

## **Regulation of Florida A&M University**



### **2.030 Student Activities.**

- (1) An organization shall secure a Facility Request/Event Approval Form from the Office of Student Activities and properly fill them out before it can sponsor any activity. Under no circumstances will any organization be permitted to sponsor any activity that has not been properly approved by the Office of Student Activities. The Office of Student Activities should be consulted regarding the submission of all facility requests.
- (2) An organization sponsoring an activity is required to pay janitorial fees at the rate specified by the person in charge of the respective building when applicable.
- (3) Any officially registered student may sponsor any activity during the year as long as the activity is in keeping with the objectives of the University. The student should consult with the Office of Student Activities regarding the scheduling and approval of an activity. A brief, but complete description/proposal of the activity must accompany facility request form.
- (4) A roster of students (names, student ID numbers, local and emergency contact information) scheduled to attend out-of-town or off-campus events and travel itinerary/agenda must be submitted to the Office of Student Activities and the University Law Enforcement Department with a copy maintained on file with the organization (appropriate Dean, Division Head, Advisor, etc.) in case of emergency situations.
- (5) Organizations requesting grade averages of students from the Office of the University Registrar must adhere to the Federal Education Rights and Privacy Act (FERPA) and Section 1002.22, Florida Statutes, and must complete a form so designated by the Director of Student Activities or his/her designee on which an interested person grants his/her permission to secure the designated information. The information is processed in a format that contains each student's name and student ID number assigned by the University.
- (6) When students are scheduled to hold a University-wide convocation or program to which members of the general public may attend, a program of the proceedings is required to be

submitted to the Director of Student Activities or his/her designee at least 10 days prior to the event. A Facility Request/Event Approval Form must also be executed.

(7) All organizations which have initiation ceremonies are expected to exercise care and restraint and must conform to organization regulations, procedures, guidelines and standards as set forth by the University.

(a) Any student may be eligible to apply for membership into a Greek Letter organization when he/she has earned at least 30 semester hours of credit and a minimum of 2.5 grade point average. Greek letter organizations are permitted to require higher academic averages than those set by the University. Acceptance into Greek Letter organizations shall be in accordance with the policies and regulations of said organizations.

(b) No student will be accepted into any Greek Letter organization until his or her average has been compiled from the official grade records in the Office of the University Registrar pursuant to the guidelines established under the University's policy on access to records.

(c) The names of all persons and their averages must be submitted to the Director of Student Activities or his/her designee, seven (7) days before the intake/initiation process takes place.

(d) Hazing is prohibited by State law and University regulation. Refer to Section 1006.63, Florida Statutes, and FAMU Regulation 2.028.

(e) The Director of Student Activities or his/her designee in consultation with the Pan-hellenic Council will determine the beginning and ending dates for the in-take period which shall not exceed a total of twenty-eight days.

(8) During the twenty-eight day in-take period, the first fourteen days shall be used to process administrative duties (e.g. applications) only. The other fourteen days shall be used to complete the remaining in-take activities. The in-take process shall commence at the same time for each Greek Letter organization unless there are extenuating circumstances which have been approved by the Director of Student Activities or his/her designee. The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing Greek Letter organizations provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs. All Greek Letter organizations must be notified of the guidelines and/or procedures prior to implementation.

(9) The Vice President for Student Affairs or his/her designee may summarily suspend the in-take period of a Greek Letter organization if he/she believes any provision of the University

Student Code of Conduct, Regulation 2.012, Anti-Hazing Regulation 2.028, state or federal laws have been violated.

(10) University advisors of Greek Letter organizations must be selected from among faculty, administrators, and professional staff at FAMU, and they must have been employed by the University for at least three years. Any exceptions must be in writing, demonstrate extenuating circumstances, and be approved by the Vice President for Student Affairs or his/her designee.

(11) The University will require all Greek Letter organizations to execute disclaimer forms which relieve the University of responsibility for acts committed by Greek Letter organizations which might result in personal injuries or damages sustained or claimed by a complaining party.

(12) Enforcement Responsibilities – The executive committee of the Pan-Hellenic Council shall have the power as designated by the Vice President for Student Affairs or assigned designee to hear cases referred to it that emanates from social fraternities and sororities, except those involving allegations of hazing. It may levy reasonable fines and review any decision which may lead to suspension, expulsion or other appropriate disciplinary action. Written notice shall be given to the offender(s) setting forth the allegation or misconduct. Five days shall be allowed for a response to the allegation(s) and a hearing shall be set within ten days after a charge is levied and the accused shall be given an opportunity to defend against or refute the charges. All procedures and decisions shall be subject to review by the Vice President for Student Affairs or his/her designee. Where the Pan-Hellenic Council fails to discharge its responsibility to hear a complaint or where a penalty is assessed that is contrary to the weight of the evidence, the Vice President for Student Affairs may impanel an administrative panel to take testimony and hear evidence and recommend its findings to the Vice President for Student Affairs who shall review and render a judgment pursuant to the recommendations. Individual cases shall be forwarded to the Office of the Vice President for review and to bring action where dictated. In any case, however, the Vice President reserves the right to refer any case or matter of a disciplinary nature regarding any Greek letter organization and/or its members to the University Judicial Affairs Office for review and/or adjudication under the University Student Code of Conduct Regulation 2.012 and/or the Anti-Hazing Regulation 2.028 .

(13) All recognized student organizations must send to the Director of Student Activities or his/her designee annual reports and/or calendars of their activities and the names of the organizations officers and members.

(14) No student organization may sponsor money generating events, activities or functions such as auctions, raffles and popularity contests on the University campus without the approval of the Director of Student Activities or his/her designee.

(15) Outside Speakers.

(a) A sponsoring organization is responsible for informing the speaker that the University is not to be used as a platform for the organization of or the incitement of lawlessness or violence and for obtaining the speaker's agreement not to use the event for such purposes.

(b) A recognized University organization is defined as an approved student organization, a college, school, division, department, area or unit of the University as well as honor societies and associations and organizations.

(16) Permits for the on-campus sales of merchandise by individuals or groups must be obtained from the Director of Student Activities or his/her designee.

(17) Freedom of Assembly-Demonstration Policy.

(a) No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University Community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizens, must not be abridged; this policy statement shall not be used in any way to infringe upon the legitimate freedoms of any person or group of persons and this policy will be impartially enforced with due process afforded to all.

(b) Florida A & M University prescribes the following guidelines: Demonstrations, picketing, and speeches must not be in violation of the state or local statutes, Board of Trustees policies or University regulations governing unlawful assemblies.

(c) Student organizations, individual students, or student groups within the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 24 hours before the demonstration or protest and that the meeting does not interfere with the orderly processes of the University.

(d) Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, Stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union and Foster-Tanner Fine Arts Building. However, demonstrations must not interfere with normal operational processes of the University.

(e) If a demonstration is impeding or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary actions. Refer to FAMU Regulation 2.012.

(f) Students who participate in protest marches, protest picketing and demonstrations are hereby notified that each student is held accountable for any actions not in keeping with the regulations of the University and laws of the State of Florida.

(18) Publicity – No representative of the University or any departmental agency or organization of the University shall use the name of Florida A & M University while engaging in any off-campus activity unless written authorization has been granted by a designated University official with the approval of the University President or his/her designee.

(19) Use of Campus Bulletin Boards Policy – Florida A & M University maintains a General Information Center and bulletin boards throughout the campus for the use and benefit of students, faculty and staff. Listings on the boards include information regarding campus events and activities, general information, and classified advertisements. Such listings are limited to the Quadrangle Information Center and bulletin boards and will not be displayed, for example, on trees, buildings, or road signs, except where approval has been obtained from the Office of Student Activities or from the designated person in charge of the building or grounds.

(20) Fund Raising.

(a) Any project of a student organization to raise funds from sources other than general membership must be approved by the Office of Student Activities.

(b) In cases where students or recognized student organizations wish to charge admission to any event, prior approval must be secured through the Office of Student Activities.

(c) Off-campus organizations not officially approved or recognized by Florida A & M University are not subject to these provisions, but should check with local, county and state authorities in order to comply with the laws governing sponsorship of activities in the community.

(21) Role of the Faculty or Staff Advisor.

(a) Every student organization must have a faculty or staff advisor whose purpose is to assist the organization in providing an educational experience for the individual members and the University as a whole.

(b) All advisors must be in good standing with the University and must have been employed at the University for at least three years. The responsibilities of the advisor shall be to:

1. Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the organization.
2. Ensure the organization's adherence to University policies and guidelines.
3. Ensure the membership eligibility of each student is in accordance with the requirements of the organization.
4. Assist the organization with the formulation and implementation of all academic, service and social activities.
5. Ensure the members of the organization are made aware of regulations, policies, procedures, goals and objectives of the University.
6. Report infractions of University rules, policies or procedures to the Director of Student Activities or his/her designee.
7. Attend all meetings and activities of the organizations.

(c) The advisor's foremost concern is his relationship to the student, the development of self-awareness within the student, and the increase in the student's maturity as he/she makes decisions or assumes responsibility.

(d) The advisor must be willing and free to express his ideas and attitude and always governed by a respect for the individuality of the student. The student is under equal obligation to respect the advisor's individuality.

(e) Advisors to student organizations are to be selected by student groups and/or appointed by the Vice President of Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee may remove any advisor when it is in the best interests of the University.

(f) The Director of Student Activities or his/her designee may institute additional guidelines and/or procedures governing advisors provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. All advisors must be properly notified of the guidelines and/or procedures prior to implementation.

(22) How Student Organizations Become Recognized at the University.

(a) The organization should submit a letter of application stating its purpose and objectives to the Director of Student Activities or his/her designee. The letter should be accompanied by:

1. Three copies of the proposed constitution and by-laws.
2. A roster of the proposed officers and faculty or staff advisor. The roster must include contact information for each person listed (student ID, telephone number and e-mail address).
3. A Membership roster (minimum 15 members, excluding officers).
4. The faculty or staff advisor and co-advisor letters of intent to serve as advisors.
5. An activities list for school year.
6. A flyer agreement form.
7. A campus mailbox address.
8. A regional or national listing, if applicable.

(b) The Student Organization Committee, comprised of the Director of Student Activities or his/her designee, faculty/staff and student-at-large representatives of Student Government, will meet to consider an organization for approval or disapproval. The committee shall be appointed by the Vice President for Student Affairs or his/her designee. After the committee meets, the organization will be notified of the results of the decision.

(c) If the organization is approved, it shall follow the procedures and guidelines as set forth in the Student Handbook (The FANG) and regulations of the University. (For information about student organizations, contact the Office of Student Activities.)

(d) The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing organizations provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. The organizations should be properly notified of the guidelines and/or procedures prior to implementation.

(23) Selling of Merchandise.

(a) Recognized student organizations may engage in commercial sales on campus provided the proceeds from such sales are used for organizational, charitable and philanthropic purposes. Approval for such sales must be obtained from the Director of Student Activities or his/her designee.

(b) Persons seeking to sell newspapers that require vending racks must obtain approval from the Vice President for Administrative Affairs or his/her designee. FAMU permits for sale by persons or groups must be obtained from the Director of Student Activities or his/her designee.

- (c) Tallahassee licensed food vendors may receive and fill specific short order food requests from students, faculty and staff members for direct delivery to campus addresses not covered by a food service agreement.
- (24) Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Activities Sponsored by Student Organizations.
  - (a) Tickets for all campus activities/events may be secured from the University Ticket Office and/or other processing agencies.
  - (b) Upon securing tickets, the Office of Student Activities will furnish the organization's representative with a copy of the ticket issuance and accountability report. This report lists tickets and price(s) for which the organization is responsible.
  - (c) Upon completion of the event, the unused tickets are to be returned to the Office of Student Activities with a copy of tickets and accountability report showing the number sold and the total number returned, as well as an accounting of cash collected for tickets sold. **THIS REPORT MUST BE MADE NO LATER THAN 24 HOURS AFTER EACH EVENT.**
  - (d) The Accountability Report will be retained on file by the Office of Student Activities for subsequent audit and review.
- (25) Popular Concerts and Activities – Refer to University Regulation 2.025.
- (26) Guidelines for use of State Vehicles by University Students.
  - (a) Any student organization requesting use of a state vehicle must be officially recognized by the University during the academic term of which the request is submitted.
  - (b) Each request must be submitted on a bona fide University form, must show the account number of the organization, department responsible for the charges, and bear the signature of the appropriate registered faculty member or administrator authorized to sign the account.
  - (c) The purpose of each request for use of state vehicle must be clearly stated on the required form. Each scheduled trip will be justified on condition of representing the University.
- (27) Commercial Solicitation on Campus – Refer to University Regulation 3.011.
- (28) Paid Events or Activities Sponsored by Student Organizations.
  - (a) All organizations sponsoring paid events or activities shall be responsible for securing, as a minimum, two (2) duly appointed Security Officers through the University Law Enforcement Department to maintain order and tranquility in the designated facility and surrounding grounds.



(b) Additional duly appointed Security Officers may be required depending upon the type of facility and the expected number of persons to attend. Security Officers employed or secured must be approved by the Director of University Law Enforcement or his/her designee.

(c) The Director of the University Law Enforcement Department or his/her designee may waive the requirement for securing Security Officers if it is determined that the nature of the event or activity does not require such.

*Specific Authority 1001.74(4), FS. Law Implemented 1001.74(4)(10) FS., 6C-6.010, F.A.C. History—New 9-14-87, Amended June 29, 2006.*