denial of the event within **72 hours**. **Events that are put into Astra prior to being approved will be deleted and/or canceled.**

Event Cancellation/Change

Cancellation of any event by a student organization must be received by the Office of Student Life and Development **72 hours prior** to the event. Failure to properly cancel a reservation can result in forfeiture of any deposits made, suspension and/termination of the right to request and reserve spaces, and/or full charge or loss of refund of all preparation costs for such an event.

Event must be rescheduled with a minimum of **7 days** (1 week) notice from the proposed event date. Anything less than 7 days' notice will require a new event submission form.

Failure to properly and accurately reschedule, classify and/or submit required information for an event will result in its immediate cancellation.

Event Denial

The Office of Student Life and Development will communicate reasons, resources and alternative options for the organization in the event a student program is denied. Student events may be denied for reasons including, but not limited to:

1. Space Availability
2. Community Safety Concerns
3. Capacity of the Space Requested
4. Promotion of an Unapproved Event
5. Advisors Availability and/or Approval

The Office of Student Life and Development may, at any time, reassign or cancel a program or event due to unforeseen or uncontrollable circumstances. The space reserved must be used for other purposes in the best interest of the institution, individuals, or such reservation is deemed outside of the overall university mission and goal.

II. Space Agreement & Requirements

Registered student organizations are expected to have respect for their university and the spaces within it. Reservation of campus spaces is a privilege that can be revoked at the discretion of the university upon violation of Student Organization and/or Student Handbook policy. The Office of Student Life and Development and The Department of Public Safety reserve the right to cancel or conclude an event without notice should it pose a safety risk to the campus community.

Building Compliance

Compliance with all university building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request and reserve space OR the probation/revocation of active status for an organization. Event cleanup, food/drink policy, and equipment maintenance are the responsibility of the hosting organization. The consequences of violating building policy may include:

1. Written warning
2. Two practices/events will be canceled pending a meeting with the Office of Student Life and Development and necessary personnel
3. FINAL WARNING: One week of events canceled pending review by the Office of Student Life and Development and/or the Office of Student Conduct.

Repeated violations is an automatic violation of the Student Organization Conduct Code and will result in judicial action by the Office of Student Life and Development and/or the Office of Student Conduct.

Flame Policy

Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames must be cleared by the Office of Student Life and Development and the Physical Plant Department. The Office of Student Life and Development, The Department of Public Safety, and the Office of Physical Plant reserve the right to reassign or cancel confirmed reservations if, due to unforeseen circumstances, the event poses a safety risk.

DJ, Host and Contractor Policy

If a DJ, event or any other contractor is attained for an event, a copy of the contract must be submitted to the Student Life & Development Office. They must also agree to a no profanity and family friendly set list, track list, script, etc. Contracted guests are also not permitted to promote or incite violence, antagonize members of the campus community, or promote violations to university policy. An off-campus DJ is only allowed two (2) guests, as per Public Safety and Security regulations.

Posting Policy

The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, and prevents the defacing of property.

Promotion concerning on-campus/activities, both in-person and online, should not begin before the organization or requester has received written confirmation of the reservation from the Office of Student Life and Development.

An Event Approval Form is not confirmation of your request. Any written/online materials to be used for the marketing of on-campus events must be submitted with an Event Approval Form and screened by the Office of

Student Life and Development before posting on social media, hanging flyers, submitting to the Student Wire, etc.

All event promotion is required to have the following:

Date, Time, and location must be confirmed prior to approval.

One poster per bulletin board.

Normal size is 8½" x 11" or smaller, shall not exceed 11" x 17."

Contain a blank 2" x 2" space in the bottom right corner for the approval stamp (quarter sheets exempt).

Flyers are not to be attached to wall surfaces, glass surfaces, doors, floors, light poles, trees, etc. If found in unauthorized locations, clubs and organizations will be held responsible for violations of this policy in accordance with the Student Organization Code of Conduct.

Clubs and Organizations are responsible for removal and disposal of material at the conclusion of their event. **All flyers should be removed 24 hours after the event has occurred. Failure to do so may prevent approval of future event submissions.**

III. Collaborations, Funding and Large Events

Event collaborations are when two or more organizations come together to present an event to the university. When collaborating, all organizations are required to have a documented agreement, with participating advisors approval that outlines the responsibility of the participating organizations, a budget for the event, and appropriation of funds and profits if they are to be expected.

Registered Student Organizations are required to be active and in good standing with the Office of Student Life and Development to participate prior to submitting proposals for event collaborations with the Student Government Association, the Office of Student Life and Development and major campus events. Proposals may be sent via email or links provided by the respective offices.

Funding for Events

Registered Student Organizations are eligible for up to \$200 in funds through the Student Government Association (SGA). These funds are based upon availability and subject to the discretion of the SGA Advisor and/or the SGA Treasurer and Treasury Board.

Communications regarding the disbursement of funds and approval will be communicated directly to requesting organizations from SGA.

Large Events and Parties

Large Events and Student Organizations are subject to the Building Compliance Policy and other Student Event Policies outlined in this manual. In addition to those policies, approved large events and parties will require further communication with the Office of Student Life and Development, including but not limited to:

1. A guest list for outside attendees up to 15 people
2. A meeting with the Office of Student Life and Development, the Office of Public Safety, and the organizations advisor
3. Ticket prices and selling dates with method of collection
4. Risk management plan and shifts for the hosting organization(s)

Due to the limited time and space availability, Registered Student Organizations are only permitted to host one party per semester. This includes parties hosted in collaboration with other RSO's, departments, SGA and/or class boards.

IV. Stoplight Process

All events hosted by a student organization are required to be approved by Student Life and Development and have the support of the organization's advisor. Organizations are not permitted To prevent overwhelming scheduling conflict, and promote student leadership, organizations within the Office of Student Life and Development will adhere to the following advisor attendance "Stoplight" policy:

RED LIGHT:

Large events that expect a crowd of 65 students or more must have an advisor present.

Examples include: *Events located in the ICC or Wellness Gym/ Cafe (i.e. fashion shows, pageants, parties, etc.)*

YELLOW LIGHT:

Events that may or may not draw a large crowd. Events that expect between 30-60 students are advised to have an advisor present but not required.

Examples include: *SUB Theater, Mock Trial Room, rooms with machinery/equipment (i.e. hot seats, movie nights, poetry slams, etc.)*

GREEN LIGHT:

Events that are expecting to draw a crowd of 30 people or less do not require advisors' presence at the event.

Examples include: *Events located in classrooms or dance rooms, (i.e. Interest Meetings, General Body Meetings, Studying events, etc.)*

All event approvals and necessary protocols will be communicated via email from the Office of Student Life and Development in accordance with our protocols outlined in this manual. Events and approvals may be subject to circumstantial protocol and procedure as deemed necessary by the Office of Student Life and Development and the Office of Public Safety.

Failure to comply with the event and/or advisor policies can result in cancellation of practices and/or events hosted by an organization, meetings with mandatory personnel with the possibility of revocation of privileges and/or the right to request and reserve space or the probation/revocation of active status for an organization.

Advising Student Organizations

All organizations are required to have at least one advisor that is a full-time member of Lincoln University faculty/staff. Greek organizations are required to have an additional advisor that is a member of their local alumni chapter. In addition, the advisors must attend major events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in both the Student Handbook, as they will be held accountable for the student organization. The primary and assistant advisor must be a full-time employee or faculty member of the university. Advisors are subject to approval by the Office of Student Life & Development and/or the Dean of Students.

Individuals that wish to serve as secondary advisors may be University alumni, members of national organizations, etc. All advisors will be verified through the Office of Student Life and Development. Organizations that fail to have a qualifying advisor, will result in automatic probationary status until one is found.

The services we provide advisors and student organizations are continually changing and improving. If you have suggestions or comments about this manual, or other services for student organizations, we would be happy to hear them.

All recognized organizations are required to have at least one advisor.

I. Introduction to Advising

The amount of attention student organizations need from their advisors will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year. Moreover, the Student Life staff is available to assist you should any problems arise. The information below includes suggestions and general guidelines to use when advising your student organization.

You may request an advising assignment by sending notification to the Student Life Coordinator. You may also accept a student organization's request to serve as their advisor.

All advisors must complete an advisor approval form. Those who serve without completing the form will be doing so as an unofficial advisor in a personal capacity and not a professional, representative, or agent of the University. Such individuals are not covered by University insurance for liability associated with advisor responsibilities. Each Greek and Social fellowship organization must have two campus advisors in addition to their graduate advisor.

Clery Act Information

One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. This piece of federal legislation the Office of Public Safety is required to report “statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities”.

What does this mean for advisors?

This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

For detailed information and documentation, please visit the Office of Public Safety webpage.

Student Organization Travel

While student groups may be presented with the opportunity to travel, procedures must be followed prior to a trip. All organizations are responsible for the rental of their own vehicles for any off-campus trips. Either the organization's advisor will be responsible for renting a university vehicle or the organization must rent a vehicle from an office campus facility. The organization advisor(s) are expected to support and/or travel with students throughout the duration of the excursion.

Student Travel Registration Forms must be filled out prior to travel, for all students and/or student organizations regardless of funding source. In addition, student contact information as well as a detailed itinerary for each traveler is required. This information includes individual or group travel, air travel, bus travel, car travel (personal, rental, or fleet vehicle), and train travel. The Office of Student Life and Development is not responsible for any travel expenses. In preparation for off-campus trips ensuring that student organizations must adhere to the following prior to travel:

- Provide a list of attendees to the Office of Student Life and Development

- If necessary, advertise the trip. Approval is needed beforehand from the Office of Student Life.
- Provide Office of Student Life and Development with copies of all documents submitted. (contracts, itinerary, etc.)
- Be responsible for advising on travel costs and arrangements.

II. Managing Your Student Organization

The advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The advisor serves as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs within the University setting. A key idea to remember is that you are an advisor, not the leader. It should be conveyed to the students that the advisor can provide guidance, insight, and perspective to students as they work on projects, but he/she should not be doing the work. The advisor should be careful of being left to do the work for a student project. The students make the decisions; they are accountable for those decisions and for the successes and failures of their group.

Responsibility of Student Organizations to the Advisor

1. Establish a job description for your advisor. This should clearly define his/her responsibilities and also decide which lines of communication are best. Once decided upon, make sure to keep it updated, since contact information such as an email address changes!
2. Make sure you utilize the lines of communication you established! Notify your advisor of all meetings, activities, and programs so they can attend them when necessary.
3. Provide copies of meeting minutes and regular updates about the activity of the organization.
4. Designate a specific person in your organization to regularly meet with your advisor. This will keep your advisor up to date on current events within your organization. The amount of meetings will vary depending on the organization and advisor relationship. Establish a schedule accordingly.
5. Consult your advisor prior to making significant changes to the structure or policies of the organization.
6. Show respect to your chosen advisor! Allow them to share their ideas and listen with an open mind; they have the organizations best interest at heart.

Advisor's Responsibility to Student Organizations:

While advisors may wish to attend all organization meeting, they should also be prepared to uphold and maintaining a close relationship with the organization. Having signed the Advisor Agreement Form, organization advisors understand that they are expected to:

1. Assist with the development of organizational programs, events, goals and objectives.
2. Assist the organization in the establishment of chapter goals and in setting priorities. Such as, reviewing proposed events and programs in an effort to ensure that the organization is serving the purpose for which it was chartered.
3. Discuss the financial status of the organization. Including regular updates on budgets, the identification of problems and their potential solution.
4. Assist with organizational difficulties (communications, delegation of responsibilities, etc.), and assist the leadership with their resolution.
5. Familiarize yourself with the organizations' national structure and services, if applicable. Discuss appropriate email communication and online presence.
6. Reinforce campus policies and procedure and ensure that the organization follows all rules and regulations established by the Office of Student Life and Development.

7. Attend all events sponsored by the organization and remaining in attendance for the event's entire duration according to the university Stoplight Process. If the advisor is unable to attend the event, he/she must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Student Life and Development IMMEDIATELY; or the event will be subject to cancellation.
8. For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced.
9. Be present to represent the organization when requested by the Office of Student Life and Development, The Office of Student Conduct and/or The Office of Public Safety.
10. Prioritize the Risk Management of events and programs (time, locations, cleanliness, student behavior) and report any misconduct in accordance with University policy to the Office of Student Life and Development.

The Advisor's Responsibility for Organization Programs Off-Campus:

- Monitoring behavior en route to and while in attendance at all trips. Reporting any misconduct to the Dean of Students IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing the field trip area to be sure all students are accounted for.
- Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.
- Making sure the information booth at the field trip area has the name of the chaperone (trip sponsor or designer) in case of emergency during visit.

Anti-Hazing Policies:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The Lincoln University of Pennsylvania condemns all acts of hazing and expects all student organizations to refrain from such acts. All student organization advisors need to be well informed about the Anti-Hazing Policy in the University Handbook (pg. 24 Section 1.16). In addition to the University's policy on hazing, advisors to Greek organizations should also contact the Interfraternity Music Council, Panhellenic Council, National Pan-Hellenic Council, or the chapter's headquarters to obtain their respective anti-hazing statements.

Definition of Hazing

Hazing is defined as when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal, State, or Municipal law or University policy or procedure;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Aggravated Hazing

When a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

When an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Greek organizations, social fellowships and other recognized student governance bodies with jurisdiction over registered student organizations may establish self-regulating procedures with respect to complaints of violation this regulation brought against their members. Such processes shall be independent of University conduct processes. A recognized national/international organization, and its members, must also comply and adhere to the regulations from their respective national/international offices and councils. Any organization that conducts membership intake activities must submit their organization's hazing policy to the Office of Student Life and Development.

Minor: Regardless of student status, a minor is any person under the age of eighteen (18). Students: for purposes of this Policy only, an individual who attends or has applied to attend or has been admitted to Lincoln University.

Hazing Policy Statement

Lincoln University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including **The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.** For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Reporting Hazing

The University strongly encourages all members of the University community who believe they have witnessed,

experienced, or are aware of conduct that constitutes hazing to report the conduct to the Office of Public Safety, the Office of the Dean of Students, the Office of Student Success, and/or the appropriate police agency. Anonymous reports may also be submitted. This Policy and reports made pursuant to this Policy do not supersede or replace other reporting obligations mandated by law or University policy.

Hazing reports can be submitted anonymously at: <https://www.lincoln.edu/student-life/dean-students/hazing-report-form>

Penalties for Hazing

This hazing regulation must be presented by all fraternities, sororities, social fellowships, and recognized student organizations to all members during each membership solicitation or acceptance period, but not less than once per semester. The chief officer and governing board must file with the Office of Student Life and Development a form approved by the office certifying compliance with this regulation. Failure to be presented with the regulation or file the certificate will not release any group or individual from responsibility and/or disciplinary action under this regulation. Registered student organizations must sign a statement of compliance. The university will approve the statement to certify compliance with this regulation. All Student Organizations must be made aware of the consequences for hazing in accordance with the Student Organization Code of Conduct and Student Handbook, including but not limited to:

- Organization probation as deemed necessary by the Office of Student Life and Development
- Loss of social privileges including but not limited to: hosting events, conducting intake or hosting meetings
- Separation or removal of individuals or a group from an accused organization
- Suspension or expulsion of the organization from the University
- Loss of Charter of national organizations and student groups
- Legal Action as deemed necessary from University Counsel

The University's hazing letter will be made available on an annual basis. Recognized student organizations have an obligation to protect the welfare of their prospective, initiated members, guests, and the University during activities. Every precaution must be taken to protect the university, individual and organizational liability. **All clubs and organizations are responsible for understanding the university policy on Hazing.**

Suspension of Privileges:

The ability to be part of a club or organization at Lincoln University is a privilege and should be treated as such. If it is brought to the attention of the Student Life and Development Office that your club or organization may be involved in activities that violate the Student Handbook or Pennsylvania State Law, your club or organization may be suspended in addition to investigation of the alleged violations conducted by University staff.

Student Organization Code of Conduct:

Students and Registered Student Organizations are expected to familiarize themselves with and adhere to the policies and guidelines of their affiliated office. Failure to adhere to the policies and guidelines may result in disciplinary action under this Code of Conduct and/or Club and Organization Manual and/or the Lincoln University Student Handbook in addition to any action taken by the affiliated office.

Lincoln University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.

I. Standards for Student Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Application of This Code

The Office of Student Life and Development and the Office of Student Conduct will exercise joint jurisdiction over recognized student organizations and member conduct, including fraternities, sororities and social fellowship organizations. Action by the Office of Student Life and Development does not preclude action by National Councils, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus. Nothing in this code may conflict with any policies or laws that prohibit disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Life and Development has responsibility for reviewing cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Life and Development receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will escalate the case to the Office of Student Conduct for further review. In either instance, the president of the student organization will be sent a letter to schedule an informal conference as well as to notify the president of the alleged charges.

The pursuant office administrator will meet with the president of the organization to discuss the allegations. If the organization is found responsible for the alleged misconduct, the president will be issued a sanction. It is the president's right to accept or reject the sanction. If the president believes his/her due process rights have been

violated or the informal sanction was too excessive, he/she may submit a written request to the Office of Student Life and Development within five days of the notice of sanctions, to have the case reviewed by the Executive Director of Student Success and/or the Dean of Students. The president of the organization will be notified of the University's final decision within 10 working days.

Governance

All student organizations are required to be recognized by the University through the process administered by the Office of Student Life and Development. Recognized student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities and social fellowship organizations (hereinafter referred to as groups in this section), are held responsible. Policies and procedures developed by the Office of Student Life and Development or student groups are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Conduct.

II. Unacceptable Student Organization/Member Behavior

The following behavior is unacceptable and subject to disciplinary sanctions:

Aiding and Abetting

1. A student organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,
2. A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
3. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Alcohol

A copy of the University's Alcohol Policy shall be provided to each student organization president and must be followed. The University's Alcohol Policy is in compliance with Pennsylvania Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol when necessary.

Damage to Property

Willful and/or careless destruction, defacement of, or tampering with University property, or the property of others.

Discrimination

Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

Disorderly Conduct

1. Any offensive or disorderly act or display which interferes with the rights of others,
2. Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
3. Excessive noise which is disruptive to the campus or surrounding community

Drugs

1. Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs,
2. Sponsoring/hosting an activity at which substances noted above are used.

Endangerment

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

Failure to Comply

1. Failure to comply with the directions of University officials acting in the performance of their official duties,
2. Resisting or obstructing University officials acting in the performance of their official duties,
3. Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organizations Manual,
4. Failure to follow all policies and procedures established by the University pertaining to the University Student Handbook
5. False Alarms and Fire Safety Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

Falsification of Information

1. Willful falsification of information on University records, to University officials, or to local government officials,
2. Willfully providing false information for the purpose of obtaining services,
3. Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
4. Possession, manufacture or distribution of false or altered instruments of identification,
5. Initiating or causing to be initiated any false report, warning or threat.

Firearms, Fireworks, Weapons and Explosives

1. It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus,
2. Possession or use of fireworks on campus or at group sponsored events off-campus.

Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

Harassment and Abusive Behavior

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.

Hazing

Lincoln University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including **The Timothy J. Piazza Anti-Hazing Law, 18. Pa. C.S. § 2801, et seq.** For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the

conduct was sanctioned or approved by the organization.
Please refer to the hazing policy outlined on page 25 of the Student Organization Handbook.

Misuse of Computer Facilities or Resources

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

1. Unauthorized entry into a file, for any purpose,
2. Unauthorized transfer of a file,
3. Use of another's identification or password,
4. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,
5. Use of computing facilities and resources to send obscene or intimidating and abusive messages,
6. Use of computing facilities and resources to interfere with normal University operations,
7. Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
8. Violation of a campus computer use policy.

Obstruction of University Activities

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

Pledging and New Member Intake

Student organizations that are not in compliance with pledging/new member education requirements as outlined in their local and national constitutions and/or by-laws or the regulations outlined in the Student Organization Handbook (pages 16-17, 23).

Risk Management of Events

1. Failure to adhere to event start and end times
2. Failure to adhere to guest lists
3. Failure to check identification.
4. Failure to provide adequate Security Officer coverage
5. Failure to complete disclosure of all marketing materials, along with how and where distributed

Sexual Misconduct

Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure

Theft

1. Theft of property or services on the University campus or at sponsored events, (B) Removal of University property from common use areas,
2. Removal of books or other items from University facilities without following prescribed procedures,
3. Possession of property illegally procured is prohibited.

Trespass

Entering any University facility, except in accordance with established policies and procedures.

Use of the University Name

1. Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.
- 2.
3. Violation of Student Organization Conduct Procedures and Sanctions including:
4. Falsification, distortion, or misrepresentation of information related to a discipline matter, Disruption or interference with the orderly progress of a student organization discipline proceeding,
5. Initiation of a student organization discipline proceeding in bad faith,
6. Attempting to discourage another from participating in the student organization discipline matter,
7. Attempting to influence the impartiality of any participant in a student organization discipline matter,
8. Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
9. Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

Violations of Civil or Criminal Law

Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

Approved on behalf of the University by ArenRenae Hamer, Student Life Coordinator/Director of Community Service.

QUESTIONS?
CONTACT US.

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