STUDENT ORGANIZATION HANDBOOK

Office of Student Engagement

Mission Statement

The mission of the Office of Student Engagement is to purposefully and strategically create, develop and implement programs and services that engage and connect all students to the NSU community.

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INTRODUCTION

In addition to all local, state and federal laws, Students are required to comply with all university regulations and policies. All students must adhere to the policies and procedures set forth in this handbook. Any act or omission that violates or attempts to violate any policy or procedure may result in disciplinary and/or legal action by the University.

Membership in student clubs and organizations is open to all students. All clubs and organizations must be officially registered with and chartered through the Office of Student Engagement in order to be considered an active student organization. An active student organization is permitted to utilize university facilities, university resources, funding, and more. All student organizations are subject to the rules and regulations of Nova Southeastern University (“NSU”), including but not limited to the Student Handbook, Campus Safety & Traffic Handbook, and the Student Activity Fee Manual. The privilege/right of a student club or organization to exist at NSU may be revoked if it fails to comply with or violates any of the rules or regulations described herein. The Office of the Dean of Student Affairs has final disciplinary jurisdiction over all student organizations.

NOTE: NSU reserves the right to amend and/or revise any of its policies or procedures at any time. Reasonable notice shall be provided to the NSU community of any and all material changes.
SECTION 1: STUDENT ORGANIZATIONS

Section 1.1: What is a Student Organization?

A “student organization” is defined as a registered and approved group (consisting of 2 or more students) of enrolled Nova Southeastern University students who unite to promote a common interest. Student organizations include any and all clubs, organizations, student government associations, class associations, societies, and fraternal organizations; whether graduate, undergraduate or professional. A student organization may include other members of the NSU community, such as alumni, faculty, staff and administrators; however only enrolled students may serve as officers of the organization and vote on organizational matters. The University’s approval of the registration of a student organization should not be interpreted as an endorsement of its purpose and/or activities.

If it is alleged that a student organization or any of its members have failed to comply with any of the University’s polices or procedures, the University may conduct an investigation and impose sanctions as appropriate. Failure to comply with or a violation of the University’s policies and procedures may result in disciplinary action. A student organization whose registration has been suspended or revoked loses all of their organizational privileges.

Section 1.2: Categories of Clubs and Organizations

- Service/Interest
- Spiritual/Cultural/Heritage
- Class Associations and Societies
- Pre-Professional and Professional
- Fraternal/Greek (letter)
- Student Government
- Honorary and/or Academic
Section 1.3: How to Start an Organization

We try to make it very simple and efficient for students to form organizations at the University, and as such, NSU currently has more than 250 active clubs and organizations. Starting a new club or organization is a simple and easy process that can be accomplished by following the four (4) steps below:

- Schedule a meeting with the Graduate Assistant for Involvement in the Office of Student Engagement.
- Obtain, complete and return a Student Organization Chartering Packet (that is provided by the Office of Student Engagement).
- Obtain written approval (hard copy or email) from your academic program and Student Government Association and forward the email approval to the Office of Student Engagement.
- Once the three steps above are completed, the President and Treasurer of the student organization must be trained by the Accounts Office in the Office of Student Engagement, which result in providing the new student organization with an account within their respective academic program and they will become eligible to receive funding from their Student Government Association.

Section 1.4: Student Activity Fee Training

All club and organization presidents and treasurers must be trained by the Accounts Office in the Office of Student Engagement in order to process any funding requests. Once the president and treasurer are student activity fee trained, the Accounts Office will create an account for the organization and they will be able to process funding requests. To schedule a training session, please contact the Student Engagement Accounts Office at (954) 262-7290.
Section 1.5: Organizational Responsibilities

All student organizations and their members are required to:

- Comply with all Nova Southeastern University policies and procedures, including but not limited to, the Student Handbook, Student Organization Handbook, the Student Activity Fee Manual, as well as local, state and federal laws.
- Sponsor and supervise programs in a safe and responsible manner and ensure that these activities do not interfere with the normal operations of the University.
- Utilize University facilities for the purpose for which they were scheduled.
- Reimburse the University for damages to property or facilities.
- Comply with all University fiscal policies and the Student Activity Fee Manual.
- Pay all student organization bills and debts in a timely manner.
- Ensure that all Executive Board Officers are enrolled students during the term or semester in which they are in office.
- Have an advisor who is a full-time faculty or staff member at the University.
- Keep the Office of Student Engagement informed of current contact information for all officers and advisors for the student organization.
- Furnish the IOC with a current copy of the student organization’s Constitution as well as its National Constitution, if applicable.
- Open membership to all currently enrolled NSU students.
- Develop and maintain honest and open lines of communication with their advisor.
SECTION 2: ADVISORS

Section 2.1: Staff/Faculty Advisors

Every student organization must have an advisor who is a full-time NSU faculty member, a full-time NSU professional staff member or a Graduate Assistant within NSU’s Division of Student Affairs. The advisor is required to assist and advise the student organization throughout the academic year. The advisor is expected to provide guidance, support and continuity. The advisor and student organization shall maintain open and honest lines of communication. It is strongly encouraged that the organization’s officers, members and advisor discuss expectations at the beginning of each academic year. The advisor should be kept informed of all of the organization’s activities, oversee and approve all financial transactions and ensure that all NSU policies and procedures are followed.

It is important to note that advisors may not be on leave of absence or sabbatical leave. An advisor shall not use the organization’s resources for their personal, professional or departmental gain. The Office of Student Engagement reserves the right to require that a student organization replace its advisor in the event the advisor is unable to fulfill his/her responsibilities, oversteps his/her role or causes harm to the organization, and/or violates the University’s policies and procedures.

The advisor has oversight of all the organization’s financial transactions, and as such, all funding requests must be approved by the advisor.

Section 2.2: Advisor Responsibilities

The responsibilities of a staff/faculty advisor include but are not limited to:

- Attend meetings, activities and programs
- Assist in program planning and guidance
- Assist in officer transition and training
- Provide advice and feedback on organizational issues and situations
• Assist in resolving intra- and inter-group conflicts

• Approve all financial transactions and funding requests

Conversely, the responsibilities of student organizations to their advisors include but are not limited to:

• Discuss the organization’s expectations with advisor

• Notify advisors of all meetings, activities and programs

• Provide copies of meeting minutes to advisor in a timely manner

• Meet regularly with the advisor to discuss organizational matters

• Keep advisor informed of all upcoming financial transactions and funding requests

• Allow advisor to share his/her thoughts and ideas
SECTION 3: FUNDING

Section 3.1: General Funding

There are a variety of ways that student organizations can obtain funding, such as sponsorships, fundraisers, co-programming, membership dues, and through their respective Student Government Associations.

- Student organizations may seek sponsorships with local businesses and/or national organizations. All sponsorships must be approved by the Office of Student Engagement in advance.

- Student organizations may conduct fundraisers both on and off campus. All fundraisers must be registered and approved by the Office of Student Engagement at least 5 days in advance. For more information on the Fundraising Policy, please refer to Section 4.6 herein.

- Co-programming or collaborating with other organizations and/or departments is a great way to reduce costs. If you are interested in co-programming but not sure where to start, please contact the Office of Student Engagement.

- Although not mandatory, collecting membership dues is another way to raise funds for your organization.

- A student organization may also request funding from their respective Student Government Association. For more information, please refer to Section 3.2 herein.

Section 3.2: Student Government Association (SGA)

As stated in Section 3.1, student organizations may seek funding from their respective Student Government Association (SGA). In order to receive SGA funding, student organizations must be registered and chartered with the Office of Student Engagement, Funds allocated by SGA must be used solely for the purpose for which they were allocated. The Student
Government Association and the Office of Student Engagement monitor student organization accounts and require submission of all documentation verifying funding transactions.

**Section 3.3: Account Statements**

Every active student organization has a student account with the Office of Student Engagement. It is the responsibility of the Treasurer of each student organization to maintain accurate records for their student account and reconcile their account with the Office of Student Engagement on a monthly basis. If the Treasurer of your student organization has not been student activity fee trained, please contact the Office of Student Engagement at (954) 262-7290.
SECTION 4: POLICIES AND PROCEDURES

Section 4.1: Alcohol and Drug Use

Alcohol-Related Misconduct:

• No student organization shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.

• The sale of alcoholic beverages directly by a student organization is strictly prohibited.

• No student organization shall furnish or cause to be furnished any alcoholic beverage to any person in a state of intoxication.

• Student organizations shall take all necessary steps to ensure that no person under the legal drinking age possesses or otherwise consumes alcoholic beverages at any functions or events it sponsors.hosts.

Drug-Related Misconduct:

• The unlawful possession, use, sale or distribution of controlled substances and/or prescription medication is strictly prohibited. Student organizations shall take all necessary steps to ensure that this law is enforced at all of its sponsored functions and events.

Guidelines for the use of alcohol at on-campus University student-sponsored events are as follows:

• All on-campus student-sponsored Nova Southeastern University functions/events may serve only beer and wine. All requests for alcohol at such events must be coordinated and approved by the Office of the Dean of Student Affairs.

• An entry fee to the on-campus student-sponsored event may be charged, but this entry fee shall be for admission only and shall not include the costs of the sale of beer or wine.

• A half an hour before the event’s ending time, alcohol sales shall cease.
• No advertisement for the student-sponsored event (including leaflets, invitations, posters, letters, and all other forms of advertisements) may advertise alcohol.

• An adequate amount of food and alternative non-alcoholic beverages must be available and provided by the student organization hosting the event throughout the duration of the event.

• No student organization or individual may purchase alcohol to sell or distribute at a student-sponsored event. All alcohol must be served and sold by a vendor with a liquor license. Valid proof of liquor license must be presented to the Office of Student Engagement prior to the event. No other alcohol is permitted.

• The sponsoring student organization is responsible for ensuring that all university policies are strictly adhered to. These guidelines do not override existing University policies, but rather should be used in conjunction with all other University policies.

• Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to any persons under the legal drinking age. These precautionary measures include but are not limited to screening persons entering the event for valid identification and attaching a wristband or stamp identifying those of legal drinking age.

• Under no circumstances should anyone be coerced into drinking alcohol. All drinking games, contests or competitions that encourage drinking are strictly prohibited.

• Any violations of these guidelines and policies during the student-sponsored event may result in the immediate shut down of the event. All violations will be referred to the Office of the Dean of Student Affairs for investigation and review.

Section 4.2: Anti-Hazing

Hazing shall not be performed or conducted in any manner or form. Hazing is defined to include but is not limited to:
• Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of student(s) for purpose of admission into or association with any organization.

• Brutality of a physical nature such as beating, branding, calisthenics, exposure to the elements, forced consumption of any food, liquid, alcohol, drug or other substance; or other forced activity which could adversely affect the health or safety of others.

• Any activity which could subject an individual to physical or mental stress such as sleep deprivation, forced exclusion from social contact, forced contact with other person(s) which could result in embarrassment or any other activity that could adversely affect the health and dignity of others.

• Forcing or requiring the violation of University policies, local, state, or federal laws.

• Any activity as described above upon which the admission to or association with a student organization may be directly or indirectly conditioned shall be presumed to be a “forced” activity—the willingness of an individual to participate in such an activity notwithstanding.

• Hazing does not include customary and voluntary athletic events, other similar contests/competitions or any other activity/conduct that furthers legal and legitimate action (Florida Hazing Law, 1006.63). Engaging in, supporting, promoting, or sponsoring hazing or violations of University rules governing hazing is strictly prohibited.

Section 4.3: Contracts

All contracts for any and all services, products or venues submitted to student organizations require ADVANCE approval and signature from the Office of Student Engagement. When presented with any contract and/or agreement, please submit the contract via interoffice mail, fax or email for review and approval.
• Contracts for services on campus need to be submitted at least seven (7) days in advance.
• Contracts requiring a deposit need to be submitted at least thirty (30) days in advance.
• All other contracts need to be submitted at least five (5) days in advance.

University policy dictates that only an authorized representative of NSU may sign the contract on behalf of NSU. As a result, in order to receive payment or reimbursement for the contracted services from student accounts, the contracts must contain an authorized and approved signature of Nova Southeastern University through the Office of Student Engagement. The University will not provide payment under any circumstances for any contract bearing an unauthorized signature. For more information please contact the Office of Student Engagement at (954) 262-7290.

**Section 4.4: Demonstrations**

Peaceful and orderly demonstration is considered to be one of the many legitimate avenues for the free expression of ideas. The right to freely express ideas carries with it certain responsibilities, including the obligation to refrain from interfering with the right of other members of the academic community to pursue legitimate educational objectives.

A demonstration is defined as a public gathering of two or more persons for the purpose of sharing ideas, opinions, and/or feelings towards a person or cause. All questions or concerns regarding the restriction of demonstrations should be directed to the Department of Public Safety. All students are advised that they are responsible for complying with all rules and regulations regarding demonstrating on campus. Students or other persons who violate the rules and regulations governing demonstrations on campus may be subject to disciplinary action and/or arrest or other action by the appropriate authority.
It is a violation of University policy, when acting alone or in consort with others, to impede or impair the University's mission and operations or interfere with the rights of others. The following, while not intended to be conclusive, illustrates the offenses that would be considered violations:

- Unauthorized occupation of any University building, property or part thereof.
- Unauthorized blocking of the entrance or exit of any University building, corridor or room therein.
- Setting fire to, or by any means, damaging any University building or property or the property of others.
- Any display of, attempt or threat to use firearms, explosives or other weapons on University property.
- Prevention of the commencement, continuation or orderly conduct of any University class or activity or any lawful meeting or assembly on University property.
- Blocking normal pedestrian or vehicular traffic on University property.
- Failure to vacate premises when ordered to do so by University personnel.
- Any display or act of any nature that violates the Anti-Discrimination Policy.

Nova Southeastern University also recognizes Florida Statute 877.13 regarding penalties for disruption of educational institutions or school boards.

Section 4.5: Viewing of Video Recordings

Individuals or groups wishing to show a video recording via VHS, DVD or any other means may do so only if:

- Written copyright permission has been granted.*
- The event is educational (i.e. for a class or an educational seminar).

*The Federal Copyright Act makes it unlawful to show a film or video recording in public without the explicit permission of the film’s copyright owner. Renting or purchasing a video
recording solely provides the customer the right to view the film, but not to show it in public or to a larger audience. The Copyright Act defines “public” in this context as “any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered”. Several major production and distribution companies have arranged for university campuses to show their films/video recordings publicly. For example, Swank Motion Pictures, Inc, at (800) 876-5577 can sell the temporary copyrights to view recordings in public.

Section 4.6: Fundraising

When a student club and/or organization is planning to raise any funds for their organization (i.e. bake sales, selling t-shirts, book sales, charging admission to events, etc.), the organization MUST register the fundraiser with the Office of Student Engagement at least five (5) days PRIOR TO the commencement of the fundraiser. The fundraiser must be approved prior to the start of the fundraiser.

An organization can register their fundraiser by filling out the Fundraiser Registration Form. The Fundraiser Registration Form is available in the Office of Student Engagement or online at http://www.nova.edu/studentengagement/forms.html

Organizations raising funds are tangential to and reflect upon the name and reputation of Nova Southeastern University. Resultantly, the University requires that all student organizations register and get approval for all fundraising projects with the Office of Student Engagement.

Section 4.7: Grievance Procedures for Nonacademic Disputes

There is a specific process that should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college or school. All academic grievances should be referred to the student’s academic center. The purpose of these grievances procedures is to promote the orderly resolution of problems arising
out of a student complaint concerning a policy, procedure or administrative action of Nova Southeastern University.

Grievances can often be adversarial, unpleasant and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution. For further information regarding the University’s specific grievance procedures, please see of the NSU Student Handbook.

**Section 4.8: Letterhead**

Student organizations may create their own letterhead, but may not use the Nova Southeastern University corporate logo or seal. Student organization letterhead must include the organization’s official name and the statement "A Student Organization of Nova Southeastern University." Student organizations may use the following address: 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

**Section 4.9: Logos and Designs**

All NSU Logos are the property of the University and may only be used in an appropriate and legal manner. Only official versions of the logos should be used. Student organizations shall not alter or modify any of the logos in any manner.

All student organization logos or designs for shirts, promotional items, websites, etc. must be submitted to and approved by the Office of Student Engagement in advance to ensure they are in compliance with University style guide, University contracts and copyright laws. Logos and designs may be submitted to the Office of Student Engagement via email or hard copy format.

The use of the University seal is restricted solely to the Office of the President.
Section 4.10: Noise & Nuisance

The University noise policy is based on the belief that all students have a responsibility to respect the rights, health, security and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Dean of Student Affairs or designee for a special event, is not allowed. Student organizations are held responsible for the actions of their guests.

Section 4.11: Non-Discrimination Policy

Consistent with all federal and state laws, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. The NSU Non-Discrimination policy can be found in NSU Student Handbook under Student Rights and Responsibilities.
Section 4.12: Organizational Activities & Risk Management

Advisors must be informed at least four weeks in advance of all on-campus or off-campus events, including field trips. In many instances, participants may be required to sign a waiver or purchase additional insurance. If you are planning an activity (field trip, fundraiser, event, etc.) you must consult with the Office of Student Engagement four weeks prior to the activity. The Office of Student Engagement will work with the Office of Risk Management to get the necessary approvals for the student organization’s activity/trip.

All students who participate in any student organization field trip must complete and sign both a “Travel Waiver Form” and a “Consent to Admission and Treatment” form. Completed forms must be submitted to the Office of Student Engagement on or before at least 3 weeks prior to the travel/trip. Students who are under the age of 18 must have each form signed by a parent/guardian. Some examples include but are not limited to:

- Your student group wants to attend a conference in New York City
- Your student group wants to take a field trip to Tallahassee to see Congress in action
- Your group wants to host a retreat at a local park

Accidents/Injury:

Policy: The University is covered for claims brought against it by third parties alleging personal injury or lost or damaged property. Such claims are covered arising out of the regular business activities of the University or other special activities sanctioned by the University.

Procedure: When an injury occurs:

- Call 911 first, then NSU Public Safety Office at 954-262-8999
- Refrain from making any statements regarding liability or payment of bills
- Do not remove anything from the premises, unless it creates a safety hazard

For additional information, please go to the NSU Public Safety website: www.novaedu/cwis/publicsafety.
Automobile Policy:

Driver Policy: All drivers of University owned, leased or borrowed vehicles must have a valid driver's license. Driving records will be checked for the past three years. If the Department of Motor Vehicle's report reflects an adverse driving record, such as a DUI conviction or moving violation (over three points), the employee or student will not be allowed to drive any NSU vehicle. Licenses will be checked on a yearly basis through the Motor Vehicle Department.

Procedure: All employees and students who will be driving NSU vehicles must have their licenses cleared through the Office of Student Engagement who works with the Office of Risk Management. The following information should be submitted to the Office of Student Engagement, who then submits the information to the Risk Management Office:

- Full Name
- Date of birth
- Driver license number
- State of issuance
- Employee/student NSU department

Accidents:

A. University Vehicles

Policy: The driver of a University owned, leased or borrowed vehicle involved in an accident on or off campus must notify the proper authorities and file any required reports. Also, University vehicles must have an insurance identification card in the vehicle.

Procedures:

- Notify NSU Public Safety at 954-262-8999.
- If accident occurs off campus, contact the local police department.
- Obtain the names and addresses of any witnesses to the accident and drivers’ exchange of information for each vehicle involved.
- If such party needs additional information, refer him/her to the Office of NSU Risk Management.
For additional information, please go to the NSU Public Safety website: www.novaedu/cwis/publicsafety.

B. Rental Vehicles

Policy: Any student driving a rental vehicle for University business is responsible for reporting accidents and damages to the rental agency.

Procedure: The student must file a report with the rental agency. This must also be filed with the Risk Management Office, accompanied by a signed written report detailing the facts surrounding the accident.

C. Personal Vehicles

Policy: The insurance of a student involved in an accident using his/her own vehicle for University business is primary. NSU insurance will respond for liability only, once the primary coverage of the student is exhausted. The University does not cover collision/comprehensive damage on student’s vehicles.

Procedure: The student must report the accident to his/her insurance company, as well as to the Risk Management Office.

Special Events/Activities:

Policy: Student organizations must submit information of all upcoming events and activities being held on campus with the Office of Student Engagement at least two weeks in advance. The Office of Student Engagement will coordinate with the Risk Management Office, Facilities Management and Public Safety to ensure that all insurance requirements and safety issues have been addressed.

Procedure: The student organization must provide the Office of Student Engagement with the specifics regarding the event/activity, such as the date, location and type.

Theft or Vandalism of NSU Property:

Policy: The Risk Management Office, as well as the Office of Public Safety, should be notified of any theft or vandalism of NSU property on or off-campus.
Procedure: Contact the Risk Management Office and the Office of Public Safety with the following information:

- Circumstances of the theft
- Description of the equipment
- Cost of equipment and proof of purchase
- Serial number and tag number

For equipment that is going to be replaced, a copy of the purchase order or invoice must be sent to the Risk Management Office for submission to the insurance carrier for reimbursement. The Fixed Assets Department should also be contacted so that the NSU inventory can be adjusted accordingly. For additional information, please go to the NSU Public Safety web site: www.novaedu/cwis/publicsafety.

Section 4.13: Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the University provides sufficient editorial freedom for student publications to maintain their integrity of purpose as manifestations of free inquiry and free expression in the NSU academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

Section 4.14: Posting On Campus

Flyers & Posters

NSU strives to support an engaging and dynamic campus community. The publicity guidelines for campus events and organizations are as follows:
All student organization flyers and posters must be approved by the Office of Student Engagement. Organizations should submit five (5) copies of the article for posting to Student Engagement at least seven (7) business days prior to the event. Approved and stamped flyers are posted for up to two (2) weeks after which they are discarded. The event must be scheduled at least a week in advance in order for the flyer to be posted.

A. Alvin Sherman Library, Research, and Information Technology Center

The Alvin Sherman Library must approve all signs (including flyers, leaflets, handbills, posters, advertisements, and other similar announcements/publicity, etc.). Approval for signs will be granted through the Coordinator of Events and Facilities. The Alvin Sherman Library maintains the right to reject or remove any sign. Signage will be posted by the Coordinator of Events and Facilities. Priority will be given to materials for Alvin Sherman Library events, NSU events, and partnering agencies. Signage requests from commercial or unaffiliated organizations will not be considered for posting. For further information, please visit:

http://www.nova.edu/library/about/policies/signs.html

B. Athletics and Student Affairs Building

All signage to be posted in the ASA building must be approved by the Office of the Dean of Student Affairs which is located in Rosenthal Building, Room 100.

C. Carl DeSantis Building

All signage and postings must be approved by the Assistant Director of Operations in order to be displayed in the Carl DeSantis Building. All signage and posters can only be displayed on the west side of the reception desk area. If you have any questions, please contact the Assistant Director of Operations at (954) 262-5010.

D. Health Professions Division

Students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for University or Division business only. Students are prohibited from posting, altering or removing notices or messages from these boards. No
notices, announcements, posters or any other papers may be posted anywhere including doors, windows and elevators, except on bulletin boards provided for that specific purpose. Prior to posting flyers and posters, students must visit the admissions office on the first floor of the Terry Building and fill out a Student Activities Request Form.

E. Mailman-Hollywood Building

All signage may only be posted on the third (3rd) floor on bulletin boards throughout the hallways. Both the first (1st) and second (2nd) floors are restricted from posting.

F. Maxwell Maltz Psychology Building

Any publicity or marketing to be posted in the Center for Psychological Studies by student organizations must be reviewed and approved by the Dean’s Office. For further information regarding their posting policy, please contact the Office of the Dean.

G. Parker Building

Publicity can be displayed on the Clubs and Organizations Publicity Board outside of the Parker Building, on your student organization’s bulletin board, on another student organization’s bulletin board with their permission (given via email), and/or on the bulletin boards in the Parker Building Stairwell. Banners can be put up outside of the Parker Building during an event but should be taken down when the event ends. Posting is restricted in the following areas: posts railings outside of Parker, inside the classrooms and on hallway walls.

H. Residential Life and Housing

According to the NSU Student Handbook, any publicity or marketing to be placed in the Residence Halls must be approved by the Director of Residential Life or designee. All approved publicity must be in compliance with the guidelines found in the Residential Living Guide. Further information can be on the NSU Residential Life website at:

http://www.nova.edu/reslife/forms/resguide.pdf.
I. Shepard Broad Law Center

Any publicity or signage to be posted in the Law Center must be approved by the Facilities Manager or designee. All student organization information will be posted on the bulletin boards in the Student Organization Rooms. The Student Bar Association assigns space and is generally responsible for these bulletin boards.

J. The Student Union/University Center

Only NSU departments and recognized student groups may request to post items in the Student Union/University Center. These items must be submitted to The Student Union Office which is located in the University Center for approval. If approved, the Student Union staff will display your items in their designated areas. Any items displayed without approved will be removed and discarded. Up to five (5) flyers and one (1) poster per event may be submitted for approval. For the Student Union Policy on posting policy, please visit: http://www.union.nova.edu/policies/index.html#posting.

K. William and Norma Horvitz Administration Building

In order to post flyers and/or posters in the Horvitz Administration Building, you must submit your publicity items to the Public Safety officer on duty during University business hours. The officer must be made aware of what is being advertised and where the organization would like to have the items posted.

L. The Student Newspaper

Student organizations may advertise in The Current at discounted rates. Student organizations may also submit calendar events and news briefs to be published at no cost. Organizations interested in advertising in the newspaper should contact the Business Manager at (954) 262-8461 and for all other items contact the Editor-in-Chief at (954) 262-8455.
M. Radio X

Student organizations may publicize on WNSU Radio X 88.5 FM at discounted rates. Public service announcements are also accepted without any cost. Organizations interested in publicizing on the radio station should contact the Business Manager at (954) 262-8457.

N. SharkFINS

SharkFINS is an online student newsletter distributed by the Office of Student Media & Information notifying the student community about the current and upcoming events at NSU. Student organizations are able to publicize on SharkFINS by submitting the information to the Office of Student Media & Information at (954) 262-7270 or stumedia@nova.edu.

O. SharkTube

SharkTube are the digital signage screens located at the entrances of many buildings on campus. The content of these digital screens is managed by the Office of Student Media & Information. Student organizations may be able to publicize on SharkTube. In order to do so, please contact the Office of Student Media & Information at (954) 262-7270 or stumedia@nova.edu.

P. Websites

Student organizations can advertise events on the University’s web calendar. Event information should be submitted to the Office of Student Engagement. Official student clubs or organizations sponsored by the University may create and maintain student organization web pages. A designated club member possessing the requisite computer skills must be appointed by the club or organization to serve as the webmaster. The webmaster will be responsible for creating and maintaining the organization’s web page with approval from the Office of Student Engagement. The webmaster may obtain a copy of the Information Provider Agreement (IPA) form online at http://www.nova.edu/common-lib/policies/ipa.html.

An organization may not place any materials owned by others (i.e. copyrighted works) on its web pages(s) without the expressed permission of the copyright owner. Short quotations of
text may be included provided that the author and the work from which any quotation is taken are properly referenced through the use of footnotes or other forms of citation. If an organization wants to include something from another University web page in one of its web pages, the item should be linked rather than duplicated.

Written consent must be obtained from the copyright holder and kept on file for the use of any and all copyrighted materials not belonging to Nova Southeastern University or to a faculty member utilizing his/her material. Copyright permission may be necessary for photographs, graphics, audio, video, compiled statistics, graphs or otherwise. However, copyright materials that are in public domain or that may be used within “fair use” guidelines may be displayed as permitted. Appropriate copyright notices must be prominently displayed as necessary and access to such materials must be limited as required by the conditions of the license for use obtained from the copyright owner. See the following for more information on copyright notices and on “fair use”-Policy on the Use of Material in Web Pages: http://www.nova.edu/common-lib/policies/copyright.html. Policy on Copyright and Patent: http://www.nova.edu/cwis/hrd/emphanbk/copyright.html. For assistance with print and non-print copyright clearances, please call Media Services at (954) 262-4920.

A digital library collection of NSU photo images is available for the use of NSU web developers. The Office of Publications must approve the use of any images from the library. Instructions on how to obtain approval are given within the library pages at: http://www.nova.edu/cwis/ia/publications/dglibrary/.

The occurrence of plagiarism on an organization’s web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture.
or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: “Copyright (insert year) by (name of the copyright owner)- Used with permission”. Although a copyright notice is not required to assert one’s rights to one’s own original material, one may want to include a minimal notice of copyright in web page footer when appropriate.

As additional resources, related policies on web page use and development are as follows:

- Student-related: Code of Student Conduct and Academic Responsibility

Section 4.15: Solicitation

All student organizations shall conduct any solicitation and fundraising activities in a manner that does not violate any University policies and local, state or federal laws. The Office of Student Engagement must approve ALL sales and solicitations in all areas on any campus property. (The Office of Residential Life must also approve sales and solicitations in the residence halls). Solicitation may occur in-person, through postings (i.e. flyers, posters, etc.), or through promotional items. All forms of solicitation are strictly prohibited, and must be approved by the Office of Student Engagement.

Since solicitation may include the distribution of flyers, posters, and announcements, the Office of Student Engagement must approve all posters, flyers, and solicitations on campus. The Office of Student Engagement approves and posts flyers on designated campus bulletin boards and other areas on campus except in the residence halls. In general, the following flyers are not acceptable:
• Publicity making any reference to drugs or alcohol, containing discriminatory language or containing inappropriate photos, graphics, or language.
• Outside vendor or company promotions
• Outside vendor health insurance information

Academic centers, colleges, and schools may have their own specific posting policies that are not governed by the Office of Student Engagement. Please refer to Section 4.14: Posting on Campus.

Section 4.16: Sales Tax Exemption

Nova Southeastern University is exempt from state sales and use taxation for the purchase of items and/or services used during the normal course of University business. Since the exemption is for University business, the goods and services must be paid for with university funds in order to be granted the exemption by the vendor. According to Florida statute, “purchases by the exempt organization are only exempt when the Consumer’s Certificate of Exemption is presented to the vendor and the payment is made directly by the organization. Purchases made by individuals on behalf of the organization are taxable, even if the individual is reimbursed by the organization.” Therefore, in order to be exempt from tax, payment must be made with a University issued check or a purchase order. If a personal credit card or cash is used, the vendor is entitled to charge tax.

Section 4.17: Speakers

Nova Southeastern University is committed to providing a forum for free and open expression of divergent points of view by campus speakers. Use of university facilities by outside speakers is not to be construed as an endorsement by the University of any speaker’s views. Any student organization, after consultation with the advisor, may invite speakers of its choice to address gatherings on campus. In keeping with University rules and regulations, all students
and student organizations must observe the policy governing outside speakers. Please contact the Office of Student Engagement with any Speaker policy questions or concerns at (954) 262-7290.

Section 4.18: Travel

All student organizations who are sponsoring student travel to conferences, presentations, etc. must register any and all student travel with the Office of Student Engagement. All students traveling on behalf of a student organization, through the use of University funds or on behalf of the University MUST complete and submit a travel waiver form prior to travel to the Office of Student Engagement.

If the student organization is sponsoring the student travel through the use of student organization funding, the student organization must adhere to the travel policies and procedures set forth in Section 1.7 of the Student Activity Fee Manual, which is outlined below:

- **Airfare:** If a student organization has allocated and approved funds for any student airfare, the student must contact the Office of Student Engagement to make the travel arrangements (i.e. flight booking) IN ADVANCE OF THE FLIGHT (minimum of five (5) days in advance of the flight). The Office of Student Engagement will coordinate the travel arrangements with the University Travel Office. NOTE: If a student pays for their airfare out-of-pocket, they will NOT be reimbursed by the University.

- **Car Rental:** If a student organization has allocated and approved funds for any student ground transportation, the student must contact the Office of Student Engagement to make the travel arrangements (i.e. car rental) IN ADVANCE OF THE travel (minimum of seven (7) days in advance). The student is permitted to use their own vehicle for ground transportation so long as they are NOT traveling more than 100 miles roundtrip. If the student is traveling more than 100 miles roundtrip, they must seek a rental car or University van through the Office of Student Engagement. The Office of Student
Engagement will coordinate the travel arrangements with the University Travel Office. NOTE: If the student pays for a car rental out-of-pocket or travels more than 100 miles roundtrip in their own vehicle, they WILL NOT be reimbursed.

- **Hotel:** If a student organization has allocated and approved funds for any hotel stays for a student or group of students, the student (or group of) should make the reservations at the hotel in advance of their stay. Once they receive their confirmation/reservation number, they should request printed form indicating the cost of their stay based upon their reservation. The student organization can then submit an online request for funds seeking a check (indicate “hold check” on the request for funds) in advance (minimum of thirty (30) days in advance) of their stay submitting a confirmation form with their request for funds confirmation number. Once the check is received by the Office of Student Engagement, the student (or group of) can pick up their check prior to their hotel stay so they do not have to pay for the hotel out-of-pocket. NOTE: If a group of students are attending a conference and hotel stay is required or requested, there must be sufficient number of rooms to accommodate both males and females (i.e. females and males cannot share hotel rooms).

- **Meals:** Students may receive reimbursement for food purchases while traveling, but are subject to the following conditions:
  - Students must provide detail receipts for every meal
  - Students will not be reimbursed for more than $50 per day, and more specifically, they will reimbursed up to $10 for breakfast, up to $15 for lunch, and up to $25 for dinner
  - On the date of travel and the date of return, the reimbursement of meals is limited to the time of traveling

- **Travel Awards:** Student Government Associations and/or Organizations seeking to award travel funds to students who attend conferences for the purpose of professional
development, can only do so in the form of a travel reimbursement requiring all corresponding receipts (i.e. hotel, registration, meals, etc.). Travel scholarships or grants are not permitted. As such, reimbursement of travel awarded after travel is completed precludes the reimbursement of airfare, rental car or mileage beyond 10 miles (due to the policies set forth above). Travel awards granted in advance of travel are preferable in that the Office of Student Engagement can coordinate the advance travel for students.

All student organizations are subject to the University’s guidelines and policies for travel which can be found at http://www.nova.edu/cwis/hrd/emphanbk/travel.html. Please note that there are cost savings for student organizations to book their travel arrangements more than thirty (30) days in advance.

Section 4.19: Outside Vendors, Groups or Organizations

NO student, group of students or student organization is permitted to invite or bring an outside vendor, organization or group on campus property or properties without the prior approval of the Office of Student Engagement. Any outside vendor, organization or group that is visiting campus property or properties without the prior approval of the Office of Student Engagement shall be escorted off the campus property by Public Safety. For more information contact the Office of Student Engagement at (954) 262-7290.

Section 4.20: Stipends

With the exception of Student Government Associations ("SGA"), student organizations are not permitted to compensate themselves for their service within a student organization. Student Government Associations are permitted to compensate themselves for their service on student government so long as there is quorum and the motion for compensation passes by a majority vote of the SGA Council. All student government stipends cannot exceed $500 per SGA member per semester.
SECTION 5: RESOURCES & PRIVILEGES FOR STUDENT ORGANIZATIONS

The Office of Student Engagement provides student organizations with a variety of resources, including but not limited to:

- Access to University funds and a student organization account
- Afforded right to utilize NSU’s tax exemption status
- Access and ability to seek Student Government funding
- Assist with organizational issues and program planning
- Access to the creation of and maintenance of a website for the student organization through the University
- Maintain an up-to-date organization file which is accessible to all student organizations
- Access to apply for additional funding and resources for events and programs
- Identified on the NSU website as a chartered student organization
- Access to discounted Office Depot rates (as well as discounted rates from other NSU preferred vendors)
- Use of University helium tank(s)
- Use of University fax machine
- Use of University photocopier (25 copies per day)
- Access to printing posters in the University computer lab(s)
- Use of University facilities, equipment, and services
- Use of University banner space and bulletin boards
- Ability to promote the organization and its activities on campus
- Ability to publicize events on the Student Organization(s) Calendar of Events
- Afforded discounted rates to advertise in The Current and on Radio X
- Access to email listserv(s)
Section 5.1: Faxes

Student organizations may receive faxes at (954) 262-3526. The name of the student organization **must** be on the document. All faxes will be held in the Office of Student Engagement for pick-up (they will not be held for more than one week). Organizations may also use the fax machine in the Office of Student Engagement for local faxes. Organizations are limited to one fax per day unless an exception is made by the Director of the Office of Student Engagement.

Section 5.2: Mail

Each student organization has a student organization mailbox. The location of a student organization’s mailbox depends on the academic program under which it is chartered. It is recommended that student organizations check their mailboxes at least once per week. If a student organization needs to receive mail, they may use the addresses below to receive mail through the Office of Student Engagement:

For interoffice mail delivery, address as follows:

    Organization Name  
    c/o Contact Name  
    Athletics and Student Affairs Building, Room 107  
    Mail code: SAF

Package or U.S. mail delivery address:

    Organization Name  
    c/o Office of Student Engagement/Student Affairs  
    3301 College Avenue  
    Davie, FL 33314

Section 5.3: Student Organization Network (Listserv)

An electronic mailing list is a list of names and email addresses of members of a student organization who share a common interest and wish to communicate with each other. Essentially, one email address can be used to send a message to all persons on the electronic mailing list—this is called a listserv. Student organizations desiring to have an electronic
mailing list must have their advisor fill out the Electronic Mailing Request form at http://www.nova.edu/common-lib/docs/listserv.html. The advisor of the student organization is required to handle all administrative matters regarding the list including adding and removing subscribers. Listservs that are inactive for six (6) months or more will be deleted. All policies and procedures regarding listservs is located at the website listed above.

**Section 5.4: Facility Reservations (Room Scheduling and Work Orders)**

The Office of Student Engagement encourages student organizations to plan ahead and start making reservations and preparations for events at least two (2) months in advance. The Office of Student Engagement processes ALL reservations and work orders for student organizations for all facilities. To reserve space in these facilities and/or request a work order, the student organization must complete a Facility Request Form that can be found online at www.nova.edu/studentengagement/forms or within the at the Office of Student Engagement in the Athletics and Student Affairs Building, Room 107.

*Only chartered* student organizations can use the University’s facilities and resources. Facility reservations cannot be made on behalf of any other organization (internal or external) and cannot be made for purposes inconsistent with the mission and policies of the University. A current executive officer of the student organization must complete the Facility Request Form, acknowledging full understanding of all student organization policies and procedures as well as the University's Code of Conduct. The Office of Student Engagement reserves the right to move or reassign meeting space to best facilitate all student organizations; however, confirmed reservations take priority. The Office of Student Engagement also reserves the right to cancel facility reservations in the event they violate any University policy. All student organizations are required to properly maintain the facilities they reserve. In other words, student organizations
must clean up their trash, return tables and chairs to their original placement, etc. in the facilities they reserve.

Section 5.5: Passenger Van Requests

The following are the correct procedures to reserve passenger vans for student organizations. Please note that the University has a limited number of vans available for reservation, so they are reserved on a first come, first serve basis. In order to reserve passenger van(s), you must follow the policies and procedures below:

- All drivers must be van-certified. Only University employees and students are eligible drivers to be van-certified.
- In order to become van-certified, all drivers must:
  - Complete the University’s driver-training course (All students interested in completing this course must fill out the Van Certification form within the Office of Student Engagement).
  - Submit a copy of their Driver’s License and complete a Personal Information Release form permitting the University to obtain a Driver’s License Background Check and Authorization.
- Once the drivers are van-certified, student organizations interested in reserving a passenger van must fill out the Van Request Form found online at www.nova.edu/studentengagement/forms or within the Office of Student Engagement.
- All Van Request Forms must be submitted in a timely manner. It is recommended that all requests be submitted at least two (2) months prior to the requested reservation date.
- All van requests will be acknowledged by the Office of Student Engagement via an email or a faxed confirmation indicating whether the request has been approved or denied.
• Once the van request has been approved, van keys may be collected between the hours of
  8:00am and 3:00pm, Monday thru Friday at the Central Services Building in the
  Physical Plant Administration Office.

• Passenger vans are to be picked up from and returned after each use to the field located
  on the northwest corner of 36th Street and 75th Avenue.

• Drivers are responsible for refueling the passenger vans to full capacity after use.

• Passenger van keys must be dropped off at the Physical Plant Key Box located in the
  main entrance of the Central Services Building. Keys must be returned within the time
  specified on the van request form and confirmation.

• All damages to vehicles and improperly working equipment must be reported to the
  Physical Plant office immediately. It is recommended that an inspection report be
  completed at the time of pick-up.

• The Office of Facilities Management reserves the right to cancel reservations to ensure
  the safety of the campus community.

Section 5.6: Event Planning

The Office of Student Engagement through its Special Events Division is a resource
offered to all student organizations who are planning an upcoming event or would like
assistance with an event idea. Any student organization can utilize the resources and assistance
offered by Student Engagement’s Special Events Division by contacting them at (954) 262-7193.

Section 5.7: Civic Engagement

The Office of Student Leadership and Civic Engagement through its Civic Engagement
office is committed to providing all NSU students with opportunities to get involved with
charitable and philanthropic organizations as well as opportunities to earn community service
hours. The Civic Engagement office is located in the Rosenthal Building, Room 207 and they can be contacted at (954) 262-7297.

Section 5.8: Intramural Sports

The Office of Campus Recreation provides the University community with various recreational sports opportunities. The goal of the University’s intramural sports program is to establish fun and inviting sporting environments for all skill levels and genders. For more information, please contact the Office of Campus Recreation at (954) 262-7301.

Section 5.9: Career Development

The Office of Career Development provides career consulting and job search assistance to all students and alumni using the “Career Track NSU Model.” The Office of Career Development also works with student organizations to co-sponsor professional workshops like Resume Building and Time Management. For more information, please contact the Office of Career Development at (954) 262-7201.

Section 5.10: Student Media & Information

The Office of Student Media & Information provides student organizations with opportunities to publicize using SharkFins, SharkTube, The Current Newspaper and Radio X (88.FM). Moreover, The Current and Radio X offer discounted marketing opportunities to student organizations. The Office of Student Media & Information also provides assistance and guidance with marketing materials for student organizations. For more information, please contact the Office of Student Media at (954) 262-7270.
Section 5.11: Student Catering Menu

Chartwells is the on-campus food service provider, and as such, they provide the University with all dining and food services through catering, the food courts, kiosks, and more. In an effort to work with student organizations, Chartwells has a specific Student Menu for student organizations that offers student organizations with discount catering prices. The Catering Department of Chartwells is also willing to provide food catered that is not included on the Student Menu for a student discounted price at your request. The Student Menu and Order Form can be found online at www.nova.edu/studentengagement/forms. For more information about Catering for student organizations, please contact the Office of Student Engagement at (954) 262-7290. Please note that all student organizations are subject to the Catering Policy (Section 1.6) of the Student Activity Fee Manual.
SECTION 6: UNDERGRADUATE ORGANIZATIONS

6.1: Undergraduate Student Government Funding

To be eligible for funding through the Undergraduate Student Government Association, an undergraduate student organization must be a chartered organization and in “good standing” with the Office of Student Engagement. Membership to the student organization and programs hosted by the student organization must be open to all undergraduate students. Undergraduate Student Government Association funding represents a subsidy to organization expenditures. Organizations are encouraged to seek alternative sources of funding (i.e. membership dues, sponsorships, co-programming, fundraisers, etc.) to increase the monies available to them throughout the year.

The Undergraduate Student Government Association will allocate funding to organizations that consist of at least 75% undergraduate student membership. All unused funds allocated to student organizations are swept back into the SGA account at the end of each semester. All Undergraduate SGA funding is subject to the SGA Budget guidelines and must be approved by the SGA Senate before any monies are allocated.

Section 6.2: Funding Process

The two (2) ways that student organizations may seek funding from the Undergraduate Student Government Association are through budgets and bills. In order to receive funding through a budget, treasurers are required to submit a detailed budget to the Undergraduate SGA prior to the SGA Budget Hearing, which happens twice a year at the beginning of the Fall and Winter Semesters. In order for student organizations to receive funding through a bill, they must do so through their Senator Representative who must draft and present the bill to the Senate. For more information, please contact the Undergraduate SGA at (954) 262-7195.
Section 6.3: Inter-Organizational Council

The Inter-Organizational Council (“IOC”), under the authority granted to them by the Undergraduate Student Government Association, is dedicated to serving student organizations and their members. It operates to: approve new student organizations; charters existing student organizations each year; implements, develops and improves services and resources for student organizations; enforces policies and procedures related to student organizations; and recognizes the achievements and accomplishments of student organizations. The IOC also facilitates ongoing professional development for student organizations.

Section 6.4: Chartering Organizations

Undergraduate student organizations are not considered student organizations until they are chartered and approved by the Undergraduate Student Government Association through the IOC. A condition for approval is that the student organization’s purpose and mission must be in the best interest of the University community. All returning student organizations must renew their charter each academic year. Chartering packets may be picked up from the Office of Student Engagement.

Section 6.5: Undergraduate SGA Finance Committee

The Finance Committee under the authority of the Undergraduate Student Government is responsible for updating the SGA Budget Guidelines. The Finance Committee is comprised of the following members of the Undergraduate SGA: (1) three (3) IOC Senators, (2) Fraternal Senator, (3) Sorority Senator, (4) Executive Treasurer and (4) SGA’s Financial Advisor.