

Student Organization Handbook



**Long Island University – Brooklyn
Division of Campus Life**

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SECTION 1: INTRODUCTION

This handbook is designed to serve as a resource for members of student organizations at Long Island University - Brooklyn. Included is information regarding student organization operations, University policies and procedures, as well as basic leadership information to help you fulfill your role as a leader in your organization.

About Campus Life

Campus Life is designed to facilitate the development of students, and to hone their personal and organizational leadership skills by providing opportunities for participation in co-curricular cultural, social, civic, community, and wellness programs. Our core values are leadership, integrity, service, community, diversity, learning and school spirit. We carry out our mission primarily through our oversight of student organizations, leadership training programs, evening programs, civic and community program and grant program.

Campus Life Programs & Services

- Campus Programming
- Student Organizations
- Residence Life
- Greek Life
- New Student Orientation
- Evening Recreation / Intramurals
- Avena Lounge
- Commuter Life
- Community Service
- Career Service

Contact Information & Social Media

Address

Office of Campus Life
1 University Plaza, Pratt 122
Brooklyn, NY 11201

Phone Number

718-488-1042

Fax Number

718-488-1421

Email

Bkln-CampusLife@liu.edu

Facebook

LIU Brooklyn Campus Life

Twitter

@liubkcampuslife

Instagram

LIUBkCampusLife

Website

www.liu.edu/brooklyn/campuslife

Office Hours

Monday – Friday 9:00am – 6:00pm

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SECTION 2: RECOGNITION AND REQUIREMENTS

Student Organization Requirements

Recognition as a student organization with the Office of Campus Life requires the following:

- Have a minimum of 10 active members per semester (active members attend 3 or more meetings each semester). **Please note this membership requirement does not apply to fraternities and sororities.*
- Maintain a student organization constitution and by-laws.
- Have an advisor that is an LIU-Brooklyn faculty or staff member
- Hold organization meetings at least once per month.
- Submit meeting minutes and an attendance roster to the organization's Campus Life Liaison within 2 business days of their meeting.
- All meetings should be open to the entire campus community (excluding fraternities, sororities and honor societies).
- All student organizations must hold at least one interest meeting within the first 30 days of the semester that should be advertised to the entire campus community.
- Hold a minimum of 2 events per semester that are open to the campus community.
- Submit an event evaluation form for each event within one week of the event date.
- Participate in at least 1 community service per year as an organization (more than 50% of active members) and provide documentation through the Community Service Verification form
- Attend all required Campus Life retreats, organization fairs, and trainings.
- Attend all SGA Senate meetings. (Student Organizations are permitted to have one absence per semester.)
- Follow the policies set forth in the LIU Code of Conduct and are expected to abide by the campus ethos statement.
- Must have open membership and allow participation to all students without regard to race, color, sex, age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.

Student Organization Re-Registration Process

Existing student organizations are required to register annually with Campus Life. This will be through the submission of the organization's official budget kit even if the organization is not requesting funds. Although re-registration is required to receive funding and formal registration status for the upcoming year, any student organization and its members who have been registered in the last academic year or who represent themselves as a Student Organization at LIU - Brooklyn will be held responsible to abide by all standards of behavior and conduct. All existing student organizations must register with Campus Life by 5:00 p.m. of the registration deadline of each year. Any existing student organization that does not submit a registration by the stated deadline may lose its registered status and all rights granted by the registration process.

Reactivating a Student Organization

If a student organization fails to meet the registration deadline and would like to be re-activated, they must contact the Associate Director of Student Life. If an organization is inactive for more than two

semesters, that organization will need to go through the new student organization process to register their organization.

Organization Probation

Those student organizations not in compliance with the organizational, departmental, and/or university policies are subject to probation. Sanctions and the length of probation will be determined on an individual basis by the Office of Campus Life. The Office of Campus Life will notify the organization's president and advisor of the sanction in writing. The probation is considered a warning period. The University will terminate recognition if the organization fails to adhere to the sanction.

Termination of Recognition

The Office of Campus Life governs the termination of recognition of any student organization. The student organization may appeal a termination of recognition in writing to the Associate Director of Student Life. The student organization may not re-apply for recognition for a minimum of two academic semesters, unless otherwise specified by the Office of Campus Life.

New Student Organization Process

Students who are interested in starting a new student organization must follow the outlined process established by the Office of Campus Life. Below are the steps for obtaining student organization recognition:

1. Review the available active organizations and mission statements to ensure that an existing organization does not have a similar purpose.
2. Submit an interest list of at least 15 LIU Brooklyn students with signatures.
3. Identify a LIU Brooklyn faculty or staff member who is willing to serve as an advisor.
4. Meet the following criteria:
 - a. Be open to any LIU Brooklyn student who wishes to participate
 - b. Be beneficial to the enrichment of the LIU Brooklyn community
 - c. Fill a unique niche in the LIU Brooklyn community
 - d. Be sustainable over time
 - e. Align with the mission of LIU Brooklyn
5. Schedule a Preliminary Recognition Meeting with the Office of Campus Life to receive feedback on the proposal. Students should answer the following questions prior to the meeting:
 - a. How will your organization benefit the campus community?
 - b. How will your organization foster personal growth and development?
 - c. How will recognition aid your organization in accomplishing its individual mission?
6. Submit official recognition petition within four (4) weeks of Preliminary Recognition Meeting with the following information:
 - a. The name of the proposed organization.
 - b. The mission of the proposed organization. (*A mission statement should include the purpose and values of the organization to its members and the LIU Brooklyn community, and set out the main objectives the organization will accomplish. The mission statement should be brief and clearly stated.*)
 - c. A proposed budget for the upcoming academic year.
 - d. A complete roster of officers and members. (*Must have a minimum of ten (10) members, with four (4) of those members consisting of a president, vice president, treasurer, and secretary.*)

- e. The constitution: The organization must create and submit a constitution. (*Find a sample constitution in the New Student Organization Packet.*)
7. After submission of the official recognition petition, Campus Life and the Student Government Association (SGA) will review for official approval. Once approved, the organization is on a probationary status for three (3) academic months.
8. During probationary status, provisional student organizations must meet the following requirements:
 - a. Hold at least one (1) event
 - b. Host bi-monthly meetings
 - c. Maintain a minimum of ten (10) active LIU Brooklyn student members
 - d. Attend all mandatory organization events and workshops
9. After three (3) academic months and all requirements are successfully completed, the Office of Campus Life officially recognizes the student organization.
10. Provisional student organizations who fail to meet the recognition requirements in the allotted time will be required to begin the new student recognition process again.

Constitution Guidelines

Student organizations are required to keep a copy of their constitution on record with the Campus Life office. As amendments are made to the constitution, it is expected that Campus Life be notified within 48 hours of the change.

All constitutions are required to have the following information:

- Name
- Mission, Vision, Purpose
- Affiliations (if necessary)
- Membership Requirements
- Officers
- Elections
- Advisor
- Meetings
- Amendments
- By-laws (if necessary)

Organization Officers

General Officer Descriptions

Each student organization must have the following officers in order to maintain recognition. Adding additional officers is at the discretion of the organization in accordance with their bylaws.

President: Lead the organization, set goals, and maintain awareness of all organization matters, delegate tasks, attends student leader retreats, meets with Advisor on a regular basis, schedule meetings, etc.

Vice President: Acts as President in his/her absence; assists the President in the leadership and management of the organization, follows other duties as assigned by the President.

- Secretary:** Manages administrative tasks including taking meeting minutes, distributing minutes to members, advisor and Office of Campus Life, track attendance at organization meetings/events.
- Treasurer:** Manages financial aspects of the organization including keeping track of all financial records, maintain accurate account of funds, and gives reports to necessary parties.

Each officer is responsible for his/her specific duties; however, all officers and members should work together to benefit the organization and each other's development. Each organization may also have additional officers, provided the position descriptions are unique to the respective organization. The Office of Campus Life does not recommend or acknowledge co-presidents.

Student Officer Eligibility

Student officers must have a minimum cumulative 2.5 GPA. A student can only be President of one (1) Campus Life recognized student organization at any given time, and may serve as an officer on a maximum of three (3) executive boards.

Suggested Steps for Officer Transition

- Schedule a time to meet with your outgoing officers, incoming officers, and the advisor.
- Have each position sit together and discuss the duties outlined in the constitution. Make sure to mention any extra duties, or activities that may be asked of them.
- Walk through the budget kit so that everyone knows the information that is in it.
- If possible, set up a meeting with Campus Life to introduce the new officers to the staff.
- Make sure the budget kit gets completed online so the organization will not be slowed down during the registration process.

Elections and Selection

Elections or Selection will run in accordance with the student organization constitution. If your student organization has any questions about how to best run their election or selection, please contact your Campus Life Liaison for assistance.

SECTION 3: EVENTS

Event Policies

General Policies

- All events must be submitted a minimum of 21 days in advance to Campus Life.
- All student organization events are for LIU Brooklyn students only unless approved in writing by the Senior Director of Student Life and by Campus Security. All attendees may be required to show a valid photo ID in order to enter. Events for LIU Brooklyn students will require a valid LIU ID card.
- Student organization events may only take place during the Fall and Spring semester while classes are in session. Programming may not take place during Winter, Spring, or Summer Break unless permission is granted in advance by the Senior Director of Student Life.

Event/Party Policies

- All events are drug-free.
- All events are alcohol-free unless approved by Campus Life.
- Event end times have been determined as follows: All events held between Sunday-Wednesday must conclude by 11pm. Thursday evening events must conclude by 12am. Friday and Saturday events must conclude by 1am.
- No guests will be permitted to enter the event once doors have closed. The door will close between 1-2 hours prior to the event end-time. The time that the door will close will be determined by Campus Life and Campus Security in advance of the event.
- Lights turn on 15 minutes prior to the end of a party. The DJ may continue to play until the party is over.
- If an event has no or low attendance, Campus Security and the Campus Life staff on duty will determine whether the event will end early.
- In the event of inclement weather or unforeseen extreme circumstances, Campus Life will determine whether the event will be cancelled.
- No cash may be collected “at the door” on the day of an event unless permission is granted in advance by the Senior Director of Student Life.

Event Planning

Reserving Space on Campus

All student organizations should reserve space using the online Program Request Form. Once submitted, your Campus Life Liaison will review the request and submit for approval. Approval times vary. The organization will be notified as soon as the space is confirmed.

Room Reservation Cancellations

If an organization needs to cancel a reserved space, your respective liaison must be contacted at least three (3) business days prior to the event. If an organization does not cancel within the allotted time, the organization budget will be charged for the entire cost of the event. Repeat offenders may be ineligible to reserve a space for a future event or host any planned events for the following two (2) weeks.

After the Event

After every event, make sure to complete an Event Evaluation Form online. This will be tracked and it is important that all organizations complete one to track attendance and suggestions for future programming.

Event Security

Campus Security will review all event requests to determine the need for security. If it is decided the event needs to have security guards, these fees will be taken out of the Campus Life Security Fund, not the student organization account. Campus Security has final say over the number of guards and any other risk management that is deemed necessary.

Set up a meeting with the Campus Life Liaison to go over event logistics including:

- Choose a date and an alternate date
- Choose a location (consider size of group, purpose of event)
- Setup/Breakdown times
- Room layout
- Audio Visual
- Facility Requests
- IT Requests
- Food Requests

Off-Campus Programs

Student Organizations may hold events off-campus, such as, service trips, Broadway shows, sporting events, etc. Student Organizations must notify their Campus Life Liaison if they are holding a program off-campus four (4) weeks prior to an event.

Ticket Sales: Tickets for off-campus trips may be sold through the Office of Campus Life. Campus Life must be notified at least ten (10) business days before sales begin with the following information:

- Name of Program
- Date, Time & Location of Program
- Cost of Ticket
- Ticket Limit
- Transportation, if any

Organizations may sell tickets for no less than 1/3 of the actual ticket cost. (\$90 retail-value ticket can be sold for \$30) Students who purchase from the Campus Life must complete a waiver and pay using credit or debit card. No cash or checks are accepted. Campus Life deposits all proceeds into the sponsoring organization's account.

Off-Campus Trips

Student organizations are required to have a chaperone, who is a staff or faculty member attend any off-campus trip. Furthermore, each student attending the trip must complete and "Off-Campus Trip Conduct Agreement" and "Travel Waiver and Release from Liability Form".

Best Practices for Event Planning

- Meet with the Campus Life Liaison to discuss your event idea
- Fill out all required paperwork
- Reserve a room
- Establish a realistic budget
- Delegate roles to members and/or cosponsoring members
- Purchase all necessary supplies
- Publicize the event
- After the event, evaluate the event from the planning process to execution to learn from the experience and inform future events.

Student Organization Resources

Mailboxes

All recognized student organizations have a mailbox in the Student Government Association office (M208). All mail is available for pick up at the SGA Office, located on the second floor of Metcalfe. Please use the following mailing address:

Name of Organization

Long Island University: Brooklyn Campus

1 University Plaza

Pratt 122

Brooklyn, NY 11201

The Office of Campus Life will notify the organization when a package is received. The organization will have two (2) days to pick up their packages unless the organization makes other arrangements with the Office of Campus Life.

Flyers and Advertisement

- The Office of Campus Life facilitates printing of all flyers for all recognized student organizations.
- Student organizations must have flyers approved by their liaison. Flyers that do not have the Campus Life approval stamp are subject to immediate removal.
- Flyers must be requested at least five (5) business days prior to the event to ensure ample time for advertisement.
- Student organizations may print a maximum 50 flyers. (25 for Residence Halls, 25 for academic buildings)
- When requesting flyers please indicated the size, number of flyers, and if they should be in full color or black and white.
- Flyers should include the name of the organization, the name of the event, time, date, location, and contact information.
- Charges to Student Organization accounts based on the amount of the flyers.
- No student organization may hang flyers without permission.
- All flyers must include the LIU Brooklyn logo and an LIU email address
- Locations for flyers include, but are not limited to:
 - Campus Life Boards
 - Pratt 1st Floor
 - Enrollment Services (Sloan 3rd Floor)
 - Luntley (Happening This Week)
 - WRAC (Happening This Week)
 - SGA Notice Board
 - Bulletin Boards on campus
- Events may be advertised in Seawanhaka (fees may apply), on WLIU-Radio & LIU-TV.
- Events may be advertised on the plasma screens around the campus. Please submit the flyer as a PowerPoint slide to your Campus Life Liaison.
- Student organizations may submit their events for the LED Board underneath the Breezeway. Please give your Campus Life Liaison the text you want to appear. It can be 3 lines of text with 20-23 characters per line.

- Student organizations are responsible for the removal all outdated advertisements immediately following their events. All student organizations must strictly adhere to this policy.

Organization E-mail

Upon request, each student organization will receive a LIU Brooklyn e-mail that should be checked on a weekly basis. The email address will be bkln-OrgName@liu.edu.

Social Media

Student Organizations are allowed and encouraged to maintain a presence on various social media sites, including Facebook, Twitter, Flickr, Instagram, Blogs, and other social sites/programs. These tools are the sole ownership of the student organization, and it is their responsibility to operate, maintain, and transfer ownership.

Tips for Social Media Use

Although these tools are good forms of communication, you must be cautious in how you use them and the information you display. As a student organization and/or member or officer of an organization, you are viewed as a resource for information; therefore you must be careful what is written and represented on these outlets. Below you will find some tips for the use of social media.

- Understand that your profile and presence on social networks represents yourself and your organization(s).
- Use good judgment when posting content, make sure the post is sending the message you are intending to send.
- Make sure your post does not include any violation of intellectual property (copy written material), threatening or obscene language, any reference of illegal substances or activities, or otherwise harmful content.
- Be accurate; make sure the statements you are making are true and factual.
- If the content is not acceptable for a face-to-face conversation, over the phone, or other medium, it is not appropriate for social media.
- When posting to social media outlets, be sure you are transparent about your relationship to the organization and university. Make sure readers can distinguish between posts made by you on behalf of your organization and posts that are personal.

SECTION 4: FINANCIAL INFORMATION

General Policies

All student organizations, excluding fraternities and sororities, are entitled to request an annual budget for the academic year. The Student Government Association and Office of Campus Life govern the budget and allocation process. Organizations must submit a budget proposal and appropriate paperwork in the spring semester according to the Campus Life deadline.

Qualifications, Requirements, and Allocation Considerations

- Student organizations must be in good standing with both SGA and the Office of Campus Life to request a budget.

- In order to use funding from student activity fees, organizations must be open to the entire campus community and programming towards their mission.

Allocations for the following year will be based on:

- Responsible use of current budget
- Fundraising
- History of events
- Itemized budget
- Future plans for current budget
- Current standing with LIU Brooklyn, Campus Life, & SGA

Expense Guidelines:

- All programs must be open to the entire LIU Brooklyn student community.
- The organization President must authorize all expenditures. The Office of Campus Life must give final approval for all expenditures. No orders or purchases should take place without first consulting your respective Campus Life Liaison.
- Student Organizations may transfer funds to other accounts through completing the proper paperwork with the Office of Campus Life.
- A Tax Exempt form must be used when making purchases off-campus. Student Organizations will be responsible for reimbursing the University for any Taxes paid. Tax Exempt forms are available in the Office of Campus Life.
- Budgets cannot be used to pay members of an organization, issue any loans, scholarships, salary, tuition credit or any other form of income or compensation.
- The Office of Campus Life must authorize any negotiations of contracts for food and services. Students are not able to represent the University and therefore are not authorized to enter into contracts with any outside agency or individual. Any such unauthorized contracts will be considered null and void.
- No money will be allocated for events or programs that fall outside the programming dates established in this manual.
- Any item that you wish to request funding for must have a corresponding quote. Quotes can be in the form of web page printouts, receipts, or e-mails. Quotes must be itemized.
- Funds cannot be used to sponsor any off campus meals unless approved by the Office of Campus Life.
- Cost of drapes or banners may not exceed \$200. Submit all items to Campus Life for approval by LIU Marketing Department.

Budgets are NOT for the following:

- Items for the personal benefit of individuals, student organizations, or private corporations (i.e. tuition remission, club member salaries, personalized clothing, etc.).
- Student activity funds cannot support religious or charitable organizations. Donations to charitable organizations can only be from fundraised money.
- Any activity contrary to the regulations or laws of the University, the State of New York, or the Federal Government.
- National fees or dues for personal membership.
- Off-campus meals or other social outings exclusively for organization officers and members, with the exception of approved leadership retreats.
- Publications, unless part of the organization's mission.

Promotional items and apparel

- The Office of Campus Life must approve all promotional items prior to ordering.
- All items purchased should appeal to the LIU Brooklyn student population.
- Items must include the LIU Brooklyn logo, unless express permission is otherwise granted by Campus Life
- Budget funds are not for personalized or individual apparel items. Organizations can purchase apparel that will be sold/given to the general student body.

General Account Reminders

- Organizations are responsible for maintaining appropriate financial documents and records.
- Proper paperwork and original vendor invoices are required to process checks. Checks typically take three (3) weeks to process.
- Campus Life policies govern all funds, including allocated and fundraised funds.
- The Office of Campus Life conducts periodic audits of all organization accounts.

Retention of Funds

At the end of each fiscal year, all unused money that was allocated to student organizations through the Student Activities Fee will be zeroed out and transferred to a Student Government fund to be redistributed the following year.

Budget Kit

A budget kit is a comprehensive financial plan, which outlines the operational expenses that are anticipated in the coming academic year. Budgeting allows equity among other student organizations when the Student Activity Funds are being dispersed. The budget will require a thorough outline of your projected goals for the coming year.

As a guiding principle, please remember that student activities fees are meant to provide programming and opportunities for the LIU student body. Budget requests for be for opportunities open to the entire campus community.

Preparing a Budget Kit

Planning is the most important aspect of preparing a successful budget. It is a good idea to refer to the prior year's financial records and budget kit, and if possible, consult with the person who prepared that budget. It is also a good idea to use the amount of money spent last years as a framework in planning your events and projects. Look carefully at what your student organization has done in the past, but do not feel obligated to repeat the same events and projects. Be encouraged to be creative and make improvements. Figures in the budget must reflect, as accurately as possible, how much the activities are going to cost, as well as the extent of your projected activities. It is a great idea to meet with appropriate members of the Student Life Staff to assist you in estimating your costs.

When you are looking over the proposed events and projects in your budget kit, remember the criteria expected of the Student Activities Fund. Do not forget the purpose and mission of your student organization. Please also keep the budgetary guidelines set by Student Life and the Student Government Association in mind when requesting any funding. It is important to keep in mind that a successful budget kit must be completed by the new treasurer of your student organization.

Please keep the following in mind:

1. For programming, services, community initiatives and other expenses please detail advertising, printing and rental fees.
2. The Student Activity Fee does not pay for refreshments for every organization meeting of a student organization, but will fund such meetings occasionally. Appropriate uses for refreshments might include an Open House, forum or reception.
3. Under no circumstances can liquor, wine or beer be purchased by Student Organizations with the Students Activities Fee.
4. A list of suggested vendors can be obtained by Student Life. However, you should have estimate prices from other vendors you've researched, for certain items you may choose to purchase during the year, which will help in preparing your budget kit.
5. The SGA Executives will be available to assist you in the formation of your organization's budget. They can assist with answering questions on how to fill out your request forms, and what information of your organization is available at SGA (Constitution, etc.) They should also have copies of previous requests on hand, which can be used to guide you. Their office is located in M-208.

Financial Procedures

Direct Payment Request aka DPR (Requires a minimum of 14 days to process)

Utilized when purchasing supplies or decorations; utilizing a catering service; renting/repairing equipment or submitting for a reimbursement

Requirements:

- A. Original unpaid bill from the specified business. The unpaid bill must include the name and address of the store, company or organization, the date, and the total expenditure.
- B. A fully completed Direct Payment Request Form
- C. DPR must be presented 14 days prior to the date the check will be needed.

Procedure:

Submit your completed paperwork to your Campus Life Liaison who will review your request. If all requirements are accurately completed your Direct Payment Request will be processed and mailed to the Company specified on the unpaid bill. Checks can also be picked up from Campus Life Pratt 122.

Reimbursement Procedures (Requires a minimum of 14 days)

Organizations should make every possible effort to contact your Campus Life Liaison in advance of the event and to have a check issued to the company or performer you will be utilizing. In the rare cases that this is not possible, an organization member or advisor may utilize personal funds and request a reimbursement from the organization's account. Reimbursements will not be made to persons who paid caterers, bands or other performers. Contracts and/or Direct Payment Requests must be used.

You should complete the reimbursement form (Direct Payment Request) when a student organization member has purchased an item with his or her personal money and the student organization agrees on a reimbursement to that individual. Remember prior approval is needed from your Campus Life Liaison before any member spends their own money.

LIU Brooklyn has “tax exempt status” and can therefore purchase the majority of items without paying sales tax. As such, the University doesn’t reimbursement anyone for taxes they paid on items purchased for the University. Student organizations should bring the Office of Student Life the vendor’s information, so that Student Life can send them the tax exempt information.

Requirements:

- A. A fully completed Direct Payment Request Form
- B. Valid, original receipts of purchases which include the name of the company store or organization the date and the amount.

Procedure:

Submit your completed paperwork to your Campus Life Liaison who will review your request. If all requirements are accurately completed the reimbursement will be processed and sent to the University Center where the check will be drawn and sent to Campus Life Pratt 122 or mailed to the recipient.

Purchase Requisition (Requires thirty days)

You should complete a Purchase Requisition when your student organization agrees to purchase any type of capital equipment or promotional items (such as computers, cameras, stereo equipment, t-shirts, etc.)

Requirements:

- A. Invoice, order form and/or catalog page (including model number and cost)
- B. Fully completed purchase requisition

Procedure: Submit your completed paperwork to your Campus Life Liaison who will review your request. If all requirements are accurately completed your request will be processed and sent to the University center.

Payment to a Charitable Organization (Requires a minimum of 14 days)

Student Organization’s allocated funds cannot be used to support charitable donations. Donations can be used from fundraised money only.

Requirements:

- A. Student organization minutes and attendance sheets with signatures
- B. A copy of the charity website homepage or donation page with their address.
- C. A fully completed Direct Payment Request Form
- D. A copy of the Student life receipt indicating that you fundraised the amount for charity
- E. The signed W-9 for the charity
- F. An official letter written to the Charity indicating that your organization, a division of LIU Brooklyn fundraised the specific amount you are donating and are giving the specific cause

Procedure:

Submit your completed paperwork to your Campus Life Liaison who will review your request. If all requirements are accurately completed your Direct Payment Request will be processed and mailed to the Organization. Checks can also be picked up from Campus Life Pratt 122.

Contracts (Requires a minimum of 21 days)

Please contact your Campus Life Liaison in order to receive all necessary paperwork to complete a contract. Contract agreements are used when you are requesting a special service; such as a guest speaker, bands, disc jockeys, caterers, etc.

All vendors, speakers, performers, caterers, D.J's etc. who are contracted to perform or present on our campus must provide us with a "Certificate of Insurance" listing LIU Brooklyn as additionally insured. Note that no vendor, performer, speaker, etc. will be allowed on campus without providing us with evidence of insurance.

Requirements:

A. Fully completed contract agreement submitted to Campus Life Liaison.

Procedure:

Submit your completed paperwork to your Campus Life Liaison who will review your request. No contract agreement is finalized until all University Officials have signed the contract signature page.

Supplies

Student organizations may request supplies for student organization use by submitting a memo to their Campus Life Liaison. The memo must include the student organization name, budget number, items needed and quantity needed. The supplies will be ordered, if the student organization's budget permits, and once they arrive the supplies can be picked up from Campus Life in Pratt 122

Transfers

Transfer forms are used when approved expenses are paid for by on LIU budget to another LIU budget. Student organizations that choose to co-sponsor events with Departments should first check with the Associate Director of Student Life.

Deposits

All money collected from events must be delivered to the Office of Student Life within 1 business day of the event. The student organization will be given a receipt for the money, and then it will be deposited into the student organization's account.

SECTION 5: GENERAL POLICIES

Student Organization Conduct Policy

Statement of Policy

In addition to the specific sanctions listed in the Long Island University Code of Conduct, a student organization and/or individual may face additional, or different, sanctions levied by Office of Campus Life for its conduct and/or conduct of one or more of its members.

Authority

The Office of Campus Life is the authority that oversees the recognition process for all student organizations, including fraternities and sororities. The Office of Campus Life reserves the right to take

action upon any recognized organization or individual involved in a violation of departmental or University policies.

Sanctions

In determining the sanction for a student organization and/or individual, the Office of Campus will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Examples of disciplinary sanctions for a student organization or individual include, but are not limited to:

1. **Fines**

The University and the Office of Campus Life may assess a fine in conjunction with any other sanction.

2. **Probation of a Student Organization and/or member**

Probation is a period of review during which the organization/member must demonstrate the ability to comply with University rules, regulations, and all other stipulated requirements.

3. **Deferred Suspension of a Student Organization and/or member**

Deferred suspension of an organization/member is a period of review during which the organization/member must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements. If, an organization during the period of the deferred suspension is responsible of violating another University rule or an order of a disciplinary body or administrative hearing officer, the organization, its registration, privileges, and chapter status, is suspended. Members are subject to increased sanctions applied by the Office of Campus Life.

4. **Suspension of Recognition/Chapter Privileges**

A student organization's privileges, chapter status, and recognition may be limited or suspended for a specified time. Upon the end of the suspension and before a group returns, a petition must be submitted to the Office of Campus Life, which demonstrates in a sufficient manner, the following:

- a. The issues leading to the organization's suspension have been remedied;
- b. Those wishing to revive the organization's status understand the University's policies and procedures and are willing to and capable of following them;
- c. The organization and its members have complied with the suspension, have not engaged in conduct aimed at ignoring or frustrating the suspension; and
- d. Have committed no intervening violations of the Code of Conduct.

5. **Terms of Suspension**

In the event that a student organization is suspended from the University, the organization may not during the term of the suspension:

- a. Recruit members;
- b. Engage in social functions of any type;
- c. Use University buildings, facilities, property, and equipment;
- d. Use University resources, services, or funds;
- e. Participate or attempt to participate as an organization in any University event; or
- f. Co-sponsor or participate as an organization in another recognized organization's activities.

In a case where a violation has been found but no suspension has been imposed upon the offending student organization or individual, any one or more of the privileges set forth above may be suspended.

6. **Removal from leadership positions**

The Office of Campus Life may remove students from leadership positions if they are found responsible for improper actions or violation of University policy.

Formal Complaint Process

Initiation of a Case against Student Organizations: The Office of Campus Life may be referred a case from any source. Anyone filing a report should be able to provide supporting evidence that a violation of University policy has occurred.

Conduct Policies: Any action by a member of or members of a formally recognized (or one that has applied for membership) student organization, casting an unfavorable reflection on their respective student organization, or LIU Brooklyn as a whole, may be considered to be sufficient reason for a conduct case. Campus Life conducts all cases. All conduct cases shall come under the heading of one or any combination of the following:

1. Violation of the Long Island University Code of Conduct.
2. Violation of the policies in the Student Organization Handbook.

Public Safety Policies

Public Safety is responsible for securing the event by searching bags, checking IDs, monitoring the parking area, as well as other precautions. Once an organization has completed the program request, the Office of Campus Life will indicate public safety needs. Please note that the Department of Public Safety and/or the Office of Campus Life may request Public Safety to be present at an event.

Public Safety will be required during the following events:

- Parties
- Concerts
- High Profile Entertainers, Public Figures, etc.
- Any event where alcohol is served.

Discuss Public Safety and security needs with a Campus Life Liaison. Student organizations are responsible for all security costs.

Guest Policy

General Guest Policy

- Students may request for outside guests to attend on-campus events. These requests should be made with your Campus Life Liaison and require at least 3 weeks notice with an approved guest list. Approval is at the discretion of the Office of Campus Life
- If approved, LIU Brooklyn students must accompany their guests to the event or the guest cannot enter.
- If approved, LIU Brooklyn students must accept full responsibility for their guest's actions and behavior per the Student Code of Conduct.
- If approved, student guests must be at least 18 years of age without special approval from the Office of Campus Life and Public Safety. A parent/guardian must accompany a guest under the age of 18.
- Approved guests are required to present photo identification (driver's license, government issued photo identification or college I.D.) upon entering the building. All students and their guests are subject to a magnetometer detector and bag search.

- Re-entry to a venue is not permitted. All exits from an event are final.

Advanced Ticketed Events

- The Guest policy is not in effect for ticketed events and/or campus community events.
- Attendees must be at least 18 years of age unless pre-approved by the Office of Campus Life and Public Safety.
- No one under 18 years of age may be present when alcohol is present at an event without prior approval of the Director of Public Safety or designee.
- Photo I.D. is required for proof of age and attendee’s will be subject to all search procedures including magnetometer detection and bag searches.
- Guests must present a printed original ticket with the date and event listed. (if ticketed)
- Selling of tickets can occur at the Office of Campus Life or in advance only.
- If any infractions occur, the organization is responsible.

Note: The Department of Public Safety and Office of Campus Life have the sole discretion to alter the above regulations for any safety and security issue that may arise.

Food/Catering Policies

Aramark Catering:

If student organizations use Aramark to cater their event or meeting, they should submit the food order when reserving their room. Organizations can submit additional orders until ten (10) business days prior to an event by speaking to their respective Campus Life Liaison.

Student organizations who do not order food through Aramark at least ten (10) business days cannot place an order. The student organization must have the allotted budget to purchase food.

Off-Campus Food:

Student organizations can purchase food from an off-campus vendor. In order to cater an event outside of Aramark, the organization must provide the Office of Campus Life with an invoice, W-9, and Certificate of Insurance prior to the event.

Special Note:

If outside food is ordered, Aramark will not provide food or supplies.

Travel and Conferences Policies

Student organizations who attend conferences must abide by the following criteria. It is the organization’s responsibility to comply so the conference preparation will run smoothly. All attendees and chaperones need to meet with a Campus Life Liaison six (6) weeks prior to the registration deadline. Please review the policies below.

General Requirements

All individual student and student organization travel falling within this Policy must meet the following requirements:

1. Student organization travel must be consistent with the organization's mission statement. Travel must be planned so as not to create an undue interference with academic responsibilities.
2. Student organizations must have sufficient funds in their organizations' account to cover all the remaining expense of the entire travel, or must deposit additional funds into their account prior to the start of the trip.
3. Student organizations should establish with the organization's advisor a fair practice of choosing which students from a student organization may participate in travel experiences. With the exception of students presenting at conferences every effort should be made to allow all members an opportunity to attend a conference/travel experience.
4. Under no circumstances will a student be allowed to use University funds to cover expenses of more than two trips in an academic year.

Expenses will not be reimbursed for any trip taken without submission of a complete and accurate Student Request for Travel Authorization Form and a signed *LIU Student Travel Agreement*.

Violations of this policy may result in individual and/or organization discipline as outlined in the University Student Handbook, together with such additional action as may be deemed appropriate under the circumstances.

Without limiting the forgoing, all trip participants are required to comply with the standards set forth in the LIU Student Code of Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and student organizations to disciplinary action.

Chaperones

Student Organizations are expected to have chaperones for all trips. A chaperone must be a full-time faculty, staff or administrator of Long Island University and must be approved in advance by the Associate Director of Student Life. It is the responsibility of the organization to secure a chaperone.

1. Advances: Chaperones or advisors traveling with student organizations may request an advance to facilitate activities during the trip. Cash advances should be requested a minimum of 21 days in advance of the trip. Travel advance requests and reconciliation must follow the requirements set forth by the University's Campus Financial Services. Requests for travel advances exceeding \$500 must include a description of the circumstance that requires the advance and a brief budget of expenses must be provided in the Form. Advances for Student Organization travel must be reconciled as soon as possible after the end of the trip, but should not exceed 21 days after the end of the trip.
2. Accident and Medical Insurance: The faculty advisor or administrators responsible for the trip shall communicate to the participant that the University does not provide medical insurance for individual or group participants. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

Travel Waivers

All students participating in LIU-led, sponsored, or sanctioned travel or events must file the appropriate domestic or foreign LIU Student Travel Agreement. This agreement holds students to the same disciplinary standards as those on campus as delineated in LIU Brooklyn's Code of Conduct. It also provides legal protection for LIU in the event of an accident, injury, etc. The waiver must be completed by any student traveling with a Student Organization, any student traveling in an LIU vehicle, or any student traveling in a personal vehicle to LIU-required events or activities (e.g. leadership retreats, students participating in conferences, student organizations that meet or travel off-campus, off-campus activity courses, etc.) Forms should be completed by each participating student returned to the trip coordinating administrator, who will in turn forward them to the Office of Student Life to be kept on file. Waivers must be completed for each event/trip.

Financing a conference and/or travel:

- 80% of the cost will come out of the student organization budget
- 20% of the cost will be responsibility of attendees. This money must be deposited into the organization's budget prior to the payment due date for the conference/travel.
- Students will be granted a \$10.00 per day allowance for meals or \$50.00 per trip allowance for meals, whichever is less. Otherwise, students are expected to pay for all meals not covered by this \$50.00 allowance, the general Conference fees, or not in the Travel Experience plan. At no time whatsoever will the University cover costs for alcoholic beverages.

To attend a conference members must:

- Be active members of your organization
- Be full-time registered students
- Have at least a 2.5 cumulative GPA or higher

6 Weeks Prior to Your Trip

- Get approval from Campus Life for attending a conference
- Develop a roster of students attending
- Identify a chaperone
- Create a transportation plan
- Create a budget of costs associated with conference and travel

5 Weeks Prior

- All paperwork signed by attendees and copies of drivers licenses/passports must be turned into Office of Campus Life
- Attendees should also be given a copy of their forms

4 Weeks Prior

- Request class unexcused absence memo

1 Week Prior

- Meet with attendees and chaperone to go over travel plans, packing/material lists, and LIU Brooklyn/Office of Campus Life guidelines

While Away at the Conference

- Anyone who violates LIU Brooklyn or conference polices will be sent home.

- Violators will be subject to disciplinary action by the Office of Campus Life and the Office of Community Standards.
- Individuals may not purchase un-approved items. If emergency-related instances occur, a receipt the Office of Campus Life will consider a special consideration for reimbursement.

Upon Returning to Campus

- Travel expense forms, receipts and change must be turned into the Office of Campus Life within five (5) business days. Failure to submit receipts may cause a loss in reimbursement for your expenses.
- Make up missed work with your professor(s).

Keep in Mind

- Anyone who commits to attending a conference and withdraws attendance is responsible for reimbursing the organization that funded the trip.
- Funds are for the conference and all affiliated costs only.

If you have any questions or concerns, please contact your Campus Life Liaison in the Office of Campus Life within a timely manner.

Hazing Statement

Hazing is unlawful activity that violates the policies of LIU Brooklyn. Hazing humiliates, degrades and endangers the mental and physical health of individuals. Although hazing was originally associated with military groups and organizations such as fraternities and sororities, today incidents of hazing involve athletic teams, marching bands and almost any group or association on college campuses. Hazing is incompatible with the LIU Brooklyn policy of respect for all individuals and is absolutely prohibited.

Hazing is:

- Any beating or physical abuse
- Forced wearing of clothing with the except an official membership pin
- Forced confinement
- Forced eating or drinking
- Forcing a person to be the object of malicious amusement, ridicule or verbal abuse
- Binge drinking
- Encouraging a person to not engage in personal hygiene
- Sleep deprivation
- Servitude
- Sexual assault or nudity
- Creation of excessive fatigue or stress
- Abusive tricks designed to subject a person to ridicule
- “Drop offs” or “dumps” in unfamiliar locations
- Forcing or encouraging any person to violate any LIU Brooklyn policy or any federal, state or local law
- Forcing a person to carry unnecessary objects at all times
- Any other activity that causes harm, emotional stress, or makes the individual feel uncomfortable

Please refer to the LIU Brooklyn Student Handbook for more details regarding the hazing policy.

Club Room Policies

Student organizations may apply for a club room at the end of each academic year for the following year. A form will be made available for all organizations. Having a club room does not guarantee that you will maintain the space for the following year. Due to the number of organizations and limited number of club rooms, organizations may share a club room with one or two other organizations.

Club Room Maintenance

Each student organization is responsible to keep an organized and professional room. These rooms may be checked at any time by a member of Campus Life.

Please do not move any furniture from anywhere including the community lounge into individual club rooms. Organizations that move furniture will receive a "Warning" followed by a "Room Violation" if furniture is not returned. If furniture is not returned after receiving a "Room Violation", the organization will be fined and will not be granted an opportunity to receive a club room in the future or keep the room that the club currently has.

If you have a maintenance request for your club room or would like to discard inventory items, please write and submit a memo describing in detail the need for your club room to your Campus Life Liaison.

Club Room Keys

Each organization will receive 2 keys to the club room. These keys may be picked up from the Office of Campus Life once the rooms are assigned. The keys should be picked up by two members of the Executive Board who will remain responsible for these keys. If at any time the Executive Board member leaves their position, the key should be returned to the Office of Campus Life, not passed on to another member of the organization. All room keys should be returned by the designated date at the end of the spring semester, or the student who signed out the key will be charged a \$50.00 lock change fee.

Club Room Use

Parties, socials, gatherings or any other functions that require food and/or music are prohibited in the club rooms. If you would like to have such an event, please complete a Room Reservation form for an appropriate venue, and contact your Campus Life Liaison. Please keep your club room door locked when you are not in the room. LIU is not responsible for personal belongings.

Please be sure to coordinate with your executives to gain access to your club room. The Office of Campus Life, as well as LIU Brooklyn Public Safety, are not responsible for opening your club room for each member.

Alcohol, drugs, sexual activity, pledging/hazing, assault (physical or verbal) or any other activities that go against the University Code of Student Conduct are strictly prohibited campus-wide. There is **Zero Tolerance** for the aforementioned activities in the club room area and all club rooms. Violation of these directives may result in forfeiting rights to assigned rooms

Other Policies and Procedures

Fundraisers

Fundraisers will allow your student organization to sponsor additional events or projects during the fiscal year. Remember, the idea behind fundraisers is to raise money - you want to keep the cost as low

as possible to create a larger revenue; the wider the gap between the revenue and cost, the larger the profit you make.

Bake Sales

Organizations may choose to hold bake sales in order to raise money. All bake sale goods must be purchased from a store and cannot be homemade goods.

ADA Accommodations

The Americans with Disabilities Act (ADA) became law in July 1992. This Act requires that all public activities must be accessible to people with disabilities. This law applies to all organizations within the University and includes all events planned by these groups. Organizations may not deny disabled people the opportunity to participate in their group or to participate in activities organized by the group.

Movie and Film Copyrights

Federal copyright law restricts the use of DVDs and streaming for private showings that are not for educational purposes, and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public; showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. theater or lounge); or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (Netflix, YouTube, DVD, Blu-Ray, streaming, etc.) must secure a license from a booking agency. DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus. Most movie copyrights can be purchased from Swank Motion Pictures (<http://colleges.swankmp.com/>) or Criterion Pictures USA (<http://www.criterionpicusa.com/movies-for/college-campus-films-2>)

To meet the guidelines that exempt the use of film for educational purposes, the film must be shown as part of a registered course supervised by a teacher in a classroom.

For more information, please visit: <http://colleges.swankmp.com/understanding-copyright>

SECTION 6: ORGANIZATION ADVISORS

Student Organization (Campus) Advisors

The Office of Campus Life believes the advisor of a student organization is an integral part of an organization's development and success. The advisor should bring a vision and excitement to the student organization. She/he recognizes and supports participation in student organizations for its contribution to the educational and personal development of the students. The advisor should take an active role in the formulation of organizational policy through interaction with its members.

All recognized student organizations are required to have a campus (faculty/staff) advisor. The advisor must be a full-time University employee and employed by the University for at least one (1) semester. Fraternities and sororities are also required to have a Chapter Advisor. It is every student organization's responsibility to keep the advisor(s) fully informed and involved in all student organization matters.

Selecting & Recruiting an Advisor

1. Before approaching a potential advisor, keep in mind to find someone who:

- a. will have time to devote to your organization;
 - b. will take the role willingly and seriously;
 - c. has knowledge or skills related to the mission/purpose of the organization.
2. When approaching your potential advisor for the first time, make sure you and they have a clear understanding of your organization's purpose, and what requirements pertain to her/his role, duties, and time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate and ideas they may have for future programs.
3. Allow the person a reasonable length of time to consider the decision.
4. If possible, choose someone who shares some of the same interests as the organization, and with whom the leadership of the organization has previously interacted.
5. When starting a departmental club or organization, find someone in the department to act as an advisor.

Role of an Advisor

By sharing both, knowledge about the University and personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. The following list contains possible roles of an advisor. It is important the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things they will do, as well as those things they will not. Of course, the expectations will vary according to the needs of the organization and the advisor.

1. The advisor acknowledges and supports participation in student organizations for its contributions to the educational and personal development of students.
2. Advisors should work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
3. The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization's officers.
4. The advisor should assist the group in setting realistic goals and objectives each year and should help the group evaluate its progress.
5. The advisor should have a knowledgeable thorough understanding of the constitution and bylaws of the organization and help with interpretation, when necessary.
6. The advisor provides a source of continuity within the organization and is familiar with the organization's history. In addition, the advisor assists in making sure that officers of the organization understand their responsibilities, as well as, explaining the policies and regulations established for student organizations.
7. The advisor should be familiar with University policies and procedures and help the organization comply with them. This includes policies pertaining to student organizations at LIU Brooklyn, as well as rules and regulations governing LIU Brooklyn students.
8. The advisor may advise the organization in the exercise of responsibility, but will not have the power to control the policy of such organizations, except in situations where such policy violates established regulations of the University or the Inter/National organization.

9. The advisor should be aware of the general financial condition of the organization, and encourage good record keeping.
10. The advisor should help ensure that the organization's activities justify expenditure of student's time, abilities, energy, and funds.
11. The advisor may aid in the area of program content and purpose by helping students use their best judgment in selecting programs.
12. The advisor can encourage the organization to provide opportunities for educational and personal development for its members.
13. The advisor should suggest recruitment strategies, give direction to the group, and introduce new program ideas.
14. The advisor should discourage the domination of the organization by an individual or group.
15. The advisor should be aware of the liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
16. The advisor should help in training new officers and help them develop their leadership skills.
17. The advisor should be prepared to deal with major problems or emergencies within the organization.
18. The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities and co-curricular commitments.
19. The advisor should be available to meet with officers of the organization on a regular basis for advice and consultation.
20. The advisor should be able to attend the group's events and must chaperone the student organization to off-campus conferences/events.
21. The advisor must be able to verify activities by signing any documentation required by the Office of Campus Life.
22. The advisor must positively promote the organization and should not speak negatively about the group.

Additional Responsibilities for Campus Advisors to Greek Organizations

1. The advisor should be aware of the New Member Education Policies of the organization and work with the chapter in developing activities that would be conducive to the cultivation and growth of new members.
2. The chapter must inform the advisor about any issues occurring in the chapter so the advisor can be prepared to comment/respond about the situation.
3. The advisor should communicate regularly with the respective Campus Life Liaison, the Chapter Advisor, and any other national representatives about the status of the chapter.

How to Work With Your Advisor

1. It is best to meet with your advisor at least one (1) day before your meetings to go over the proposed agenda and topics for discussion.
2. Be open to suggestions and criticism from your advisor. Their knowledge, background, and experience will be helpful in developing with solutions and implementing organizational procedures.
3. The advisor should be consulted well in advance of all activities. The advisor has the right to refuse to endorse activities of the organization.
4. If an advisor cannot attend your meetings, meet with them after the meeting to brief them on what transpired. Advisors can be a great resource; take advantage of their experience and insight.

The Organization's Responsibilities to the Advisor

1. Keep in mind the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor of the activities of the organization.
2. Notify the advisor of all meetings and events.
3. Consult your advisor in the planning of all activities.
4. Consult them before making any changes in the structure of the organization, or the policies of the organization, and before undertaking major projects.
5. Understand that although the advisor has no vote that they should have speaking privileges.
6. Remember the responsibility for the success or failure of the organization and its endeavors rests ultimately with the group, not the advisor.
7. Talk over any problems or concerns with the advisor.
8. Acknowledge the advisor donates his/her time and energy and express appreciation.
9. Be clear and open about your expectations for your advisor's role.
10. At the end of each semester, evaluate your advisor and give appropriate feedback.

Resignation or Absence of Advisor

An advisor may resign at any time, but whenever possible and appropriate, the resigning advisor should give assistance to the organization in locating a new advisor. During the time that the organization is without an advisor, The Office of Campus Life will assign a temporary advisor. The advisor should turn all organizational records, charters, etc., over to the Office of Campus Life. Notify the Office of Campus Life in writing immediately if there is a change in advisors.