Student Organization Handbook

Old Dominion University
Student Engagement & Traditions 1071 Webb
University Center
757-683-3446
set@odu.edu www.odu.edu/set

SECTION 1: STUDENT ORGANIZATIONS

Old Dominion University supports the role student organizations play in enhancing the quality of campus life. Freedom of expression and freedom of association lead to a campus culture rich with diverse ideas and a thriving, collaborative learning environment. Old Dominion University encourages student organizations to develop services and programming that contribute to the achievement of the University Strategic Plan as well as express themselves and associate with fellow students.

The university is committed to honoring the freedoms of expression and association, in a manner consistent with University policy (Policy #1005- Discrimination Policy), as well as state and federal equal opportunity laws. Accordingly, a student organization must be open to all students without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, genetic information, or gender, in order to be eligible for recognition by the University.

Recognition Status
- Recognized Student Organizations are student organizations that have completed the registration process and do not limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information except where permitted by law. Requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.
    - Recognition of an organization implies neither University approval or disapproval of the aims, objectives and policies of an organization.
    - Recognition does not preclude honorary and professional organizations from restricting their membership on the basis of clearly established and published criteria that have been approved as part of the recognition process, provided they do not deny membership on the basis of the statuses as described above.
    - Recognized Student Organizations qualify to request for annual and contingency funds from the Student Government Association.
    - Recognized Student Organizations qualify to apply for student organization office space and/or storage space.
- Associated Organizations are student organizations that limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information.
    - Associated Organizations are permitted to use University services, facilities and/or engage in activities on-campus, because they meet the other requirements as described above.
    - Associated Student Organizations cannot receive annual funding from SGA but might qualify for contingency funds for specific events or programs that do not restrict participation on the basis of any of the equal opportunity related statuses listed above.
    - Fraternities, sororities, honorary and professional organizations whose national organizations are exempt from Title IX in terms of gender-based membership, must

furnish proof by letter from the National Office, in order to qualify for office space and/or storage space.

Recognition Process

- Each organization is required to register with Student Engagement & Traditions (SET). The process begins by logging into Monarch Groups with your Midas ID and password. Click on "Browse Organizations" followed by "Register New Organization." All registered student organizations are managed by SET - select this umbrella before continuing to the registration.
- Fill out the form, providing as much information as possible, and then click Submit. Please note that a minimum of two (2) student representatives and an advisor are required along with your organization constitution. SET will review the elements of the application. Once the application is approved, the application will then be submitted to the Student Government Association for student approval.
- Student Government Association reviews New Student Organization requests on a monthly basis during the academic year. This body does not review eligible organizations during the summer. Eligible organizations are presented to the SGA senate and approved during their weekly senate meeting.
- Once approved, the eligible organization (s) are returned to SET for final approval.

Classifications of Organizations

Student organizations are classified into different types of groups established by the Student Government Association. During initial registration, each organization is required to self-select a category into which their organization would fall.

Classification	Description
Sport Club	Organizations whose activities are primarily focused on a specific sport, and are affiliated with the Sport Club Federation in the Recreation & Wellness department.
Cultural	Organizations whose activities are primarily targeted towards cultural and identity-based groups.
Educational	Organizations whose activities are primarily educational and/or informative in nature.
General Fraternity	Organizations whose activities are determined based on the values of their national headquarters and local governing council.

General Sorority	Organizations whose activities are determined based on the values of their national headquarters and local governing council.
Honorary	Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.
Professional/Dept Interest	Organizations whose activities are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.
Programming	Organizations whose educational and social activities are primarily targeted toward the entire university.
Recreational*	Organizations whose activities are focused on recreational and leisure activities, and sports that are not yet affiliated with the Sport Club Federation in the Recreation & Wellness department.
Religious	Organizations whose activities are targeted at a specific spiritual or religious interest.
Service	Organizations whose educational and social activities are primarily targeted towards the well-being of the community.
Student Governing Board	Organizations whose purpose is to provide governance for selected recognized organizations on campus.

Recreational clubs/organizations tend to involve recreational, leisure and sports activities that might require special equipment and facilities beyond those required by the typical student organization. Depending on the needs of your organization, it could be beneficial to partner with community organizations that engage in similar type of activities. While the Recreation & Wellness department might have some resources that could be beneficial, please discuss any needs with the Recreation & Wellness department in advance and keep in mind that your requests are not guaranteed.

Responsibilities and Benefits of All Student Organizations

Responsibilities of all student organizations:
- Register with the Student Engagement & Traditions office each year via Monarch Groups.
- Conform to University rules and regulations, applicable federal and state statutes, applicable local ordinances, and rules promulgated by University departments, programs, or other University entities.
- Limit membership to full-time and part-time students of Old Dominion University.
- Establish purposes and functions that do not interfere with the achievement of the University's educational mission.
- Have an ODU faculty/staff advisor.
- Inform the University of all affiliations/associations with any organization outside the institution.
- Select executive leaders who maintain a 2.0 semester and cumulative GPA
- Solicit members who are registered students

Benefits for all student organizations:
- Qualify for use of space (meeting rooms, programming space, etc.) on campus
- May bring in outside (non-ODU) speakers/programs
- Qualify to apply for student organization office space and/or storage space
- May participate in recruitment fairs such as the Fall and Spring Organization Fairs and other official university events
- Access to a mail/shipped items ordered by SET to the Student Engagement & Traditions office, 1071 Webb Center
- Qualify for advertising via electronic boards, university calendar, chalking of university designated space, Monarch Groups, and other approved methods
- Have access to university U-Center facilities including computers, photocopier and printer
  - Access to various selection of board/card games
  - Access to Button Maker Machine (Supplies are purchased by the organization)

- May fundraise on campus in compliance with University policy (Policy #1600- Solicitation Policy).
- May attend officer/member training, leadership consultation, workshops and other developmental resources to help manage and support the organization.

Note: Some of the items above require a cost while others are available free of charge. Rental requests can be found via that Forms section on Monarch Groups.

Support Programs for Student Organizations

- *Monarch Groups* – This website serves as an online hub for you to get connected to all that's happening across campus. More specifically, it is an efficient and streamlined tool for managing your student organization – promote your org profile, update your roster, apply for annual funding, advertise your events, collaborate with other orgs, RSVP to campus events, and more! *Monarch Groups can be accessed by visiting* portal.*odu.edu and sign in with your midas ID and password, from here you can click on Monarch Groups to access the platform.*
- *Monarch Groups Training* – These sessions will introduce you to the Monarch Groups interface and teach you the basics of joining an organization, exploring campus opportunities, and RSVP/registering for events. Additionally, contact the office to schedule a one-on-one session if you want a more advanced training.
- *Student Organization Fairs* – The Fall and Spring Student Organization Fairs provide an opportunity to learn about the variety of student organizations at ODU plus recruit new members for your organization. Register via Monarch Groups at *odu.edu/monarchgroups*.
- *Helper Helper* - This app allows your organization to track and validate member volunteer hours and post volunteer opportunities for sign up. Get your organization set up by emailing volunteer@odu.edu. Helper Helper can be accessed by downloading the free app or at app.helperhelper.com.
- *Leadership Training* - These trainings offer educational sessions pertinent to leadership. Open to all students, they are a great way to enhance leadership skills. Register for all leadership programs online.
- *Student Orgs 101* – This session is for active members/officers of Recognized student organizations. Whether you or your organization are new or you want to brush up on the responsibilities of managing a student organization, this workshop will provide you with all you need to know.

- *Sponsorships for Programming* - Recognized student organizations can request Dining, Pepsi, and Bookstore sponsorships to support any free programs they offer that are open to the entire student body. Forms for this support *must be submitted two weeks prior to the event*.
- *U-Center* – This is a student organization space open to all student organizations that includes computer access, work space, and lounge area for all members to work and relax.
- *Volunteer Opportunities* – The American Red Cross blood drives, Relay for Life, and Alternative Break Trips are just a few of the service opportunities offered to students and student organizations.

<u>Monarch Groups</u>

Monarch Groups is a web application tool that allows students to join, organize, manage and communicate with campus organizations and their members. From https://portal.odu.edu/ students and faculty can log into monarch Groups using their Midas ID and password. Additionally, the website allows for all students to stay connected to what organizations and offices are doing across campus. Each student maintains a personal profile, allowing them and their organizations to manage organizational records, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance. Using Monarch Groups will save you time and effort!

Monarch Groups provides an effective tool for:
- Communication through email, shared calendars, contact books, news, discussion boards, shared pictures and files, and Social Media connections.
- Better Organization through event and meeting tracking, distributed news and to-do lists, paperless forms, membership rosters, community service logs, and co-curricular transcripts.
- Increased Efficiency by streamlining the inner-workings of your organization with a "one stop shop" for organizational needs such as commonly-used forms.

How do I get started?
To login into Monarch Groups, you will need your MIDAS ID and password. From https://portal.odu.edu/ students and faculty can log into monarch Groups using their Midas ID and password. Complete your profile and interest, then simply request to join the organizations you are a member of and/or request to join those that are interesting to you. You can also find organization Presidents' email addresses should you want to reach out for more information.

How can I learn more about Monarch Groups?

If you need help or support when using Monarch Groups, attend one of the scheduled training sessions. You can also call Student Engagement & Traditions at 757-683-3446.

You can also view various tutorial videos on our webpage at https://www.odu.edu/set/studentorgs/officers by clicking the "How-To Videos" link on the page.

For more information about Monarch Groups, please contact the Student Engagement & Traditions Office.

<u>Advisors</u>

The Student Engagement & Traditions staff is trained to help student organizations operate in the most educationally effective way possible. We believe that with the right information, the advisor and the organization can develop a relationship that is rewarding to both parties. Your role as the advisor is critical to help each member reach his/her goals and achieve success. Please review the information below and contact Student Engagement & Traditions with any questions. Advisors are always welcome to call the SET staff for further guidance. Organizations are required to have an ODU faculty/staff advisor who provide guidance on university policy, work through the details of major organization events and travel. Advisors serve as major points of contact in cases of emergencies. Some major organizations on campus events are approved with the understanding that advisors are involved and will be on site.

Note: All registered student organizations are required to have an ODU faculty/staff advisor. The best way to secure an advisor is to reach out to a faculty or staff and share details on the purpose of your organization. Below are some expectations that can serve as a guide for your initial conversations.

What a Student Officer May Expect of an Advisor

The Advisor should:
- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- Serve as a resource person for alternative solutions to problems confronting the group.
- Give assistance with University's procedural matters.
- Make suggestions of ways by which the group meetings can be improved
- Represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance and progress.
- Make suggestions that will permit the officers to improve leadership skills.

What an Advisor May Expect of a Student Officer

The student officer should:
- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems. Discuss major events during the planning stages as major events are approved with the understanding that advisors are involved and will be on site.
- Represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance and progress.
- Make suggestions that will permit the officers to improve leadership skills.

What an Advisor May Expect of a Student Officer

The student officer should:
- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems. Discuss major events during the planning stages as major events are approved with the understanding that advisors are involved and will be on site.

Travel for Student Organizations

Off-campus travel excursions can be both fun and a valuable learning experience for students. However, these trips must be planned and conducted in accordance with University guidelines and state liability standards.

Important: All travel must be known by the Office of Student Engagement & Traditions at least one month before the date of departure or the date that a financial or contractual commitment is due. Details of travel should be discussed with organizations' advisors.

Vehicle Travel
The University does not provide insurance for privately-owned or leased vehicles. Alcohol is prohibited in any vehicle used for travel, regardless of whether the vehicle is a private or leased vehicle. Only ODU students, faculty, staff and authorized guests may participate in trips. Please use these guidelines for all vehicular travel:
- Weather conditions should be evaluated, and travel should not occur when conditions are hazardous.
- Trailers are prohibited unless special permission is given. Towing is not allowed unless special permission is given.
- Roof mounted loads are prohibited unless prior approval is granted.
- In case of an accident, driver must notify student organization advisor and SET immediately. The accident report form will also need to be completed.
- No more than 10 hours of continuous driving should be allowed in a given day.
- A driver must rest every 2 hours. Rest breaks should be a minimum of 15 minutes.
- No driver should drive more than 5 hours per day.
- Drivers should not drive between the hours of 10 PM and 6 AM without special permission.
- Drivers may not use cell phones, iPods, or similar devices while driving.
- All passengers must wear seat belts at all times.
- No alcohol or drugs may be consumed or transported in the vehicle.

Personal Vehicles

The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or injury.

Rental Vehicles

The University currently holds a contract with Enterprise rentals and offers special rates. Please visit the Office of Student Engagement & Traditions for more information. Please use the guidelines above for all vehicular travel.

SECTION 2: EVENT PLANNING

Many organizations find logistics to be the most difficult and frustrating part of programming. They have a great idea for a program, but they are unaware of the effort that is needed to make a program successful. Handling logistics doesn't have to be difficult. To make it easier on yourself and your organization, make sure every step is planned and a schedule is kept. This section will help you do that.

Event planners can find a number of resources and policies on the Event Management webpage: https://www.odu.edu/event-management

ODU Identification Card

The ODU ID card is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus. IDs may be verified at some events.

Funding and University Financial Support

Out-of-class student activities complement the University primary educational mission while adding substantial value and breadth to a student's educational experience. As members of student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects.

Regardless of whether they receive university financial support, student organizations are solely responsible for their financial obligations. The University will not be liable for debts or contracts made by them. Any obligation incurred by a student organization with a local merchant or others must be incurred in good faith and with the knowledge that the organization will be able to pay such obligation promptly. Under no circumstances may the organization use the name of the University in securing credit. The organization's sole responsibility for its obligations must be made clear to the creditor.

Event planners can find a number of resources and policies on the Event Management webpage: https://www.odu.edu/event-management

ODU Identification Card (Monarch ID)

The ODU ID card, or your Monarch ID is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus, or have your mobile ID accessible. IDs may be verified at some events.

Funding and University Financial Support

Out-of-class student activities complement the University primary educational mission while adding substantial value and breadth to a student's educational experience. As members of student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects.

Regardless of whether they receive university financial support, student organizations are solely responsible for their financial obligations. The University will not be liable for debts or contracts made by them. Any obligation incurred by a student organization with a local merchant or others must be incurred in good faith and with the knowledge that the organization will be able to pay such obligation promptly. Under no circumstances may the organization use the name of the University in securing credit. The organization's sole responsibility for its obligations must be made clear to the creditor.

The president shall develop and publish specific guidelines and procedures for the provision of University financial support to student organizations in accordance with this policy.

Before an organization begins to develop a timeline for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, you could propose to co-sponsor the event with another group on campus. Once a budget is developed, it should be followed closely. The worst situation that could be encountered would be to run out of funding a few weeks before an event.

Use of SGA Funds

All management for SGA-awarded funding will be processed and managed via your Monarch Groups organization portal. In order to use the funds allocated to your organization by the Student Government, you need to submit a Budget Payment Request via the Budget/Money tab on your organization's Monarch Groups portal. Only administrators will have access to the Money/Budget section. Your organization's Treasurer is required to attend a SET Finance Session which will cover all the budgeting guidelines.

Note: Student organization spending of their SGA-awarded budget must be completed by the last day of classes; No funding shall be allocated or approved for summer meetings or events without prior

approval of the SGA.

More information on how to utilize SGA funding can be found:
https://www.odu.edu/set/studentorgs/lsi-finance

Contracts

If a program requires a band, performer, vendor, etc. that needs a contract, then go to Student Engagement & Traditions and request a Standard Engagement Agreement Contract. This contract must be used with all outside agencies being contracted for the program. Once the outside agency has signed the contract, it must be sent to the procurement team at Old Dominion University to be approved. Therefore, all contracts should be submitted at least 3 weeks before the event to safeguard against processing delays.

Equipment

Tables, chairs, and other equipment is available for you to use during your event. ODU's scheduling team can assist you with requesting these items from your event venue or through Facilities Management.

Food/Catering

All food orders must be placed through Aramark Dining Services (683-4691) in the Webb Center. External caterers or food service is not permitted without explicit written approval from Monarch Catering. They can also provide tablecloths for your event. Visit the ODU Aramark Catering website for menus & information: https://olddominion.campusdish.com/Catering.

Alcohol

When alcohol is served at on campus events, it must be provided through Monarch Catering. SGA funding cannot be used to purchase alcohol. If you wish to serve alcohol at a campus event, please contact set@odu.edu to schedule a meeting with a SET team member.

Space Reservation

To reserve space for your event, visit https://www.odu.edu/community-engagement/university-events/reservation-requests to follow the appropriate request process for your desired venue. Emails can be directed to setscheduling@odu.edu for questions about this process.

Media Request

Please submit the Webb Center Media Request Form:
https://www.odu.edu/event-management/reservation-requests#tab212050312633=1&done1612907281342

For audio and video equipment, this form must be submitted two weeks prior to the event date. Requests submitted less than two weeks may denied due to equipment and staff availability.

Event Planning Timeline

Here is a programming check list that can be used to make sure all aspects of your program have been

addressed. It is a good way to keep all the information organized, and it saves you from wondering "Is there something I am forgetting?"

Three Months to One Month in Advance
- Prepare budget/confirm funding
- Set date and time for event
- Reserve space and equipment
- Complete all contracts
- Submit all paperwork needed for event (space reservation forms, alcohol forms, catering request forms, etc.)
- Develop publicity strategy and timeline (it is never too early to publicize)
- If applicable, send out invitations

One Month to Two Weeks in Advance
- Confirm all contracts
- Confirm all room and equipment reservations
- Submit catering request forms
- Begin an initial publicity push
- Request security for event if applicable (contact SET)

Two Weeks in Advance
- Begin heavy publicity push (flyers, banners, table tents, etc.)
- Send a representative to other student organizations to publicize event

One Week in Advance
- Pick up payment for speakers, performers, etc.
- Advertise more
- Reconfirm everything

After Event
- Evaluate program/event
- Write thank-yous to each person or department who assisted you

<u>PUBLICIZING EVENTS</u>

The following is a list of suggestions and options available for publicizing your recognized student organization's events. It is by no means a complete list but may help spark your event planning process.

- Flyers - academic buildings, Webb Center bulletin boards, and residence halls. (All flyers and posters must conform to campus sign policies. For example, the Office of Student Engagement & Traditions must first stamp the Webb Center postings.) No materials shall be posted on trees, vehicles, windows, walls, doors or glass panels either inside or outside University buildings. Contact Housing and Residence Life for policies related to flyer distribution in the halls.
- Radio - provide radio stations with information about upcoming events and public service announcements. Contact WODU (683-3441), Old Dominion University's campus radio station for details.
- Mace & Crown - ODU's campus newspaper has an online is published quarterly and can be a great way to reach all the students on campus. Their office is in the U-Center Room, 1051.
- Announce the event in your classes. (Ask for your instructor's approval before announcing an event in class. Most instructors will be more than willing to allow you to do this.)
- Axis TV Ads - To post a slide on Axis TV (aired in Webb Center), e-mail one PowerPoint slide to axistv@odu.edu. No white backgrounds please, and be sure to include all relevant information on the slide including a contact phone number or e-mail.
- Chalking - Registered student organizations may use chalk to advertise upcoming events. Chalking is permitted on horizontal surfaces only (no walls, ceilings, or steps), and must be in an area where rain will remove it. All chalking is subject to the university's Freedom of Expression policy (Policy #1011), and the Use and Keying of Facilities and Grounds policy (Policy #3200).

Webb Bulletin Boards Posting Policy

Bulletin boards are provided for the posting of signs, papers, posters, advertisements, etc. and are subject to the following regulations:

- The Office of Student Engagement & Traditions reserves the right to remove any postings that violate these guidelines. SET reviews all postings weekly.
- All postings must follow the guidelines detailed in ODU's Use and Keying of Facilities and Grounds policy (Policy #3200)
- All postings (including postings for student organizations) must have a contact/organization name and phone number/email.
- Flyers may not exceed 11" x 17" and must be hung on a bulletin board. Posters/signs may not exceed 6' x 3' for events.
- Posters can also be hung throughout Webb Center. Designated areas for posters to be hung include across from Subway, on the wall by WODU. Personal announcements (such as birthdays, congratulations, and other personal announcements) may be hung up for one day in North Cafeteria. Non-event announcements must be from an organization, not an individual.
- Advertisements can make no reference to alcohol beverages or their availability. Beverage prices cannot be included. In compliance with the university alcohol guidelines, publicity

for the event must list identification (i.e. driver's license, ODU ID, etc.) required to attend the function.

- All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating any infraction of the law, ordinance or official university regulation may not be displayed and are subject to removal by the Vice President for Student Enrollment, Engagement & Services or their designee.
- Flyers and advertisements cannot be affixed to doors, entrances, windows, bathroom stalls or mirrors, or walls.

Donation Drive Policy for Webb Center

- Only one type of drive is allowed during an allotted time period (i.e. two food drives cannot occur at the same time) and a maximum of two drives total are allowed at the same time. Drives can be held for a maximum of three weeks.
- Only bins supplied by the Center for Career and Leadership Development should be used (max. 2). Any other bins/boxes will be removed and thrown away by Housekeeping. CCLD bins may not be removed from the Webb Center.
- Drives can be requested here by contacting volunteer@odu.edu.
- Bins shall be placed in the requested and approved locations. The requestor must supply flyers to post on the bins that list: their name, the name of the drive (if any), the items being collected, the start and end dates of the drive, and the agency receiving donations.
- Bins must be checked daily and be emptied of trash or debris that is not part of the drive. The bins can hold drive items (clothes, food, etc.) for the duration of the drive as long as the bin is not overflowing.
- All donated items must be removed from the bins and the bins must be returned to the CCLD within 24 hours of the end of the drive. All items not collected within 48 hours will be donated to the charity of the CCLD's choosing.
- Failure to follow any of these policies will result in the sponsoring organization/department losing privileges to hold drives in the Webb Center for two academic years.
- These policies apply only to drives held in the Webb Center. Approval to hold a collection drive in other areas of campus must be approved through the corresponding office.

SECTION 3: ADDITIONAL POLICIES AND BEHAVIORAL GUIDELINES

DOMINION ROCK

Est. 2017- Old Dominion University.

Dominion rock was established April 14, 2016 and revealed on Thursday, January 26, 2017 during the Spring Involvement fair. Managed by ODU's Student Government Association, Dominion Rock is a space to celebrate on-campus events, celebrations, and communities. In 2023, under a unanimous vote by the Student

Government, the Dominion Rock policy was revised.

The revised guidelines for use of the Dominion Rock should be as follows:
- All ODU students and student organizations can access the PRIDE Rock through the reservation process.
- A sign-up format will be implemented, wherein students or student organizations must sign up to paint the rock through Monarch Groups
- The sign-up shall be on a first come first serve.
- The sign-up form will be on the Student Government Association page under "Surveys and Forms" on Monarch Groups.
- Students and student organizations may reserve the rock for up to 48 hours.
- Reservations must be received 72 hours in advance of your painting day and display.
- The Student Government will approve your submission within 48 hours of submission.
- Paintings made without reservation are subject to immediate removal.
- All students and student organizations must supply their paint and supplies, and clean up after painting.
- Only Dominion Rock is to be painted. Do not use paint on the buildings, sidewalks, trees, etc.
- No horseplay around or climbing on Dominion Rock.
- Student Government Association reserves the right to consult with ODU administration when concerns arise.
- All ODU Student Code of Conduct Policies must be followed
- The revisions of these guidelines aim to manage the use of the rock while preserving the original purpose as Dominion Rock of Old Dominion University for past, present, and future Monarchs.

To reserve Dominion Rock, please complete the request form here:
https://odu.campusgroups.com/studentgovernmentassociation/survey?survey_uid=d4ab0afa-d01d-11ee-bde0-0

ODU STUDENT ORGANIZATION GAMBLING POLICY

As stated in the Virginia Code 18.2-325: "Illegal gambling" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth. Nothing in this article shall apply to any bingo game, instant bingo, raffle, or duck race conducted solely by organizations as defined in § 18.2-340.16 which have received a permit as set forth in § 18.2- 340.25, or which are exempt from the permit requirement under § 18.2-340.23.

Therefore,
- Poker, Card Games, or other casino-type games that have a cash entry are illegal and not permitted to be conducted on campus. Casino nights can absolutely not be used as fundraisers.
- Casino Nights, Poker, Card Games or other casino-type games can be played on campus and hosted by student organizations only if there is no money charged the player to buy-in, donate, stake, etc.
- The only games of chance allowed to charge a fee of participants are raffles, bingo, and duck races (as long as proceeds are less than $25,000).

<u>FUNDRAISING</u>
- Food may not be sold on campus under any circumstances. Contact Dining Services at 683-4691 for more information.
- The organizations must have their name on all advertising, including advertising at the site of the event, on the registration form and all raffle tickets.

<u>EMERGENCY PROCEDURES</u>

On-Campus Emergencies
When necessary, call the Old Dominion University Police for assistance with any emergency. Please follow the procedures listed below:

- Pick up a red emergency phone or call 3-4000 from any on-campus phone. When calling from an off-campus phone, dial 757-683-4000. (You may also dial 911 to reach an emergency dispatcher)
- Inform the police dispatcher of the building from which you are calling. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.
- Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will transport the injured participant to the hospital.
    - NOTE: All expenses incurred for treatment at the hospital and transportation to the hospital, are the responsibility of the injured participant.
- Notify Student Engagement & Traditions for all emergencies involving student organizations.

Off-Campus Emergencies
If an emergency occurs at an off-campus event or conference, you should follow the following procedures:
- Call 911 if necessary.
- If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service (e.g. police or ambulance service).
- Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University student should be transported back to campus, and what accommodations for travel should be used.
    - NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant.
- Notify the Office of Student Engagement & Traditions of all emergencies immediately.

<u>HAZING</u>
I. Statement On Hazing
   It is the responsibility for all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity. "Hazing" is an unproductive and hazardous custom that has no place in our university life, either on or off campus.

II. Virginia Hazing Law

Section 18. 2-56 of the Code of Virginia provides the following:

"It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

III. Description And Examples of Hazing
   A. Hazing refers to any action taken, or situation created, intentionally, whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Consent to hazing is never a defense to a violation of this policy and allowing yourself to be hazed is also a violation of this policy.
   B. Examples of Hazing include, but not be limited to forcing, requiring, or expecting pledges, associate members, prospective members, new or members, or members of university organizations to participate in any of the following actions or activities:
      1. Requiring persons to consume alcohol or drugs, liquid, food, or other substance;
      2. All forms of physical activity which are used to harass, or which are not part of an organized athletic or ROTC/military context and not specifically directed toward constructive work;
      3. Nudity;

4. Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable;
5. Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
6. Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context;
7. Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
8. Requiring activities that disrupt a person's normal schedule. A normal schedule includes the opportunity for sufficient eating and rest, course requirements (class, labs, practicums, and internships), time required for study outside of scheduled class hours, and reasonable time for personal hygiene;
9. Timed quests, treasure hunts, or scavenger hunts, or any activity which requires members to search for various items around a location in a specified amount of time;
10. Hitting or pretending to hit an individual; paddling in any form;
11. Misuse, theft, damage, or destruction of property;
12. Spray painting or pelting with any substance;
13. Verbal Harassment
14. Any violation of the Code of Student Conduct such as threatening, physical restraint or abuse (being held down, tied up, taped), kidnapping, transporting, or abandoning a person;
15. Any violation of the University's Discrimination Policy such as sexual violence, targeting on the basis of their actual or perceived race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, political affiliation, marital status, disability, or other legally protected status.
16. Interrogating individuals in an intimidating or threatening manner;
17. Requiring a person to perform acts of servitude or perform personal errands for others;
18. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt;
19. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
20. Binding or restricting any persons arms or legs that would prohibit them from moving on their own;
21. Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping);
22. Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

IV.   Sanctions For Violations

Organizations found in violation of this policy and/or Virginia Law may face sanctions ranging from a warning to a loss of status as recognized student organization. Individuals found to be in violation of this policy may face sanction ranging from a warning to a dismissal.

STUDENT ORGANIZATION INTERIM SUSPENSION POLICY

Student Organizations engage in purposeful activities that promote common interests among members and the development of interpersonally and intellectually engaged students. These organizations exist to serve the widely varied interests of students, provide educational experiences for members, and significantly add to the vibrancy of campus life. It is the responsibility of all student organizations to operate in accordance with applicable University policies and to avoid conduct sanctioned by the Code of Student Conduct.

The interim suspension policy is limited to addressing egregious conduct posing severe harm to an individual, organization and/or third-parties. An interim suspension shall be imposed as reasonably deemed necessary to ensure the health or safety of members of the University community or to University property. An interim suspension shall also be imposed where there is reasonable cause to conclude an organization's continued activities would substantially impede or obstruct the educational process. An organization receiving an interim suspension is no longer eligible to receive benefits normally afforded to student organizations including but not limited to the ability to utilize University facilities or funds to support any student organization related activity.

An interim suspension will not be invoked merely because a student organization has been accused of violating one or more University policies. In such cases, the University shall follow the procedures outlined in the *Student Disciplinary Policies and Procedures* for addressing alleged student organization misconduct. Furthermore, an interim suspension shall not be regarded as a necessary precursor to or a substitute for any inquiry or investigation that would otherwise follow allegations of misconduct on the part of the organization.

A student organization that violates any condition imposed via the interim suspension policy will be regarded as a separate and independent violation of the Code of Student Conduct, irrespective of the final outcome regarding the original facts underlying the imposition of an interim suspension.

Procedure

In the judgment of the Vice President for Student Enrollment, Engagement and Services or their designee, upon receipt of information that is sufficiently serious as to consider invoking this policy, the adjudicating administrator will consider the following factors before determining the suitability of imposing an interim suspension:
- Whether the alleged misconduct can reasonably be associated with the organization;

- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the University or to the stability and continuance of normal University functions; and
- Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the adjudicator's concerns regarding the organization's continued presence and/or activities.

If after consideration of these factors, the adjudicator determines an interim suspension is not appropriate, they will impose any reasonable restrictions and/or refer the matter to Student Conduct and Academic Integrity (and/or any other responsible source) for final disposition.

If the adjudicator determines an interim suspension is warranted, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the matter, through Student Accountability and Academic Integrity, and/or any other responsible source.

Any student organization suspended on an interim basis in accordance with this policy shall have the opportunity to appeal the interim suspension to the Vice President for Student Enrollment, Engagement and Services, or designee. Any request for appeal must be received by the Vice President within five (5) business days of the interim suspension being imposed. The Vice President, or designee, may request to meet with the organization or may base his/her decision on a review of the record. The decision of the Vice President, or designee, is final.

ALCOHOL AND SUBSTANCE ABUSE POLICIES AND PROCEDURES
Policy Governing Permissible Student Events at Which Alcohol Is Served
Student organizations that sponsor on-campus events where alcohol is served must be in compliance with the regulations of the Virginia Alcoholic Beverage Control Act (VABCA) and the regulations of the Virginia Alcoholic Beverage Control Board. Individuals must be at least 21 years of age to purchase, possess, or consume alcoholic beverages.

Drinking in public (other than at licensed, outdoor areas) and being intoxicated in public are violations of the Beverage Control Act.

A. Rules Governing the Permitted Use of Alcoholic Beverages

Student organizations sponsoring events where alcoholic beverages are present are responsible for complying with all University rules and regulations as well as state and federal law governing the use and/or possession of alcoholic beverages.

The term "student organizations" includes any officially recognized student organization, recreation club sport, and any other group or entity that has student membership. An organization need not officially endorse an event for the event to be considered "sponsored" by the organization. The issue of sponsorship will be determined by examining the facts of each particular case and their relationship to the organization or entity in question using a reasonableness standard.

Additionally:

1. Alcoholic beverages may not be purchased by recognized student organizations with organizational funds or slush funds collected from organization members and/or guests.

2. Non-alcoholic beverages, including water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as the alcoholic beverages are available. These non-alcoholic beverages must be featured as prominently as the alcoholic beverages and must be available at no cost to members and guests.

3. At any activity involving the consumption of alcoholic beverages, all persons must have proof of age on their person at all times. Organizations sponsoring events with alcohol are responsible for ensuring all attendees possess or consume alcoholic beverages in compliance with University, local, state and federal guidelines.

4. The Vice President for SEES or his/her designee will determine if security guards will be required for an event.

5. Advertisements for functions at which alcoholic beverages are available may not mention alcoholic beverages or use terms or illustrations descriptive of alcoholic beverages. Exceptions may be granted by the Vice President of SEES or his/her designee. Alcohol will not be used as an inducement to participate in a campus event. (Note: Greek organizations covered by health and safety policies, or similar policies are not permitted to advertise any functions/events at which alcoholic beverages are available.)

6. Alcohol may not be served at open parties unless pre-approved by the Vice President of SEES or his/her designee. Open parties are defined as activities where the general community (University or otherwise) is invited and/or able to attend. This classification of a party, as well as approval for an event which is the exception to the categories listed in this document, will be determined by the Vice President of SEES or his/her designee.

7. No alcoholic beverages will be permitted at organizational membership recruitment functions, or any new member/pledge/novice member event.

8. No event shall include any form of alcohol abuse (such as drinking contests or use of "beer bongs" or funnels) in its activities or promotions.

9. Alcohol will not be permitted as awards to individuals, students, or campus organizations.

10. Consumption of alcoholic beverages in University facilities or on University property will be permitted only within the approved area designated for the event.

11. Any event on University property containing alcohol must be served and managed by Aramark Catering.

12. Members and guests who appear noticeably intoxicated will not be admitted into the function.

13. Each organization must have at least fifty percent (50%) of its total membership TIPS (Training for Intervention Procedures for Servers of Alcohol) trained monitoring each entrance and exit of the function.

14. Events must be cash sales only for all alcoholic beverages, collected by Aramark Catering, during the function.

15. Aramark Catering shall collect all remaining alcohol at the end of the function. No excess alcohol, opened or unopened, shall be given away or sold.

16. The sponsoring student organization must agree in writing, prior to the event that no alcoholic beverages beyond those supplied by Aramark Catering will be brought to the event at any time.

is the exception to the categories listed in this document, will be determined by the Vice President of SEES or his/her designee.

B. Sanctions

Failure to comply with this policy may result in one or more of the following sanctions:
1. Immediate termination of the function,
2. Revocation of privileges to host future functions.
3. Immediate loss of student organization recognition, and /or
4. A referral to the Office of Student Accountability and Academic Integrity for alleged violations of the *Code of Student Conduct*.

C. Procedures

The following procedures should be followed when planning an event at which alcohol is to be served:

1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Vice President of SEES or his/her designee at least seven business days prior to the event.
2. Organizations seeking to host an on-campus event with alcohol should contact Aramark Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.
3. The Student Organizations Events with Alcohol Request form should be completed and submitted via Monarch Groups.
4. Any changes to the information submitted on the registration form should be reported to SET no later than three business days prior to the scheduled event.