

Student Activities Office



Meaningful Involvement, Everyday

**DRURY UNIVERSITY
STUDENT ORGANIZATION
HANDBOOK
2026-2027**

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Welcome

Involvement in a student organization joins together individuals with similar views and opinions, creates an opportunity for developing new ideas, discovers hidden talents, cultivates interpersonal skills, and provides a way to accomplish collectively what could not be done individually.

At Drury University, out-of-class experiences are an important part of a comprehensive collegiate education. Because of this, Drury is committed to student involvement, with the knowledge that students who participate in activities will ultimately get more out of their collegiate experience. In doing so, they will contribute positively to the larger environment in which they live. Drury supports a wide variety of organized out-of-class activities and encourages students to participate in them.

Many alumni recall their involvement in a student organization was as memorable and valuable as their academic pursuits. Student organizations leave a special mark on the cultural, social, and intellectual life of the University.

The Student Organization Handbook is a very useful resource for student organizations to understand University guidelines, enhance current programs, develop marketing campaigns, improve financial management, hold regular meetings and sustain your organization's membership and growth at Drury University.

The Student Activities Office welcomes your feedback at any time. Best wishes to you and your organization this year!

Student Activities Office

The Student Activities Office provides purposeful and positive extracurricular collegiate experience for students and organizations by offering a wide range of services, resources, and programs.

The Student Activities Office offers many services to student organizations, leadership teams, and interested students, including:

- Clarifying university policies and procedures
- Acquiring university resources for student organizations
- Involvement connections, helping student leaders connect with the university and other students
- Archiving organization bylaws
- Providing leadership training and workshops
- Mediating organization conflicts
- Helping students plan and market events
- Sponsoring student organization development workshops, including:
 - Alumni connections
 - Conflict resolution
 - Leadership development
 - Officer training
 - Publicity ideas
- Maintaining communication with student organization leadership teams
- Recognizing positive achievements of student organizations and leadership teams
- Providing opportunities and information for students interested in joining a student organization

The Student Activities Office is located in the Findlay Student Center 111, 113, & 124.

Phone: 417-873-6919

Email: getinvolved@drury.edu

Website: www.drury.edu/getinvolved

Mission and Core Values

The Student Activities Office is committed to Drury University students engaging in high-quality, safe, and fun undergraduate co-curricular experiences through positive student, campus, and community involvement reinforcing the Drury University mission; understanding that students who participate in co-curricular activities will ultimately achieve an enhanced collegiate experience and in doing so, contribute as active participants to improve the global community.

Student Activities Motto

Meaningful Involvement Everyday

Student Activities Core Values

The Student Activities Office core values formally outline our beliefs and relationship to improving student culture at Drury through key values and actions.

1. Collaboration: We connect campus organizations leaders to engage our students in partnerships that improve our community.
2. Adventure: We view each interaction as an opportunity for new, exciting experiences and each relationship as a chance to make a difference.
3. Service: We make positive contributions to advance the well-being of our community.
4. Integrity: Appreciating consistency and truth, we hold ourselves accountable to the significant impact of our actions.
5. Sustained Growth: We are both teachers and students, growing and changing each day in knowledge and participation.
6. Innovation: We are agents of change, unafraid to challenge the status quo to improve our community.
7. Civility: We welcome and appreciate people from all walks of life and their contributions to our society.
8. Meaningful Involvement: In accordance with the liberal arts tradition, we pursue balanced participation and wisdom to improve our community and ourselves.
9. Relevance: We work to progressively accomplish our goals and the mission statement of our university.

Student Activities Objectives

The Student Activities Office objectives culminate in enhancing the Drury experience through meaningful, intentional, positive involvement in Student Activities

- Facilitate meaningful, intentional involvement opportunities that create well-rounded individuals by promoting positive personal development and effective collaboration
- Maintain responsible, relevant, student-centered environment of open communication, effective collaboration, progressive idea implementation and well-timed follow-through.
- Mentor student activities stakeholders to appreciate and improve all student activities procedures, programs and policies and support responsible individuals & organizations that realize the student activities core values.
- Partner with campus departments, cohort universities and national organizations to participate in student-centered initiatives that enhance student interests and promote a positive involvement experience.
- Commit to effective management, continued training and professional development for student activities professional staff and student employees allowing our team to support student activities stakeholders.
- Conduct regular assessments and involve key stakeholders to enhance student activities.

Website Benefits

The Student Activities Office website at <https://www.drury.edu/life-at-drury/get-involved/> offers a variety of resources for student organizations at Drury University. Students can find information on registered organizations at Drury as well as find helpful information for each officer, information on Greek Life, Campus Recreation, Intramurals, D.Cycle, our Supply Check-Out System, the Drury Awards, and SGA allocations are also available through the website. In addition, we offer an Idea & Feedback form so students can leave their input.

Students are also encouraged to contact the Student Activities Office by phone, email, or in person if they have questions about student organizations.

Social Media Benefits

The Student Activities Office has a variety of social media platforms through which students may receive informal updates and reminders from the office or about events going on around campus.

Social Media:

- Facebook: Drury University - Student Activities - <https://www.facebook.com/drurygetinvolved/>
- Instagram: Drury University – Student Activities @getinvolved

Campus Contacts

Student Activities Office

Jennifer Goodman, Director
Findlay Student Center 113
getinvolved@drury.edu , jgoodman001@drury.edu

Greek Life

Emma Grace Mancini, Director
Findlay Student Center 112
emancini@drury.edu

Safety & Security

Emergency Candy Cornman, Director
417-873-7911 Findlay Student Center 101
Non-Emergency security@drury.edu , ccornman@drury.edu
417-873-7400

Dean of Students Office

Findlay Student Center 201
dos@drury.edu , 417-873-7215

Title IX Coordinator

Jennifer Baltés
Burnham 107, jbaltés01@drury.edu

Burrell Behavioral Health

Findlay Student Center 114
behavioralhealthcenter@drury.edu

Student Government Association

Kevin Ritter, Advisor
sga@drury.edu , kritter@drury.edu

General Operations Policy

Drury University is committed to the belief that students have the right and privilege to organize and participate in organizations whose purposes center around the interests and goals of the individuals involved. Though student organizations are able to function on campus and enhance campus life, Drury University does not assume any responsibility for your organization, nor extend insurance coverage to its members.

Importance of Student Organizations

Drury University considers student organization activities and programs an integral part of the University's mission. The programs and activities contribute significantly to the students' total educational development and progress. Student activities provide experiences that stimulate interest and understanding of current social, economic, political, or religious differences.

At the same time, involvement in student organizations provides rewarding experiences through living and working in organization projects with individuals of varying races, lifestyles, creeds, and backgrounds. In addition, student activities provide students with stimulation for intellectual growth, leadership development, democratic processes, and citizenship responsibilities.

Name of the Organization

The name of a Drury University student organization cannot duplicate that of an existing registered student organization or a university department. It cannot serve to misrepresent the nature or purpose of the organization.

"Drury University" may be used as part of the name in its title. This does not imply endorsement by the university. Drury University will not be responsible for the organization's unpaid bills, contracts or other business transactions.

Responsible Conduct

It is the responsibility of the registered student organization to familiarize themselves with the guidelines and policies affecting student activities. The leadership team should take responsibility to inform others in the organization about university policies affecting your organization. Any change in officers, advisor, or bylaws should promptly be submitted to the Student Activities Office by completing the [Organization Information Update Form](#).

All student organizations (unregistered or registered) are responsible for conducting organization affairs in a responsible manner consistent with the policies and procedures of the university and the Student Code of Conduct. All student organizations will be held accountable for the action and behavior of their members or guests at their functions. Individuals or organizations that abuse the privileges associated with involvement in student organizations may limit the organization's ability to operate. If an organization is suspended from Drury University for any reason, it may not re-register under a different name with the intention of functioning in the capacity of the suspended organization.

Though organizations are free to co-sponsor and implement programs and activities with other entities, they may not use their organizational status to allow unregistered organizations to access services, facilities, or programs as if the entity were a registered organization. Examples include but are not limited to: making

campus facility reservations, securing university-generated mailing labels, or renting university equipment on behalf of an unregistered organization. When using campus facilities, services, and programs, organizations are required to identify the organization by the name under which the organization is registered with the Student Activities Office. For example, printed materials that are publicly distributed, events that are held, and reservations that are made should all clearly indicate the name of the sponsoring organization, and this name must be the name under which the organization is registered.

Registration Compliance

Each student organization is required to register with the university through the Student Activities Office each year through the Annual Renewal Form. The registration process includes completing the annual renewal form, submitting updated bylaws, and submitting the signed non-discrimination statement. Failure to submit the required forms will result in the student organization being deemed inactive and not in good standing.

Registering a New Organization

Starting a new student organization at Drury University is a manageable process that takes about six weeks. This section offers clear, step-by-step instructions to assist you to effectively complete the organization registration process.

New student organizations are required to register with the Student Activities Office to achieve official recognition status at Drury University. This process provides your organization with the opportunity to take full advantage of benefits available to recognized student organizations and provides the Student Activities Office with relevant information regarding your organization to interested Drury students through publications, events, and social media.

Step 1: Submit Required Basics: Contact the Student Activities Office (FSC 113) for questions regarding required information. All email-based requirements should be submitted to getinvolved@drury.edu.

- **Complete Online Registration Agreement:** [New Organization Registration Form – Fill out form](#)
- **Submit Organization Bylaws:** The current bylaws for the organization must be on file with the Student Activities Office (electronic format required).
- **Submit the Signed Non-Discrimination Statement**

Step 2: Student Affairs Committee Approval: Once your organization has completed the registration agreement and submitted all necessary information and documents to the Student Activities Office, the information will be submitted to the Student Affairs Committee for review.

- Once the information is submitted to the Student Affairs Committee, the president and campus advisor of the organization will be notified via email to meet with the SAC and discuss the potential organization if necessary.
- After discussion, the SAC will either approve the organization, postpone the decision if they need more information, or decide not to approve the organization.

Step 3: Complete the Annual Required Trainings: The Student Activities Office provides regular training regarding policies, procedures, and resources available to recognized student organizations.

- After the registration agreement has been received, the president, treasurer, secretary, and campus advisor will be contacted regarding the required training.

Step 4: Receive Recognition Confirmation: Once your organization has completed the registration agreement, submitted all necessary information and documents, and been approved by the Student Affairs Committee, the student organization officers will receive an official approval confirmation letter from the Student Activities Office. The president and campus advisor should keep the official approval confirmation letter on file for the remainder of the current academic year.

The organization's registration is effective for the remainder of the academic year. Once the organization holds elections and elects new officers, they will be required to complete the renewal process each spring semester to remain in good standing.

Step 5: Complete [New Budget Account Request](#): Organizations that do not have an existing Drury University budget account will need to have their campus advisor complete the [New Budget Account Request](#) and submit it to the Business Office. The campus advisor will manage the budget account, but the treasurer should review all transactions regularly and balance the budget with the assistance of the campus advisor.

Step 6: Register social media: All social media accounts associated with the registered student organization must be approved by the Office of Marketing and Communications. Email them at mc@drury.edu

Students are encouraged to form new student organizations but should remember that a minimum of two officers (president, treasurer), plus a campus advisor are required to start a student organization. Please see the Leadership Team Policy for more information regarding officer requirements.

Remain in Good Standing (Current Organizations)

Existing student organizations are required to renew their organization with the Student Activities Office annually to remain an officially registered organization at Drury University. This process provides your organization with the opportunity to take full advantage of benefits available to recognized student organizations and provides the Student Activities Office with relevant information regarding your organization to help promote your organization to interested Drury students through publications, events, and social media.

Steps to Remain in Good Standing

1. Submit the [Annual Renewal Form](#)
 - a. Includes updated Bylaws
 - b. Includes signed Non-Discrimination Statement
2. Complete the annual required trainings
 - a. The president, treasurer and advisor are required to complete the annual trainings provided by the Student Activities Office
3. Keep organization officers and information updated
 - a. If any officer, advisor, or change in information occurs, it is required to complete the [Student Organization Information Update Form in](#) a timely manner.
4. Abide by the Student and Organization Code of Conduct.

Student Organization Annual Renewal

Each organization must submit the [Annual Renewal & Summary Form](#) each spring semester to signify that the organization plans to remain active the following academic year. The Student Activities Office will notify organizations leadership when it is time to renew.

- An updated copy of the organization's bylaws must be submitted with the renewal
- A signed Non-Discrimination Statement must also accompany the renewal

The Student Activities Office will send confirmation of successful renewal and completion of requirements

Bylaws Information

To be effective, organizations need basic goals and rules. By definition, an organization is a "body of persons organized for some specific purpose, as a club, union, or society." The process of developing, writing and updating bylaws will serve to clarify your purpose, provide blocks for building an effective organization, and delineate your basic structure.

Bylaws help articulate the purpose of your organization and spell out the procedures for its orderly functioning. Once you have developed bylaws, they need to be reviewed often. The needs of your organization will change over time, and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

A Bylaws Template for student organizations can be found in the Resources section of this handbook.

What Should Be Included in the Bylaws

- Purpose, aims, and functions of the organization
- Membership (selection requirements, resignations, expulsion, rights and duties)

- Dues (amount and collection procedures, any special fees when payable)
- Duties of officers (powers, responsibilities, special job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairperson, meetings, duties, powers)
- Order of business (standard agenda for conducting meetings)
- Parliamentary authority (provisions for rules of order)
- Amendment procedures (means of proposal, notice required, voting requirements)
- Other specific policies and procedures unique to your organization necessary for its operation

Annual Required Trainings

The Student Activities Office provides training regarding the policies, procedures, and resources available to student organizations. To remain in good standing, the president, treasurer and advisor are required to complete the annual trainings provided by the Student Activities Office within the timeframe allowed.

Update Organization Information

It is the responsibility of each organization to inform the Student Activities Office of any changes to their officers, advisor, or general organization information in a timely manner. To update information, submit the [Student Organization Information Update Form](#).

The officers and advisor registered with the Student Activities Office will be included on the Be A Leader email group. Important information that pertains to all organizations will be sent to this email.

Abide by the Student and Student Organization Code of Conduct

All student organizations and their members are expected to abide by the Code of Conduct set forth in the [Community Standards Handbook](#).

Sanctions and Outcomes

Student organizations that are in violation of policies and guidelines will be subject to the disciplinary sanctions through the Drury University Student Conduct Process.

Failure to Renew

If an organization fails to renew they will be considered inactive and not in good standing. The Student Activities Office will contact the registered leadership a notice of the following:

- The organization will not be allowed to use campus rooms or facilities
- The organization will not be eligible to request funding from SGA
- The organization will not be allowed to host meetings or events

Failure to Complete Required Training

If the president, treasurer and advisor fails to complete the required annual training the Student Activities Office will notify the registered leadership that the organization is not in good standing and subject to the following:

- The organization will not be allowed to use campus rooms or facilities
- The organization will not be eligible to request funding from SGA
- The organization will not be allowed to host meetings or events

Inactive Organizations

Renewing and Inactive Organization

If an organization fails to renew, they will be considered inactive for the following academic year. An inactive organization has two years from the time they are deemed inactive to submit renewal application, updated bylaws, and signed non-discrimination statement to the Student Activities Office. After two years of being inactive, the organization must apply as a new organization and go through the approval process with the Student Affairs Committee.

College of Graduate Studies Student Organizations Policies

College of Graduate Studies Student Organizations that wish to receive the benefits of registered student organizations must follow all University and Student Activities Office policies. The requirements below will also exist:

- Prior to starting the registration process as outlined in this handbook, approval to submit registration must be received through the Provost's Office.
 - This approval should be received via email (getinvolved@drury.edu) directly from the Office of the Provost.
- Majority of members must be enrolled in the College of Graduate Studies at Drury University. Any other members will be considered honorary.
- Leadership Team must be made up of AT LEAST two full time enrolled students, taking at least one seated class on the Springfield campus for the duration of their term (President and Treasurer).
- Graduate Student Organizations are not eligible for any SGA funding.

Membership Policy

Student organization membership enhances the college experience. Members can be developed as leaders and help the organization enhance the university's mission and goals. Student organizations are encouraged to involve a diverse organization of individuals to provide opportunities for growth and understanding.

Membership Requirements

The majority of the members of a student organization must be currently enrolled undergraduate day school students at Drury University (Springfield campus). Other members of the community and public are welcome to participate in student organizations providing they do not outnumber enrolled Drury University students.

Any part-time student, graduate student, professional student, faculty member, or administrator may be an associate or honorary member of any undergraduate student organization but may not hold office or vote. Graduate students may only be regular members, hold office, or vote in graduate student organizations.

An individual who does not have status as a Drury University student or drops below full-time status will automatically have their eligibility to hold office suspended but is not immediately removed if they are engaged in formal University appeal procedures to regain student status. Students who regain student status may resume their leadership role in the student organization. Positions occupied by individuals who are not engaged in formal procedures to regain student status will be removed from the officer position. The organization must then fill this vacancy in order to maintain their active registration status.

Open & Selective Membership

Student organizations are allowed to select open membership or selective membership as a distinction of their organization. The process to join and membership requirements must be effectively communicated to all interested students and listed in all of the organization's media and marketing.

Open membership organizations allow any interested student to participate in and become a member of the organization by attending meetings and events.

Selective membership organizations require interested students to meet specific requirements to become members of the organization. The process to join and membership requirements must be equal for all students and approved by the leadership team.

Membership Inclusion

Student organizations may not discriminate on the basis of race, national origin, color, religion, gender, age, sexual orientation, veteran status and/or ability status. Under Title IX of the U.S. Education Act Amendment of 1972, certain exceptions may be granted for organizations such as intercollegiate and intramural athletics and social fraternities or sororities.

If your organization does not adhere to inclusion policies and guidelines, the organization will be asked to submit evidence that action has been or is being taken to remove restrictive membership provisions.

Continued restriction of membership by constitutional requirements or other binding enactments contrary to university policy will result in the withdrawal of university registration of the organization.

Faculty & Staff Participation

To promote their objectives, student organizations are encouraged to involve faculty and staff as advisors, consultants, or associate/honorary members (this is in addition to the one required campus advisor). Establishing and maintaining close and open relationships with faculty and staff can help provide stability and consistency in a student organization. It is expected that the role of campus advisors should be limited to the offering of advice, counsel, training, and assistance that is welcomed by the student organization.

Leadership Team Policy

Each registered student organization is required to have these officers: a Campus Advisor, President, a Treasurer, and a Secretary is recommended; creating other officer positions is encouraged but not required. All officers must be currently enrolled full-time, undergraduate, day school students at Drury University (Springfield campus) and have a minimum of a 2.0 cumulative grade point average. All student organizations must have at least 2 active undergraduate students and a campus advisor employed by the University.

The President and Treasurer may not be the same person. It is recommended that the secretary is not the president or the treasurer, but this is not prohibited.

Campus Advisor Requirements

All registered student organizations are required to have a campus advisor. The campus advisor must be a full-time employee of Drury University that works at the Springfield campus. When an organization chooses an advisor, remember that the advisor may only advise the organization. Decision-making power for the student organization must remain in the hands of the students in the organization. The Student Activities Office can provide organizations with assistance in securing campus advisors.

The campus advisor will receive regular communication regarding the operations of the organization and should serve as a guide and mentor for the student organization.

Graduate Student Campus Advisor

A graduate student may advise an organization only if done so as an assigned university job responsibility. This job description must be on file with the Student Activities Office to be considered effective.

Activities Approval by the Campus Advisor

The campus advisor must give prior approval for all contracts, financial transactions and off-campus activities. They may be required to co-sign for financial obligations assumed by the organization.

Campus Advisors Signing Legal Documents

A campus advisor may be required to sign legal documents in a transaction as the duly authorized representative of the organization. If the university judges that the campus advisor acted in good faith and within the scope of their authority, the university may choose to represent the campus advisor and student

organization in resolving any claims of loss or damage arising from the transaction, therefore protecting the campus advisor from any liability. If the organization, its members, or campus advisor are found to have violated a university policy or procedure, the Drury University Student Conduct Process will review the incident and take whatever action is appropriate.

Special Campus Advisor Changes

Some campus advisors are designated by Drury University as part of the employee's job description, current responsibilities, and professional associations. Because of this university requirement, certain campus advisor changes can't immediately happen. If you are interested in changing your campus advisor and you think your organization falls into this category, please contact the Student Activities Office for assistance at getinvolved@drury.edu.

Financial Management Guidelines

Student organizations are expected to maintain sound financial management practices with all funds relating to the organization. Registered student organizations are considered an affiliate of Drury University and are subject to the university's policies & procedures.

All registered student organizations must maintain any financial accounts with the Drury University Business Office. A separate bank account is strictly prohibited. Only some Greek organizations recognized by DFC or Panhellenic are exempt from this requirement.

Student Organization Funding

Registered student organizations who are in good standing can obtain funding through dues, fundraising, donations, and submitting a budget request to Student Government Association (SGA). SGA funds are meant to supplement other funding methods and are not guaranteed.

Student organizations who are requesting funds from SGA must adhere to the SGA Financial Handbook. Any funds received by SGA are subject to annual audit and takebacks of unused funds. If an organization is found to be in violation of the Financial Handbook they may have funding reduced or suspended.

If an organization is deemed inactive, unused SGA funds will be taken back.

Student Organization Spending

The elected leadership of an organization is responsible for making sure their group is financially sound. If funds are not available in the account the purchase should not be approved. Overdraws are not permitted!

The elected Treasurer should be handling the books and processing the paperwork in a timely and accurate manner. The Treasurer should regularly consult with the Campus Advisor regarding student organization financial matters.

If the treasurer is not meeting their obligations, the organization should choose a new treasurer and the advisor should oversee the financial records.

When purchases are to be made for your organization:

- The Treasurer must approve the spending by looking at the organization account balance. **If there is not enough money in the account, the Treasurer should not approve the purchase.**
- The Campus Advisor must be informed of the account balance in order to make informed decisions and approvals about spending on behalf of the organization. **If there is not enough money in the account, the Campus Advisor should not approve the purchase.**
- The Dean of Students oversees all purchases made by student organizations in order to make sure that you have the funds available in your account to be refunded for your purchase. **If you do not have funds available in your organization's account, you will not be refunded for your purchase.**

All financial transactions for student organizations must be processed through the university account. Do not under any circumstances pay bills directly with cash collected for dues, social assessments, income projects, etc. Typically, expenditures are paid in 1 of 3 ways: Request for Check, Invoice Payment, or Drury Credit Card. Request for Check forms are available online.

Tax Exempt Status

Drury University is exempt from sales tax in multiple states. All registered organizations are also exempt from sales tax and should always use the Drury University Tax Exempt Letter for all purchases, If you do not use the tax exemption letter, you will not be reimbursed sales tax. Please review the Tax Exempt Forms on the website: <https://www.drury.edu/faculty-staff/tax-exempt-forms/>
[Missouri Tax Exempt Letter](#)

Financial Responsibility of Organizations

The University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group. If overdrafts occur, the department, advisor, or student's account will be charged. Drury University and/or SGA will not pay for any deficit spending.

All registered organizations are given access to an organization SharePoint page created by the Student Activities Office. All financial documents and other important documents such as bylaws should be kept in the SharePoint.

Organizations should keep accurate financial records and copies of all receipts and invoices paid. Deficit spending will not and cannot be accepted. In the event that a student organization overdrafts its account, it is that group's responsibility to make up the balance before the end of the academic year (groups could charge membership dues, seek departmental or outside sponsorship, or fundraise for donations). **Student organizations may not be eligible for additional funding until their negative account balance has been reconciled.** If the account is still negative at the end of the fiscal year, it is up to the Campus Advisor of the organization and his or her appropriate Vice President to determine a departmental account to charge. SGA funds cannot be used to cover overdrawn accounts.

Depositing Funds

SGA allocations are automatically transferred to the organizations SGA funded account. If an organization collects dues or any other outside funds, this money should be deposited in a separate Drury agency account. All checks should be made out to Drury University . Any funds collected should be taken to the Business Office along with the organizations account number (not SGA funded account number) and the funds are to be deposited in a timely manner.

Audits

All financial information and documents are subject to be audited at any time upon request by the Student Activities Office. Student organizations receiving funding from Student Government Association are subject to be audited annually by SGA, but may also be audited at any time upon request by SGA.

Commercial Activity Policy

The abuse of commercial activity by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Solicitation Guidelines

University facilities are not to be used as a location for the operation of any business or enterprise, including the ongoing sale of any services or products.

Commercial Activity & Vendor Sponsorship Guidelines

The programs and activities of students, campus departments or student organizations can be greatly enhanced by the support of commercial vendors and other off-campus organizations. However, the Drury community and off-campus vendors may have different motives and desires. These guidelines should be followed to ensure the safety of the Drury University community:

- **Prior Approval:** All commercial activity held on the Drury University campus must have the prior approval of the Dean of Students Office and must be sponsored by a registered student organization or a campus department.
- **Profits:** Sponsoring student organizations or campus departments should pre-determine a mutually agreed upon minimum amount or percentage of profits from the vendor.
- **Food and Beverage Sales:** Food and beverage sales are discouraged in association with vendor sponsorships.
- **Non-Competition:** Items sold must not compete with any Drury University-based services, such as the Bookstore.

Contracts

The programs and activities of student groups can be greatly enhanced by the support of off-campus vendors. At times, the collaboration of students, student organizations and/or off-campus vendors requires a contract to be signed regarding goods or services provided, price, and/or dates for performance or delivery. All contracts must be approved and signed by the Dean of Students. Students and/or advisors do not have authority to sign contracts.

Contract Approvals and Signatures

The Dean of Students must review all contracts to ensure standard requirements are met. To have your contract reviewed, submit a copy of the contract to the Dean of Students Office. All contracts must be submitted at least 3 weeks before the event. Student organizations should allow 3 days for the Dean of Students to review the contract. Note: Depending on the monetary amount of the contract, additional signatures may be required. Allow up to two weeks for contracts to be reviewed.

Be advised that students do not have the authority to sign any contract on behalf of Drury University or any of its facilities or departments.

Raffle Guidelines

The programs and activities of students, campus departments or student organizations can be enhanced by the completion of raffles to raise money for an individual or group that promotes the mission of Drury University.

The university reserves the right to prohibit raffles at any time, and individuals or groups sponsoring the raffle assume all risk in running a raffle that such activity, depending on its structure, may be deemed illegal gambling under Missouri law.

- **Raffle Profits:** Raffle profits should be used to further the mission of the group, team or department conducting the raffle.
- **Responsibility & Fund Use:** It must be clearly stated that the individual or organization is responsible for all aspects of the raffle and that funds collected are used to benefit the groups programming budget, service to the university community, and/or philanthropic endeavors.
- **University Endorsement:** It must be clearly stated that the university neither endorses nor sponsors the activity. The individual or group must provide a disclaimer of any university sponsorship, or endorsement of the event, preferably on the raffle tickets.
- **Raffle Management:** No person, except a member of the Drury University community, may participate directly or indirectly in the management, sales or operation of the raffle. Only recognized student organizations, athletic teams or campus departments may conduct raffles.
- **Raffle Beneficiaries:** No individual may benefit directly or indirectly from the raffle unless given prior approval by the Dean of Students. Individuals directly involved with the raffle are prohibited from participating or winning prizes.
- **Taxable Status:** No individual or group should make representations with regard to the taxable status of money paid for the purchase of raffle tickets.
- **Raised Funds Purchases:** It must be clearly stated that no portion of the funds raised may be used to purchase alcohol or illegal substances in violation of state law and university alcohol policies.
- **Salaries & Fees:** No salaries, fees or profit should be paid to any individual or group in connection with the operation of a raffle.

Commercial Activity Policy Violation Sanctions

Violators of this policy will be subject to sanctions ranging from official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

Fundraising Guidelines

The abuse of fundraising by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Fundraising is defined as the collection of money through donations, sales and/or event programming for the purposes of charitable donation or organizational budget enhancement.

General Fundraising Guidelines

The following guidelines are applicable to all fundraising activities:

- **Sponsor Requirements:** An official Drury student organization or a campus department must sponsor the fundraising activity.
- **Purpose:** The fundraising activity is required to benefit the university community and be consistent with the university's educational mission. The purpose for which the funds will be raised must be consistent with the purpose of the registered student organization or campus department.
- **Responsibility:** Sponsoring student organizations or campus departments are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, Drury University policies and guidelines. The fundraising activity must not violate legal, tax or corporate restraints upon the university.
- **Funds:** All funds raised must be deposited into the Drury University business account or dispersed directly to the benefiting organization. The campus advisor or department chair should monitor the correct distribution of funds.
- **Monitors:** A university employee or currently enrolled student member(s) of the sponsoring student organization or campus department must be present during the entire time of the event.
- **Marketing:** A clearly labeled sign indicating the sponsoring organization's name, goods, and/or services being sold and prices must identify spaces in which the fundraising activity is occurring.
- **Additional Requirements:** Drury University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including that such parties furnish evidence of insurance coverage acceptable to the university and/or agree to indemnify the university and university personnel against liabilities arising from their acts or omissions.
- **Sponsor Approval:** Drury University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.
- **Event Shutdown:** Drury University reserves the right to disband any and all fundraising events held on university property without notice.

Fundraising for Non-Profit Organizations, Including Disaster Relief Organizations

Fundraising for organizations having no direct affiliation with Drury University such as non-profit, charitable organizations or disaster relief organizations is permissible. By collaborating with non-profit organizations, sponsoring groups can be sure that the needed goods are collected and proper distribution is available. The General Fundraising Guidelines must be followed, and:

- **Non-Profit Status:** The third-party, non-profit organization submits a statement of support on letterhead to the Student Activities Office or Dean of Students Office acknowledging the group's

not-for-profit status and that fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.

- **Accurate Representation:** The sponsoring group is responsible for accurate representation of the recipient organization to the donors and due diligence in seeing that the donated funds are used as represented.
- **Financial Responsibility:** The registered student organization or campus department planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
- **Funds Collection:** Do not collect cash. Instruct donors to make checks payable to the relief agency with which you are collaborating.

Fundraising Ideas—What You Can Do

Multiple options are available to allow sponsoring groups to raise money. Student organizations should involve their campus advisor in planning and campus departments should involve the department chair. Allowable options include:

- Holding events on- or off-campus
- Involving the Drury community in your fundraising efforts
- Selling things to raise money for the organization
- Hosting a competition to raise money for the organization
- Asking businesses for donations as prizes for your event
- Selling items that have been produced by the student organization or campus department and directly relate to the mission and goals
- Items that promote school spirit (i.e. buttons, balloons) but do not conflict with Drury University logo policies

Fundraising Ideas—What You Cannot Do

Drury University reserves the right to restrict all fundraising activities to reasonable times, places and manners. This list is not intended to be all-inclusive; there are other situations, which based upon the circumstances, may result in immediate shutdown of the event. The following activities are not allowed:

- Fundraising events where alcohol is present or participants have previously consumed alcohol to feel comfortable participating
- Fundraising events where people are auctioned/sold
- Fundraising events for any candidate for political office
- Fundraising events that are offensive to individuals/groups
- Fundraising events that damage or destroy property
- Solicitation by credit card or telephone card companies, with the exception of those approved by the Dean of Students Office.
- Door-to-door fundraising on Drury University-owned, -operated or -controlled property

Office of University Advancement

All sponsoring groups must get the permission of and/or assistance from the Office of University Advancement in order to raise funds from alumni or other individuals, foundations, businesses and government grants and contracts. Since Drury University is an active fundraising organization, it takes great strides to be sure that outside organizations and persons do not receive multiple requests from Drury.

- **Budget Development:** Before sponsoring groups make an appointment to speak with someone in the Office of University Advancement about fundraising needs and plans, sponsoring groups should develop a current fundraising plan and budget.

- **Tax Deductions:** Donors that require a donation receipt should speak with the Office of University Advancement to discuss options. If donors specify their giving, contributions may be made to Drury University and designated to the sponsoring group.

Fundraising Guidelines Violation Sanctions

Violators of this policy will be subject to sanctions ranging from official letters of warning and reprimand to university disciplinary suspension, according to the severity of the offense.

It is important for student organizations to have fundraising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy. Developing a successful fundraising strategy allows your organization the opportunity to cover operating expenses, complete projects, support philanthropy programs, and maintain a future financial plan.

Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project an organization effort and to get as many people involved as possible. Members of your organization will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

Code of Student Organization Conduct

Philosophy of The Code of Student Organization Conduct

Drury University seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed. Student groups, teams, and organizations on campus enjoy the ability to convene and provide opportunities for involvement and belonging to Drury University community members, and as such hold a responsibility to their members and the Drury University community. Student Organizations should be positive and engaged reflections of the student experience and the University and must behave accordingly. The following policies have been enacted in order to protect and enhance the student experience.

Jurisdiction

The Code of Student Organization Conduct and the student conduct process apply to the conduct of all approved student organizations and teams. Organizations that are not officially recognized, have been suspended, or have lost recognition may still be subject to these policies and procedures. Individuals who are part of these organizations also must abide by the expectations set forth under the Code of Student Conduct and may be held accountable for individual behaviors in addition to behaviors also attributed to the approved student organization. Individuals, through their actions, may also subject organizations in which they maintain membership to disciplinary action under this Code, whether or not those actions are also addressed through the Code of Student Conduct.

This Code of Student Organization Conduct applies to behaviors that take place on campus, at a university or organization sponsored event whether on or off-campus and may also apply to other off campus or virtual behaviors when the Office of Student Conduct determines that the off-campus conduct affects the University's interests. This includes online behaviors such as social media sites, blogs, videos, web postings, or other conduct in the public sphere. These postings can subject an approved student organization to allegations of conduct violations if evidence of a violation is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of a university official.

In addition to members, approved student organizations may be held responsible for the misconduct of their guests. Visitors to and guest of the University may seek resolution of violations of the Code of Student Organization misconduct committed against them by an approved student organization or member(s) of said organization.

Updates to Policies

Drury University may change any policies listed in this handbook with limited or no prior notice. The most up-to-date version of this handbook will be posted to <http://www.drury.edu/communitystandards>. The Drury University Code of Student Organization Conduct is adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.

Reporting Violations

There is no time limit in reporting violations of the Code of Student Organization Conduct; however, the longer someone waits to report an offense, the more difficult it may become for the Office of Student Conduct to obtain information to make a determination regarding the alleged violation(s). Anonymous reports may be submitted through the confidential web-tip at www.drury.edu/webtip. Anonymous reports may limit the ability for the Office of Student Conduct to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report incidents to the Office of Student Conduct, the Dean of Students Office, the Office of Housing and Residence Life, or Drury Safety and Security.

About Avoidance by Dissolvement

Organizations may voluntarily dissolve and surrender their approved status to the university. Organizations that dissolve during the conduct process under the Code of Student Organization Conduct may still be required to participate as members of the dissolved organization or individuals as part of the student conduct process.

Communication of Allegations of Misconduct

Organizations are expected to renew their approval annually with the Student Activities Office. The Student Activities Office should be updated any time there is a change in Executive Officers or advisor. As email is the official communication of Drury University, official correspondence for misconduct will be transmitted to the email of the registered President and Advisor of the organization. In addition, the Office of Student Conduct may transmit notice of alleged misconduct to any local, regional, national, or international governing body associated with an approved student organization.

Aiding in Academic Misconduct

Approved student organizations and teams found aiding, abetting, organizing, approving or otherwise participating in or allowance of behaviors that would constitute cheating, plagiarism, misrepresentation and/or other forms of academic misconduct as defined in the Academic Misconduct Policy, is prohibited. Evidence of a violation of this policy must demonstrate systematic participation and/or knowledge of misconduct beyond individual members.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum fine of \$250.00
- Community Service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Alcohol

Approved student organizations and teams found to be aiding, abetting, inciting, organizing, approving or otherwise participating in behaviors constituting a violation of the Alcohol policy in the Code of Student Conduct are in violation of this policy. In addition, under no circumstances may any student organization advertise the presence of alcohol at an event or use organizational funds for the purchases of alcohol

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Examples of violations and Sanctions Include:

Alcohol Advertising

- Fine: a minimum of \$50.00
- Community service: a minimum of 4 hours/member
- In severe cases: Possible loss of social event privileges

Un-Registered Event with Alcohol

- Fine: a minimum of \$100.00
- Educational Sanction: completion of an alcohol awareness program or course
- Loss of alcohol privileges for social events

Drinking Games/Mass Consumption

- Fine: a minimum of \$100.00
- Community Service: a minimum of 4 hours/member
- Educational Sanction: completion of an alcohol awareness program or course

Providing to Minors

- Fine: a minimum of \$150.00
- Community service: a minimum of 10 hours/member
- Educational Sanction: Required training for social event management for organizational leadership
- Loss of alcohol privileges for social events

Misuse of Organizational Funds for Alcohol

- Fine: a minimum of \$250.00
- Educational Sanction: Required training for social event policy management for organizational leadership
- Loss of alcohol privileges for social events

Medical Transport Due to Alcohol Misuse

- Fine: a minimum of \$250.00
- Community service: a minimum of 10 hours/member
- Educational Sanction: Required training for alcohol awareness and bystander intervention
- Social & Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester

Amnesty/Good Samaritan Policy for Alcohol and Other Drugs

No student seeking emergency medical assistance for the misuse of alcohol, the abuse of drugs, or the use of illegal substances will be subject to university sanctions or outcomes that are punitive by nature. This includes Good Samaritan actors who call on the behalf of another individual. Educational sanctions or outcomes may still be given, and a meeting with a university official is still required. However,

Drury University considers the health and safety of students to be of the utmost importance. Therefore, the Medical Amnesty policy was established in order to remove barriers some students may have to seeking help or assistance in dangerous or emergency situations

This policy does not preclude sanctions or outcomes due to any other violations of the Community Standards, and amnesty will not be granted for individuals who are in possession of a controlled substance with the intent to sell or distribute. In addition, students who decline to accept medical assistance upon its arrival do not qualify for medical amnesty.

Conduct Unbecoming

Approved student organizations and teams and their members are expected to conduct themselves both on and off campus according to the Community Standards Handbook and in a manner that reflects positively upon themselves and the University. The University reserves the right to enact appropriate disciplinary measures upon an organization or members whose actions results in a negative public image of the approved student organization or the University.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$50.00
- Community service: a minimum of 4 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop

Damage/Destruction of Property

Aiding, abetting, inciting, organizing, approving, or otherwise participating in any behavior that causes damage to the property of another individual, organization and/or the University is strictly prohibited. This includes both intentional damage, such as vandalism or misuse of property, and unintentional damage that may occur due to negligent behavior from the organization, team or its members.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$150.00
- Community service: a minimum of 4 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop
- Restitution for Damages

Drugs or Other Controlled Substances

Approved student organizations and teams may not aid, abet, incite, organize, approve or otherwise participate in any behavior that would constitute a violation of the University's Drug policies. This includes the unlawful possession, misuse, distribution or abuse of drugs and controlled substance. This includes providing a location or opportunity for the organization, team or its members to engage in these behaviors or access paraphernalia.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Examples of violations include:

Marijuana

- Fine: a minimum of \$250.00
- Educational Outcome: requirement to complete a multi-session leadership culture and bystander intervention program. As well as substance misuse awareness training. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Notification to Springfield Police Department
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Controlled Substances

- Fine: a minimum of \$250.00
- Educational Outcome: requirement to complete a multi-session leadership culture and bystander intervention program. As well as substance misuse awareness training. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Notification to Springfield Police Department
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one academic year.

Distribution

- Fine: a minimum of \$500.00
- Withdrawal of Recognition: the student organization, club, or team may have recognition withdrawn for a specified amount of time
- Disciplinary Expulsion: immediate dismissal from the University by the Dean of Students
- Notification to Springfield Police Department which may result in criminal charges

Endangerment

Approved student organizations and teams aiding, abetting, inciting, organizing, approving or otherwise participating in any activity or action that would constitute physical abuse or would endanger the health, safety or well-being of other individuals, organizations or groups is strictly prohibited. This includes actions or activities that would cause reasonable apprehension of such harm to occur, even in the absence of actual harm occurring. For the purposes of this policy, approved organizations, teams or members who are in observation of activities that may endanger the health, safety or well-being of others and who are in a position to intervene, may be in violation of this policy if they fail to do so.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine- a minimum fine of \$250.00
- Educational Outcome- requirement to complete a multi-session leadership culture and bystander intervention program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction

- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.
- Withdrawal of Recognition- when a student organization, club, or team has been found in violation of the Endangerment policy, the University may withdraw recognition of that group for a specified amount of time.

Gross Disrespect

Approved student organizations and teams that aid, abet, incite, organize, approve or otherwise participate in behavior interfering with or disrupting the University's educational responsibility or educational and social activities are in violation of the policy. This includes behavior at any campus activity, on university owned or controlled property or at a university sponsored or supervised function, including events and travel sponsored by the University or student organization/team. Violations of this policy include, but are not limited to using abusive, indecent, profane or vulgar language; indecent disorderly conduct; obstruction or interference of reasonable activities; verbal, physical, written, or electronic acts of intimidation or bullying; and slurs, insults, or intimidating actions referencing religion, disability, gender or gender expression, sexual orientation, race, or ethnicity

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$100.00
- Community service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop

Harassment

Organizations, teams, and their members aiding, abetting, inciting, organizing, approving, or otherwise participating in any behavior that is severe, pervasive or persistent to a degree that a reasonable person similar situated would be prevented from accessing an educational opportunity or benefit is strictly prohibited. This includes behaviors such as verbal abuse, threats, intimidation, harassment and coercion. In addition, harassment may be conducted by a variety of mediums, including, but not limited to, physical, verbal, graphic, written, or electronic means.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$250.00
- Community service: a minimum of 20 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Hazing

Organizations, teams, and their members are prohibited from aiding, abetting, inciting, organizing, approving or otherwise participating in any behavior that would constitute a violation of the University Hazing policy. For the purposes of this policy, "approving or otherwise participating in" includes observation or a reasonable knowledge of hazing activities by individuals who can intervene but fail to do so. This includes condoning or awareness of planned hazing activities regardless of their participation. If the University becomes aware of planned hazing events prior to their acting, organizations may still be held responsible even if the University is successful in stopping the behavior. Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- use of alcohol
- paddling in any form
- creation of excessive fatigue
- physical and psychological shocks
- quests, treasure hunts, scavenger hunts, road trips or any other such activities
- the wearing of public apparel which is conspicuous and not normally in good taste
- engaging in public stunts and buffoonery
- morally degrading or humiliating games and activities
- any other activities which are not consistent with academic achievement, policy and regulations of Drury University, or applicable state and national law.

Missouri law classifies hazing as a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a Class D Felony. As of January 1, 2017, under state law, consent is not a defense. Read the Missouri statute regarding hazing: <https://revisor.mo.gov/main/OneSection.aspx?section=578.365&bid=30145>

Reporting Hazing

All Drury University employees have a duty to report hazing to a university administrator or staff member when they receive a report, witness, or otherwise obtain information about alleged incidents. Exemptions are made for professional staff members operating in a capacity that requires confidentiality. Students are encouraged to report hazing to one of the following individuals who have been designated to receive reports:

Dr. Tijuana Julian

Executive Vice President of Student Affairs & Dean of Students
Findlay Student Center, 201
(417) 873-7215
tjulian@drury.edu

Nyla Milleson

Vice President and Director of Athletics
O'Reilly Family Event Center, 106
(417) 873-7294
nmilleson@drury.edu

Emma Grace Mancini

Director of Greek Life
Findlay Student Center, 112
p (417) 873-7590
emancini@drury.edu

Drury University professionals take great care to protect the identity of students making hazing reports. However, students may also report incidents anonymously at www.drury.edu/informationreport. Employees may not fulfill their reporting obligation with this anonymous mechanism.

Amnesty

Due to the strong relationship between hazing and other policies violations, individuals who are reporting hazing will be granted amnesty for most other violations of university policy in order to encourage students to report without fear of being penalized for policy violations. Amnesty cannot be granted for any conduct that has harmed or has the potential to harm the mental, physical, or emotional state of others including, but not limited to, sexual misconduct and assault.

Hazing Categories

Drury University uses the following classifications in discussing and sanctioning incidents of hazing:

Subtle Hazing- Behaviors that emphasize or accentuate a power imbalance between students or groups in a negative manner. Examples include deception; assigning demerits; silence periods with implied repercussions; deprivation of privileges; requiring students to perform duties not assigned to other students; social isolation; random tests of information; name calling; or the expectation of certain items to always be in a student's possession.

Harassment Hazing- Behaviors that confuse, frustrate, and/or cause undue stress to some members. Examples include verbal abuse; threats or implied threats; line-ups; asking students to wear humiliating attire; stunt or skit events with degrading, crude or humiliating acts; personal servitude for existing students and sleep deprivation.

Violent Hazing- Behaviors that have the potential to cause physical and/or emotional harm. Examples include force or coerced alcohol, drug or food consumption; beating, paddling or other physical acts; branding; force or coerced ingestion of substances; water intoxication; expecting illegal activity; abductions; and kidnapping.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Educational Outcome- requirement to complete a multi-session anti-hazing program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.
- Withdrawal of Recognition- when a student organization, club, or team has been found in violation of Violent Hazing, or multiple incidents of subtle or harassment the University may withdraw recognition of that group for a specified amount of time.

Interference/Failure to Comply

Approved student organizations and teams will be considered in violation of this policy if the organization or its representatives fail to comply with reasonable directives from university officials or designees (including Security Officers, student workers and Resident/Community Assistants) or law enforcement officers during the performance of their duties. This includes the failure to comply with interim measures, sanctions or outcomes, or intentional hindering, obstruction, dishonesty or withholding of relevant information during the conduct process.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$250.00
- Community service: a minimum of 20 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction

Retaliation

Approved student organizations and teams are prohibited from aiding, abetting, inciting, organizing, approving or otherwise participating in any behavior that attempts to retaliate against an individual or group of individuals filing a complaint, making report or participating in any University investigation. This includes verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written) or any other action intended to create a hostile environment for the intended target. In addition, isolation from activities within or outside of the university may constitute retaliation under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Educational Outcome- requirement to complete a multi-session leadership and culture intervention program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.
- Withdrawal of Recognition- when a student organization, club, or team has been found in violation of the retaliation policy in relation to the Sexual Harassment policy or the Hazing policy, or for multiple instances of the retaliation policy, the University may withdraw recognition of that group for a specified amount of time.

Organization Misconduct Process

Students are the driving force at Drury University. Through the Student Conduct Process, the goal is to help students realize how their decisions and behavior affects their community, personal health and reputation. Conduct Officers seek to assist them with future decision making to lead them to personal and professional success. The Student Affairs Division staff strive to encourage responsible conduct

and implement disciplinary action when situations occur that violate the community standards of Drury University.

Self-Reporting of Individual Conduct and Organizational Amnesty

Leaders of approved student organizations are encouraged to immediately report any violations committed by members of the organization to the Dean of Students Office or the Office of Student Conduct. This report should provide a detailed description of the events that transpired, the names of individuals who were involved, and a description of any internal disciplinary actions taken by the organization.

If the organization chooses to self-report in this manner, the Office of Student Conduct or designee will seek to investigate the individuals implicated by the behaviors as described in the report. Unless information discovered in the investigation suggests that the incident was aided, abetted, sanctioned or organized by the organization, no allegations of misconduct will be brought forward to the organization. However, if information gathered suggests the approved student organization aided, abetted, sanctioned or organized the event, an investigation into the organization may still proceed.

Students who make a complaint under this policy will not be charged with other minor violations of university policy that may arise during the investigation or were committed as a direct result of the reported behavior. (i.e., students forced to consume alcohol as part of a hazing incident.) This amnesty will not be granted for any behavior that endangers the health, safety, or well-being of others. In addition, the University reserves the right to follow up with students on these behaviors through a non-disciplinary setting.

Self-Regulation Resolution

Self-reported violations of the Code of Student Conduct and the Code of Student Organization Conduct that include internal sanctions from the approved student organization may be considered to have adequately addressed this situation. In these incidents, the self-imposed sanctions and outcomes will be recorded with the Office of Student Conduct and will count as the official sanctions and outcomes for the violation. This resolution may not be applied to any alleged violations that have endangered the health, safety or well-being of any individual, including hazing, harassment, or other egregious violations of university policy.

Process Overview

The Dean of Students shall have primary authority and responsibility for the administration of student conduct at Drury University and for investigating allegations that a student has violated University rules and regulations, or specific orders and instructions issued by an administrative official of the University.

- The Student Conduct Process does not follow that of a civil or criminal court. Students should expect a supportive and non-adversarial environment during the process.
- Sanctions and outcomes are not always predetermined. Although suggested minimum sanctions and outcomes are listed in the Code of Student Organization Conduct, sanctions and outcomes are designed to accommodate the individual circumstances of each case.

- Drury University relies on the “preponderance of evidence,” method as opposed to “beyond a reasonable doubt.” A preponderance of evidence is defined as having information supporting the alleged misbehavior from the student has is more likely than not to have occurred.
- Legal rules of evidence, i.e., whether something is “admissible,” do not apply to conduct cases. Conduct Officers will gather and utilize any relevant information, including hearsay or third-party testimony.
- Students representing organizations are entitled to have one support person (advisor, parent/guardian, or other person of their choosing) accompany them to their student conduct meeting.
- Organizations must maintain approval from the University in order to function. As such, removal or suspension of this recognition is a possibility in certain circumstances in which the organization has endangered the University community or engaged in repeated violations of these standards.
- Off-campus violations of civil law will be left to the jurisdiction of the appropriate civil authorities. Drury University reserves the right to prosecute students in the civil courts for on-campus violations of civil law. University authority will never be used to duplicate the function of civil laws.

Information Submitted

The institution may receive notice of allegations or potential violation of these or other related policies in any number of ways, including, but not limited to

- Statement provided by a faculty or staff member
- Statement provided by a Drury University student
- Statement provided by a member of the community
- Drury University Facilities Damage Report
- Drury University Information Report
- Drury University Security Report
- Drury University Policy Violation Citation
- Confidential Web Tip

Initial Assessment

Upon received notice of an alleged violation of the Code of Student Organization Conduct, the Office of Student Conduct (or designee), in consultation with any appropriate university departments, may conduct an initial inquiry to determine if there is a reasonable basis for beginning an investigation into the approved student organization. This initial assessment will include a review of the information reported and may include:

- An initial interview with the reporting party or parties
- A review of prior misconduct for the organization
- Gathering of video, photographic, or other evidence and information.
- Other reviews of information or materials that may be appropriate.

If the Initial Assessment determines that the alleged violations warrant an investigation or more comprehensive response, the Office of Student Conduct or its designee will communicate with the currently registered president of the organization. In some circumstances, organization advisors, or national affiliations may be contacted as appropriate based on the severity of the alleged violation.

Interim Measures

In cases where a determination is made that continued operations of an approved student organization constitute a reasonable threat of harm to individuals, damage of University premises, or disruption of the educational environment of the University, the Dean of Students or their designee may issue interim measures up to and including the interim suspension of all organization activities, pending the outcome of the investigation. If interim measures are implemented, the registered organization president and advisor will receive notice of these measures in writing.

Organizations wishing to request a review of any interim measures must submit an appeal to the Dean of Students. This request must be made within three (3) business days of receipt of the notice and should be submitted in writing to dos@drury.edu. The Dean of Students or their designee will then conduct a review of the alleged violation, the interim measures as assigned, and any additional information gathered during the initial assessment. This review will not create a decision on the merits of the underlying case, but will only review what, if any, interim measures are appropriate. The review may lead to a continuance, revocation or modification of any interim measures, including modifications that may be more restrictive than the original measures. The individual filing the request to review the interim measures shall receive notice regarding this decision within five (5) business days of filing the request for a review.

Organizations are expected to comply with all issued interim measures during the review process.

Notice on Interim Measures

The University supports and encourages student involvement in organizations on campus and in the community. As such, the design of interim measures is to stop, prevent, and remedy potential hazards or damages the University or the health, safety and well-being of students. Not every instance of misconduct on behalf of an organization will warrant an interim measure, and the severity is aimed to be proportional to the severity of the offense and the potential for repeat or dangerous behavior during the conduct process.

Preliminary Meeting

After the initial assessment and the application of any appropriate interim measures, the currently registered president (or similar position) shall receive notice to appear for a preliminary meeting with a Hearing Official as designated by the Office of Student Conduct. In the notice, the president shall receive notice regarding which policies are alleged to have been violated by the organization. During this meeting, the president shall be made aware of more detail regarding the alleged violation and given an initial chance to respond to the allegations. The president shall also be made aware of the potential resolution proceedings based on the seriousness of the reported misconduct. Preliminary meetings should be scheduled no fewer than three (3) business days from the end of the initial assessment and notice of any applicable interim measures.

Preliminary meetings should be attended by the organization president or other officer in an administrative role who has been empowered to make decisions on behalf of the organization. Examples of other officers who may attend are Risk Management Officers, Vice Presidents of Standards, or other officers who may have direct knowledge or insight into the alleged violation or have authority or decision making power when it comes to organization-directed sanctions or outcomes. Students representing organizations are also allowed to be accompanied by an advisor. Organizations

should limit themselves to no more than one advisor, but exceptions can be made depending on organizational structure.

Failure to Attend the Preliminary Meeting

Organizations failing to have a representative attend their Preliminary Meeting will waive the right to have input as to the Resolution Procedure selected to address the allegations of misconduct. Instead, the Hearing Official will work with the Office of Student Conduct to utilize the most appropriate Resolution Procedure. For some violations, this may mean that the conduct process is completed without the benefit of input from Organization representation.

Bypassing the Preliminary Meeting

In certain severe cases, the University reserves the right to conduct a formal investigation without the preliminary meeting, or a preliminary meeting may take place immediately preceding a formal investigation. Examples of situations that may preclude a preliminary hearing may include, but are not limited to, hazing investigations and allegations of misconduct with immediate health, safety and/or wellbeing concerns.

Resolution Procedures

Based on the severity of the alleged misconduct based on the information gathered during the initial assessment, and the input of organization leaders during the preliminary meeting, the Hearing Official and organization leaders attending the Preliminary meeting will choose one of the following Resolution Procedures for handling the investigation of the alleged misconduct.

Warning

Based off the information contained in the report and the conversation of the preliminary meeting, the Hearing Official and the organization leader agree that a written warning and notice of the behavior is sufficient to address the concerns.

Partnership Process

Organization representatives will be allowed to return to their organization and conduct an internal fact finding into the misbehavior to assess the responsibility of the organization.

1. The Hearing Official will provide the organization representative(s), and other appropriate parties, a scope and timeline for the fact-finding based on the nature of the allegations.
2. The organization representative(s) will then submit a written report within the agreed-upon timeline to the Office of Student Conduct. The report must be detailed and specific and should include the names of specific individuals involved in the alleged violations and a record of any internal disciplinary measures the organization has implemented relative to those individuals.
3. The Hearing Official will review the written report and determine if it is complete and thorough in its fact-finding. If complete, the Hearing Official will schedule a resolution meeting with the organization representative(s). If incomplete, the Hearing Official will supply the organization representative(s) with additional guidance for further fact-finding or initiate a formal investigation.
 - Formal investigations will be initiated if the Hearing Official determines the chapter representative(s) intentionally provided inaccurate or incomplete information, intentionally obstructed the process, or are otherwise non-compliant or cooperative.

4. The Hearing Official and Organization representative will hold a resolution meeting after reviewing the written fact-finding report. During this meeting, the Hearing Official will discuss the fact-finding and one of the following determinations will be made:
 - No Policy Violation- the report written by the organization representative(s) and the Hearing Official agree the approved student organization did not violate any policies. Individual members may still be held accountable under the Student Code of Conduct.
 - Responsibility Fully Accepted- the report written by the organization representative(s) and the Hearing Official agree that the approved student organization was responsible for all alleged violations of the Code of Student Organization Conduct.
 - Responsibility Not Accepted/ Partially Accepted- the report written by the organization representative(s) and the Hearing Official do not agree on all outcomes of responsibility. The Hearing Official then determines whether to issue sanctions and outcomes based off agreed responsibility (if partially accepted) or to initiate a formal investigation through the procedures below.

Any individuals identified as part of the Partnership Process may still be referred to the Office of Student Conduct through the Student Conduct Process for investigation and adjudication. Determinations or responsibility made through the Partnership Process are final and may not be appealed.

Formal Investigation

The Hearing Official will create a series of individual student conduct meetings with organization members in order to assess the alleged misconduct and assess individual as well as organizational responsibility into the misconduct.

Following the completion of all individual student conduct meetings, the Hearing Official will schedule a final meeting with the organization representative(s) and advisor in order to share the findings, sanctions and outcomes from this process. Organization representative(s) will be able to appeal the findings, sanctions & outcomes of a formal investigation.

Appeal Procedures

Individuals who have participated in the Individual Student Conduct Process and Student Organizations participating in a Formal Investigation are granted the right to appeal their initial finding, as well as their sanctions and outcomes. Students or Organization representatives have until 5:00pm on the next Business Day from receipt of their outcome letter to request an appeal. This deadline is set from the delivery of the letter, not the time it is opened. Instructions for the appeal process are included in every outcome letter sent through the Student

Conduct Process. In the request for an appeal, students must demonstrate in writing that at least one of the following elements is present:

1. They have been denied due process under the University's Procedures for the Student Conduct Process as outlined in this document.
2. They have obtained additional evidence not previously available to them in their Conduct Meeting that could change the outcome of their case.
3. The severity of their sanctions is disproportionate to the severity of their violation.

After receipt of the appeal request, the Dean of Students or their designee will determine if one of these criteria are met. If none is met, the request for an appeal may be denied.

The Dean of Students or their designee will then review all documents relating to the case. The Dean or their designee may decide based off the documents alone or may require the appealing party to attend a meeting to come to a resolution. All decisions made by the Dean of Students, or their designee are final and may not be appealed. In certain cases, the Dean of Students or their designee may convene a Student Conduct Board Hearing to adjudicate the appeal. Potential outcomes for appeals are as follows:

- Uphold findings and sanctions: all initial findings, sanctions & outcomes are confirmed.
- Reverse findings and sanctions: all or some of the findings, sanctions & outcomes may be removed or reversed.
- Modify findings and sanctions: all or some of the findings, sanctions & outcomes could be modified, including findings on lesser or more severe violations, reducing or increasing fines, or altering sanctions.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum fine of \$250.00
- Community Service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social and Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Sexual Misconduct

Aiding, abetting, inciting, organizing, approving or otherwise participating in behavior that constitutes a violation of the Sexual Harassment Policy is strictly prohibited. This includes purposefully concealing information relevant to investigations or violations of this policy when requested by a University Official.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Educational Outcome- requirement to complete a multi-session leadership and culture intervention program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.
- Withdrawal of Recognition- when a student organization, club, or team has been found in violation the Sexual Harassment policy, the University may withdraw recognition of that group for a specified amount of time.

Student Organization Travel Policy

This policy applies to individual students, recognized student organizations, and departmental sponsored travel (outside of academic classes, academic departments and athletics) where travel is sponsored by a Drury University student organization or departmental program. This policy applies to travel where financial support is provided by a recognized student organization or SGA. The Dean of Students may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel or unusual circumstances.

Drury University seeks to promote safe travel to events and activities occurring beyond the boundaries of university property by students and recognized student organizations. Drury University supports the philosophy that student learning and development are an integral component of the collegiate experience and understands that students and student organizations have a variety of travel needs based on the nature of their activities and organizations.

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of the Drury University and applicable local, state, and national laws. These guidelines are designed to reduce risk and provide protection for all student organization travel. All student organizations must comply with the requirements for travel. Travel is considered University travel if any one of the following conditions are met:

- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- The University or organization is represented at the event in an official capacity.
- Attendance of the members (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.
- Travel that is an expectation placed upon a student as a component of the students experience at Drury University, or a travel experience sponsored by the University.
- A group is defined as an organization sponsored by the University or an event promoted by the organization.

This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

Travel on behalf of Drury University by non-recognized student organizations and a non-approved entity is prohibited.

Travel Participant Behavior

All Trip Participants should represent Drury University appropriately at all times and ensure they act as active, helpful participants for the duration of the trip. All participants are required to engage in the

planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

While traveling, participants are bound by University policies as stated in [Drury University Community Standards](#), including the [Student Code of Conduct](#) as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action pursuant to the [Student Conduct Administration Procedures](#).

Student Travel Procedures

All travel by approved student organizations, clubs, and teams must be related to the purpose of the organization and comply with the policies of Drury University and all applicable local, state, and national or international laws. These guidelines are designed to reduce risk and provide protection for all students travelling. Student Travel must have prior approval of the Student Activities Office by submitting a required safety plan.

Trip Leader Responsibility

Drury University requires that a Trip Leader accompany the organization for all official University Travel. The Trip Leader serves as the main University liaison and is responsible for the safety and participation of all attendees for the trip. The Trip Leader should work closely with the Student Activities Office to ensure the trip meets University standards, provides a safe experience for participants, and promotes student learning and development. For each University-related trip, Trip Leaders are required to:

- Ensure trip participants always represent Drury University appropriately and are active, helpful participants for the duration of the trip.
- Facilitate a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details so participants know what to expect as part of the trip.
- Review and authorize travel purpose and transportation prior to travel, coordinate required paperwork, submit required forms and always carry a copy of important participant safety documents on them during the trip.
- Require all students travelling with the group to provide proof of medical insurance to be able to participate in any travel associated with Drury University.
- Facilitate understanding and compliance of all University policies and applicable laws; ensure students submit proper travel safety forms; and verify all travel plans appropriateness, length, destination, and purpose.
- Facilitate emergency procedures, manage issue resolution and maintain student conduct standards.
- Ensure the proper and timely reservation and payment procedures of the group's payments and contracts.

- Ensure proper rooming accommodations for all travel participants, including themselves. If the Trip Leader is an employee of Drury University, the Trip Leader should not share a bed with a student. It is strongly recommended that the Trip Leader stay in his or her own room.

Travel Registration and Follow-Up Process

Students and student organizations travelling on behalf of Drury University are required to complete the registration/follow-up process for all travel outside the Springfield, MO city limits.

- At least two weeks before the trip: The Trip Leader should use the [Travel Registration Form](#) to alert the Student Activities Office of upcoming Travel. All trip drivers must complete a Motor Vehicle Report to become an approved University driver. Completed forms are submitted to the Business Services Office.
- At least one week before the trip: All trip participants must complete a [Liability Release and Emergency Information Form](#) and show proof of medical insurance. The Trip Leader will keep these documents on file with them for the duration of the trip.
- Within one week after the trip: The Trip Leader should use the [Travel Follow-Up Report](#) to alert the Student Activities Office regarding the trip completion.

Travel Requirement for Trip Distance

Drury University understands the nature of different types of travel, including distance requirements. To ensure groups are best supported in their travel, Drury University maintains Travel Distance Requirements.

Travel Within Springfield City Limits

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. Timelines and methods for Campus Advisor notification are decided within the group with Campus Advisor Approval. Student Activities Office does not need registration or notification for travel within the Springfield, MO city limits.

Day Trips Outside Springfield City Limits

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel.

The Student

Activities Office requires advance registration for this type of travel. Drury University requires that a Trip Leader accompanies the organization. The trip leader may include:

- The official Campus Advisor
- A University employee that has been pre-approved by the Campus Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- Day trips may not exceed a driving distance of more than 450 miles round trip
- Groups/students that plan on exceeding this distance will need to make arrangements for overnight lodging
- Groups may leave no earlier than 6:00 a.m. and must return no later than midnight of the same day
- If these time restrictions do not coincide with the needs of the trip, the group will need to make arrangements for overnight lodging

Overnight Trip Travel

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. The Student Activities Office requires advance registration for this type of travel. Drury University requires a Trip Leader accompany the organization. The trip leader may include:

- The official Campus Advisor
- A substitute faculty/staff member or otherwise approved Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- The University reserves the right to deny students as trip leaders for overnight travel based on the distance of the travel, length of stay, mode of transportation, location of the trip or nature of the trip.

Travel Outside of Springfield City Limits for a Single Student Traveler Representing the Organization

Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader for the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

Travel Outside of Springfield City Limits During University Breaks

Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader until they meet up with the University group as part of the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

Modes of Travel

There are many available modes of travel for students and groups travelling on behalf of Drury University. Student Organizations are required to research and select University-approved suppliers of transportation or choose the most fiscally responsible, safe travel option available.

- **Privately Owned Vehicles:** Student organizations should minimize the use of personal vehicles for organization-related travel. Personal vehicles should only be used on a voluntary basis. All student participants choosing to drive in a private automobile do so voluntarily and at their own risk. The vehicle owners/drivers must provide their own insurance coverage, acknowledging the risks involved in the travel activity and assuming responsibility for liability for themselves and the passengers traveling in their vehicle. Drivers and passengers must comply with Drury University policies, transportation guidelines and all applicable laws. Students, faculty, staff or University volunteers must have a motor vehicle report on file with the University business office in order to be an approved driver for travel.
- **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions. Students bringing excess luggage will be responsible for payment for additional fees.

- Rental vehicles: Whenever possible, student organizations should use rental vehicles for transportation. Student organizations are responsible for contacting the rental company, making the travel arrangements, complying with all policies and requirements of the company.
 - The rental of 12-passenger vans or mini vans must meet the requirements of the rental company.
 - The rental of 15-passenger vans is not permitted under any circumstances.
- Chartered Busses: Whenever possible, student organizations should use chartered busses for large group transportation. Student organizations are responsible for contacting the company, making the travel arrangements, complying with all policies and requirement.
- International Travel: Student organizations that wish to travel outside of the United States must work closely with their campus advisor and the Office of International Programs. A campus advisor is required to attend with group for all travel meeting this requirement. Student organizations cannot travel without first meeting with and obtaining approval from the Associate Dean for International Programs. In this meeting, student organizations will receive important information regarding travel precautions, immunizations, cultural information, specifics for destination, and other necessary travel details.

Risk Management and Safety Guidelines for Travel

Due to the nature of the student organization, special instances may arise regarding the planning and execution of student organization travel. Review the guidelines and best practices:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle. Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
- Have completed Travel Registration Form on file with the Student Activities Office at least one week prior to the trip.
- No alcohol is to be in the vehicle at any time.
- The transportation, use, or storage of any hazardous materials is prohibited. The transportation, use, or storage of any firearms, weapons, and/or explosives is prohibited.
- Use of radar/laser detection devices is prohibited in the vehicle.
- The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on university business, and the owner is responsible for primary liability insurance.
- Drury does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident where an employee was driving on university business.
- Non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all University policies and travel guidelines.
- Drivers will comply with all applicable traffic laws, speed limits, regulations and operate the vehicle in a safe, prudent manner at all times. The University is not responsible for uninsured costs, fines or citations received while driving on university business.
- Driver must be 18 years of age or older (or meet the rental company's age requirement).
- Drivers must be currently enrolled Drury students or currently employed Drury staff/faculty.
- Drivers must have a valid U.S. driver's license for the vehicle being driven with the appropriate classifications, restrictions, and endorsements.

- Driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Driving while smoking or under the influence of impairing drugs or alcohol is prohibited.
- Driver is prohibited from the use of headphones or earphones.
- Driver is prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices. Only hands-free units should be used while driving. Drivers should stop and park the vehicle to use any other devices.
- Driver must have approved Motor Vehicle Report on file with the Business Services Office.
- Driver must complete the online driver training through the University Business Services Office.
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
 - Each driver is allowed to drive a reasonable number of hours and must take regular breaks.
 - One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Passengers of vehicles must comply with all University policies and travel guidelines.
- Authorized passengers include members of officially recognized Drury University student organizations, University employees, or authorized volunteers while on approved University student organization travel.
- All passengers must always wear seatbelts.
- Transporting passengers in the bed of a pick-up truck is prohibited.
- All student participants choosing to participate in student organization travel do so voluntarily and at their own risk.
- The University shall not insure or accept liability for any damage, loss or injury resulting as a result of being a passenger on a University-related trip.

In the Event of an Accident

The following procedures should be used whenever members of a university group are involved in an accident, regardless of the extent of the damage:

- Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report to document the accident is made.
- Render aid to the injured until help arrives.
- Call Drury Security at 417-873-7911. Do not call the family members of the injured University students or employees. Drury Security will do this in accordance with university policies.
- The following information will need to be obtained from the other driver in the event of an accident: a) year of vehicle b) make and model of vehicle c) color of vehicle d) license plate number, and e) driver's license number of the other driver.
- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
- Record the names, addresses and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer.

- When returning to campus, the driver must immediately contact the Student Activities Office to follow up on the completion of the Travel Follow-Up Report.

Prohibited Travel

1. Prohibited Travel- Travel on behalf of Drury University by non-recognized student organizations, unauthorized individuals, or unapproved trips is prohibited.
2. Travel Participant Behavior- Students and student organizations, clubs, or teams are expected to abide by the policies, procedures, and regulations laid out in the Drury University Community Standards Handbook while travelling, as well as any applicable local, state, and national or international laws. Participants are required to engage in all planned activities during the trip. Student Organizations may be held accountable for the behavior of trip participants.
3. Registration- Student organizations are required to complete the Travel Registration form and Motor Vehicle Report a minimum of 2 weeks prior to the event; the Liability Release form and Emergency Information form a minimum of 1 week prior to the event; and the [Travel Follow-Up Report](#) a maximum of 1 week after the event.
4. Overnight Accommodations- University Employees accompanying student organizations, clubs, or teams may not share a bedroom with any student. Organizations must make/book accommodations allowing every individual to have appropriate sleeping accommodations.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Prohibited Travel

- Fine: a minimum of \$100.00
- Educational Sanction: Required attendance at workshop for organization registration and travel policies
- Possible loss of organizational travel privileges

Travel Participant Behavior

- Appropriate sanctions and outcomes based on the nature of the participant behavior
- Possible loss of organizational travel privileges

Registration- First Violation

- Written warning
- Educational Sanction: Required training for travel registration procedures for organizational leadership

Registration- Second Violation

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for travel registration procedures for organization members
- Loss of organizational travel privileges for a specified amount of time

Overnight Accommodation

- Fine: a minimum of \$50.00
- Educational Sanction: Required training for travel registration procedures for organizational leadership
- Possible loss of organizational travel privileges

General Event Registration Policy

Drury University is committed to maintaining an academic and social environment conducive to intellectual and personal development of students and to the safety and welfare of all members of the campus community. Drury University is also committed to having a safe, education-oriented campus. Drury prohibits the abuse of social events by its students, employees and citizens. The university will cooperate with local and state authorities in the enforcement of all federal laws.

The abuse of social events by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

Events are gatherings where anyone outside of the members of the organization is invited or expected to attend. **All events must be registered with the Student Activities Office.** Regular organization meetings are not considered events and do not need to be registered.

Events are characterized as Open or Wet Events

Open Events

- Open events are gatherings where persons outside of the organization membership are invited or expected to attend and alcohol will not be present.
- Open events must be registered using the Student Event Registration Form: [Student Event Registration – Fill out form](#) .
- Event approval will be emailed to the organization representative that registered the event
- Organizations are responsible for reserving campus facilities and any equipment needed

Open Event Registration changes

If event information on the event form submitted changes prior to the event, it is the responsibility of the sponsoring organization to immediately inform Student Activities Office getinvolved@drury.edu .

Event Denial

The Student Activities Office reserves the right to deny authorization of an event. Denial of events could occur because:

- Event Registration Form is not submitted in a timely manner
- The nature of the event is cause for concern
- The event is not in accordance with policies, guidelines or applicable laws
- **The event conflicts with other events or too many campus events have previously been scheduled**
- The organization has outstanding bills from previous events
- The organization is on social probation due to previous sanctions
- The organization has not completed the annual required training.
- The organization is not in good standing.

Wet (Social) Events

A social event or wet event is an event that is social in nature and meets one or more of the following characteristics:

- Alcohol will be present at the event
- An event hosted or sponsored by any organization.
- An event where half or more of the event attendees are from one organization.
- An event that an observer would associate with the organization.

All wet (social) events are required to follow Drury University policies, National Office policies and applicable laws.

1. The Drury University Alcohol Policy is required to be upheld throughout the event, including:
 - The possession of hard alcohol is prohibited.
 - The participation of drinking games is prohibited.
 - All alcohol is to be stored in a single location & to be monitored at all times.
2. Advertisements (including social media) may not advertise the presence or use of alcohol at any event.
3. Snacks and non-alcoholic beverages are to be provided by the organization.
4. Organization funds may not be used or gathered for the purchase of alcohol.
5. There must be a distinguishing mark for minors upon entry to the event.
6. Minors are not to be served, provided with or allowed to consume alcoholic beverages.
7. Social events are to maintain a 2:1 ratio (two guests to every one member present) at the event.
8. Sober squad members must remain sober and alcohol-free before and during the event.
9. Sober squad must wear distinguishing clothing.
10. It is the responsibility of the host organization to provide and encourage safe and sober transportation for event attendees for all social events. The Student Activities Office recommends a third-party transportation source.
11. The organization will be responsible for contracting security for the event.
12. The organization must provide a guest list for the event security staff that is registered to work the event.
13. The organization is responsible for the restitution relating to damages to the facility.
14. The organization is responsible for safety of event attendees and may be held liable for harm involving event attendees.
15. The organization can be held accountable for event attendee behavior, regardless of their invited status.

This list is not intended to be all-inclusive. There may be other situations, which based upon the circumstances, may result in immediate action. Students should always promote all aspects of social event planning and regulations with a positive, supportive attitude. If you have a question regarding a rule, policy or procedure; please ask before you act.

Wet Event Registration Process

The [Wet Event Registration Form](#) is used for student organizations to alert the university of their upcoming Wet Social Event plans. There are two types of events that can be registered:

- Events with Alcohol Present are required to be registered through the Wet Event Registration Process for all on campus and in-town events. Events with Alcohol Present are social in nature and have alcohol present. These events are required to have event monitors and event security.
 - Spontaneous Events: A spontaneous event is an event that is affiliated with an organization and was not planned, but rather spontaneously grew into event status. These events are allowed but are discouraged if alcohol is present and if held, should have immediate safety measures in place.
 - Unregistered Events: An unregistered event is an event affiliated with an organization that was planned in some form, but not registered with the university, and grew into event status. These events are not allowed if alcohol is present, and if held, could limit social event allowances in the future.

The University provides information for determining if an event is spontaneous or unregistered:

- The event is not a spontaneous event if it was discussed in an organization meeting.
- The event is not a spontaneous event if a member of the organization hosts the event.
- The event is not a spontaneous event if the organization in any way funds the event.
- The event is not a spontaneous event if it is likely to be perceived as an organization event by a reasonable individual.
- The event is not a spontaneous event if half or more of the people in attendance are organization members.

Required timeline for planning Wet events:

- 4 weeks prior to the event: If event security is needed, the organization is required to hire event security through the Drury University Security Office. One event security guard is required to monitor the guest list; more are recommended based on the attendance and type of event held.
- 2 weeks prior to the event: Complete the online [Wet Event Registration Form](#), which requests the information:
 - Name of the event
 - Type of event (with or without alcohol)
 - Location of the event
 - Event coordinator contact info
 - Number of members and guests
 - Names of sober monitors (alcohol events only, 1 monitor for every 25 guests)

You will receive a confirmation email that the information has been submitted to the Student Activities Office.

Event Registration changes

If event information on the event form submitted changes prior to the event, it is the responsibility of the sponsoring organization to immediately inform the Student Activities Office. If Greek affiliated, they must notify Director of Greek Life as well as Housing.

Event Denial

The Student Activities Office reserves the right to deny authorization of an event. Denial of events could occur because:

- Social Event Registration Form is not submitted in a timely manner
- The nature of the event is cause for concern
- The event is not in accordance with policies, guidelines or applicable laws
- The event conflicts with other events or too many campus events have previously been scheduled
- The organization has outstanding bills from previous events
- The organization has not completed required trainings or is not in good standing.

Event Denial Appeal Process

Organizations that were denied an event may appeal the decision to the Dean of Students. Appeals must be submitted in writing to the Student Activities Office within five working days after the denial of the event.

In the meeting with the Dean of Students, the organization must provide copies of the completed Social Event Registration Form, the denial letter and rationale as to why the decision should be overturned.

The Dean of Students will review all appropriate documentation and make a determination. The Dean of Students will provide an official decision, in writing, to the student organization within ten working days of submission. The decision of the Dean of Students is final.

Event Shut-Down

Organization leaders and event monitors should begin the standard shut down process 30 minutes before the authorized end time of the event.

- The music should be turned off
- The lights should be turned on/off
- Alcohol distribution area should be closed
- The sponsoring organization should begin to escort the event attendees from the social event location in a safe, orderly manner

Drury University Security and the Student Activities Office are authorized to shut down an event at any time. Advance warning may be given to the organization president. If these individuals are unable to be contacted, the event may be immediately shut down.

- The event may be shut down if is not in compliance with any organizational guidelines and policies, Drury University policies or applicable laws.
- The event may be shut down if it becomes a safety risk for event attendees, Drury University students or the community.

- If an event is disruptive, damages occur, and/or the event is terminated, individuals and/or the organization found responsible will be referred to the Procedures for Student Conduct Administration.

All Out-of-Town Events are required to follow the [Travel Policy](#) and these events must be registered through the [Travel Registration & Request Form](#).

Responsibility for Clean-Up & Damages

It is the responsibility of the sponsoring organization to ensure that no damage to the facility or equipment takes place during the event and that the facility is cleaned and returned to its original condition. Sponsoring organizations and/or sponsoring individuals shall be held responsible for any damages caused to university facilities as a result of the event. The sponsoring organization will be responsible for all charges associated with the event and all damage charges will be billed directly to the sponsoring organization.

Event Supervision & Security

Drury University organizations are expected to provide a safe environment for their events; therefore it is required to utilize Event Monitors and Event Security at all registered social events.

- The leaders who are planning the event will oversee and be responsible for the event.
- It is required that organizations have adequate event monitors (1 monitor for every 25 attendees, but a minimum of 2).
- It is required to have one Event Security guard to monitor the guest list. Additional Event Security may be recommended in addition to event monitors.

Event Allowances During University Breaks

Drury University organizations are expected to comply with event allowances during university breaks.

- WINTER BREAK: The campus is closed during winter break and all social events are prohibited.
- SUMMER BREAK: The campus is open with limited availability during summer break.
 - Events are permitted only with proper registration and prior notification to the Student Activities Office.
 - Social events are permitted only when the guest ratio remains less than 1:1 (one guest per one member present). All social events with alcohol present must be properly registered.
 - The event must maintain reasonable levels of activity and noise. The event will be shut down if the event reaches unreasonable levels.
 - All university policies remain in effect during Summer Break. Organizations are required to uphold all guidelines for social events during summer breaks.

Wet Event Risk Management

Approved student organizations and teams hosting events are responsible for managing and reducing the presence of risky behaviors during their events. As such, organizations may be held responsible for aiding, abetting, inciting, organizing, approving or otherwise participating in of the following activities or actions. Organizations who allow for such misbehaviors to go unaddressed at hosted event or gathering will be considered in violation of this policy.

1. **Alcohol-Prohibited Events-** Organizations may not have alcohol present at any event highlighting power differentials between members, such as new membership processes, recruitment processes, business meetings, initiations, bid nights, “big/little” or “family” events, or any ritual or ceremony.
2. **Event Monitors/Sober Squad-** Organizations hosting an event with alcohol must have members serving as event monitors, commonly referred to as “Sober Squad.” Organizations must provide 1 event monitor per 25 individuals on the guest list, with a minimum of 2 sober squad members for any event with alcohol present. Event monitors must be easily distinguishable and must be sober and substance-free before, during and immediately after the event.
3. **Event Security-** In order to establish a resource for emergency management, all events whether on campus or off campus, are required to have a minimum of one security officer. This individual must be an employee of Drury University, or be a pre-approved third-party security vendor that is registered with Drury Safety & Security.
4. **Guest Limitations-** Any event with alcohol present must create a guest list of allowed individuals to be filed with the Student Activities Office no later than 12:00pm (noon) on the day prior to the event. This guest list must be kept at a 2:1 ratio. Only individuals on the guest list will be allowed to attend the event.
5. **Registration-** Approved Student Organizations hosting events that have alcohol present, otherwise known as a “wet” event are required to register that event regardless if it is hosted on or off campus. Organizations are required to register social events 2 weeks prior to the date of the event with the Student Activities Office. The event registration form and process can be found at: [Wet Event Registration – Fill out form](#)
6. **Single Location-** Organizations hosting events with alcohol are required to create a single location for the storage of alcohol not being consumed. Organizations are responsible for ensuring that guests who bring alcohol to an event are storing their alcohol in a single location such as kitchen, bar or room that is monitored by a third-party vendor or event monitor.
7. **Snacks/Food, Water and Alcohol-** Organizations hosting events with alcohol present are required to provide food or snacks and water to guests and attendees free of charge or obligation. Snacks must be non-salty and substantial enough (proteins, fats, dense carbohydrates) to assist with slowing alcohol absorption.
8. **Sponsorships/Co-Hosting-** Organizations are prohibited from co-sponsoring or co-hosting an event with any entity that promotes or sells alcoholic beverages. This includes sponsorships in the form of money, discounts, contests or social media challenges from organizations such as bars, clubs, event planners, or alcohol-affiliated social media channels.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Alcohol-Prohibited Events

- Fine: a minimum of \$200.00
- Educational Sanction: Required training for risk management and leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Event Monitors/Sober Squad

- Fine: a minimum of \$50.00
- Educational Sanction: mandatory sober squad training. Required sober squad and risk management training. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Event Security

- Fine: a minimum of \$250.00
- Possible loss of social event privileges
- Educational Sanction: Required training for social event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction

Guest Limitations

- Fine: a minimum of \$100.00
- Educational Sanction: Required risk management workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Improper Social Registration

1st Violation

- Educational Sanction: Required attendance for social event registration re-training with the social safety director.
- Informal Warning: Organization will receive informal verbal or written notice for incorrect social event registration.

2nd Violation

- Formal Warning: Organization will receive formal written notice
- Fine: A minimum \$50 fine assessed to the organization account

3rd Violation

- Disciplinary Probation: Possible loss of social event privileges
- Fine: A minimum \$100 fine assessed to the organization account

Unregistered Social Event:

1st Violation

- Educational Sanction: Required attendance for social event registration re-training with the social safety director.
- Formal Warning: Organization will receive formal written notice
- Fine: A minimum \$50 fine assessed to the organization account

2nd Violation

- Community Service: All organization members will be required to complete community service hours equal to the length of the social event
- Fine: A minimum \$100 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

3rd Violation

- Disciplinary Probation: loss of social event privileges
- Fine: A minimum \$150 fine assessed to the organization account

Single Location

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for sober squad, event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Snacks/Food, Water and Alcohol

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for sober squad, event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Sponsorship/Co-Hosting

- Fine: a minimum of \$150.00
- Educational Sanction: Required completion of a risk management and/or leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Organization-Related Funds Used to Purchase Alcohol

- Fine: A minimum \$250 fine assessed to the organization
- Educational Sanction: Required completion of a risk management and/or leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Not/Improperly Provided Event Security

- Fine: A minimum \$150 fine assessed to the organization
- Educational Sanction: Required completion of a risk management and/or leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Not /Improperly Provided Safe Transportation

- Fine: A minimum \$150 fine assessed to the organization
- Educational Sanction: Required completion of a risk management and/or leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Trademark/Copyright Infringement

- University Copyright- Any unauthorized use or any misuse of university names, images, logos, or trademarks, or other intellectual property including the unauthorized use or misuse of other approved student organization.
- National Trademark or Copyright- Organizations and their members are prohibited from intentionally misusing intellectual property such as movies, television shows, images, logos, or other copyrighted or trademarked materials, including the unauthorized use of this property.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

First Violation

- Written warning
- Removal of offending trademark from electronic materials and/or physical displays

Second Violation

- Fine: a minimum of \$100.00
- Educational outcome
- Removal of offending trademark from electronic materials and/or physical displays

Violations of University Policies/Procedures

Violating, attempting to violate, or assisting in the violation of any University policy, contract, rule, bylaw and/or regulation of the University may constitute a violation of the Code of Student Organization Conduct. Examples include, but are not limited to the Fire Safety Policy, COVID-19 Policies and Protocols, the Technology Resource Policy, Social Event Registration Policies or other university or department policies and procedures not listed in this handbook.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Appropriate sanctions and outcomes based on the nature and severity of the offense.

Violations of State, Local, and Federal Law

Any alleged violations of federal, state, or local laws may constitute a violation of the Code of Student Organization Conduct. When an offense occurs, over which the University has jurisdiction, the conduct process may move forward regardless of any criminal complaint that may arise from the same incident.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Appropriate sanctions and outcomes based on the nature and severity of the offense.

Room & Facility Reservations

Student organizations that are in good standing are encouraged to use Drury University facility space for meetings, programs, and events. Drury University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the campus of Drury University. Misuse of or illegal conduct on Drury University property may result in the loss of use privileges, disciplinary action through the Student Organization Conduct Process, and/or prosecution under applicable laws. In addition, specific policies and procedures may apply to each university site.

Step 1: Organize your Request

Assign **one** student organization member to be the contact person for your room and facilities requests to ensure that all details can be quickly decided and planned.

- Have alternate dates and facilities planned when completing a reservation, especially to request a tournament or activity sites.
- Try to be as organized as possible and have this information prepared:
 1. Name of the event
 2. Room or facility that you are requesting
 3. Date that the room or facility is needed
 4. Number of people attending
 5. Time the room or facility is needed for event, set-up, and clean-up
 6. Room or facility set-up needs: arrangement of tables, chairs, stage, microphone, and podium
 7. What food will be provided? What set up will be needed for food?
 8. One-time or repeating reservation (provide dates needed for repeating reservations)

Step 2: Submit Room & Facilities Request

Completion of the student organizations registration process does not guarantee the student organization a room or time for meetings or events.

- Submit your request early. Rooms & facilities are booked on a first come, first served basis. Student organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Call or email the appropriate room & facilities coordinator to schedule your room or facility. Be prepared to answer these questions from the coordinator:
 1. What is the name of your event and organization?
 2. Which room or facility do you need?
 3. When do you need the room or facility?
 4. How long do you need the room or facility?
 5. How will the room or facility be set-up?
 6. Are you providing food?
 7. Who is the contact for this event/meeting from your student organization?
 8. Is this a one-time event/meeting or do you need multiple reservations?
- When you request a space, please remember that this is only a request. Based on the nature of other key campus events (i.e. convocations or Board of Trustees meetings), your event may need to be rescheduled or moved to another location. If this happens, every effort will be made to suitably re-accommodate your student organization.

- Some rooms & facilities require technical or special assistance and a fee may be assessed to the student organization to cover these costs.
- If the event requires registration, the registration must be completed and on file with the Student Activities Office before the room reservation will be approved.

Step 3: Confirm with the Room & Facilities Coordinator

One to two weeks before, contact the room & facilities coordinator to make sure that all of the details are still in place.

- If your organization needs to make changes, alert the coordinator at this time. Keep in mind that continued excessive changes could limit your ability to continue to reserve rooms & facilities on campus.

Step 4: Use Reserved Room & Facility Wisely

These expectations are to be upheld by any student organization that uses on campus rooms & facilities:

- Student organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Absolutely NO smoking or alcohol allowed in Drury University facility space
- All set-up and takedown, including clean up, is the responsibility of the organization reserving the space. Facilities services will set-up and takedown university tables and chairs. Your organization is responsible for what it brings to the event.

Room & Facility Reservation Connections:

Need to reserve a room or space for an upcoming event? Please contact one of the following Room & Facilities Coordinators about room availability or any questions you might have about reserving a room. [Please place a work order for chair and table setup.](#)

Findlay Student Center

- FSC Ballroom
- 204
- Kellogg Green Space & Terrace
- Sunderland Field
- Fountain Area
- Panther Pad

Dean of Student Office
dos@drury.edu

Freeman Hall

- Hoblit Suite

Dean of Student Office
dos@drury.edu

Rose O'Neill House

Dean of Students Office
dos@drury.edu

O'Reilly Family Event Center

Weiser Gym

Harrison Stadium

Hutchens HPER Complex

Jared Milligan
jmilligan004@drury.edu

Stone Chapel

Christie Garrison
events@drury.edu

Clara Thompson Hall / Spangler Auditorium

Christie Garrison
events@drury.edu

Olin Library

Katherine Bohnenkamper
kbohenkamper@drury.edu

Lay Hall

Natalie Precise
nprecise@drury.edu

Wilhoit Theatre

Mick Sokol
msokol@drury.edu

Housing Areas

Ethan Sykes
esykes@drury.edu

All Classrooms

Sonja Shipman
sshipman@drury.edu

Supply Check-Out & Rentals

Student organizations are encouraged to use the Student Activities Supply Check-Out system and other supplies available to them as registered student organizations. To check out supplies from the Student Activities Office, bring your organization account number with you to the Student Activities Office, FSC 111 where an employee will assist you with your check out request. A full list of all available supplies can be viewed at [Student Organization - Supply Check Out Request – Fill out form](#)

Please note: the person who checks out the equipment is responsible for returning it in the same condition as it was received. Replacement and cleaning fees will be charged if necessary.

Table Rentals

Student organizations that would like to rent tables should contact the Dean of Students in FSC 201 or at dos@drury.edu.

Campus Rec Sports Equipment

Student organizations that would like to rent sports equipment should contact the Campus Recreation office at campusrec@drury.edu. Fees may apply for sports equipment that is not returned or damaged.

Audio/Visual Equipment Reservations

Resources are available on a **first-come, first-serve** basis and may be checked out for **one day at a time** to increase availability of equipment for everyone. (Please speak with Technology Services or Academic Computing regarding extended requests.) Technology Services recommends making reservations in advance to assure availability.

Please visit <https://www.drury.edu/tech-services/av-team/> for more information regarding AV equipment.

Food & Beverage Guidelines

The abuse of food quality provisions by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

General Food & Beverage Guidelines

The following guidelines are applicable to all food & beverages provided in association with Drury University:

- **Prior Approval:** All commercial activity held on the Drury University campus must have prior approval of the Dean of Students Office and must be sponsored by a registered student organization or a campus department.
- **Profits:** Sponsoring student organizations or campus departments should pre-determine a mutually agreed upon minimum amount or percentage of profits from the vendor.

- **Food & Beverage Sales:** Food and beverage sales are discouraged in association with vendor sponsorships.
- **Non-Competition:** Items sold must not compete with any Drury University-based services, such as the Bookstore.
- **Donated Food:** All donated food held on the Drury University campus must have prior approval of the Dean of Students Office and must be sponsored by a registered student organization or a campus department.
- **Fundraisers:** Fundraisers involving the sale of food must have prior approval of the Dean of Students Office and must ensure safe food handling practices to minimize risk.
- **Responsibility:** Sponsoring student organizations or campus departments are responsible for ensuring that food quality complies with all applicable federal, state and local laws, Drury University policies and guidelines.
- **Food Sale Recommendations:** Drury University does not possess the appropriate systems for general campus use for the sale of foods at any event. As these conditions can present a serious risk of liability for student organizations and campus departments, the sale of food should be limited only to non-perishable and pre-packaged foods, (i.e. wrapped candies, bags of chips, cans of soda).
- **Events with Alcohol:** Events on campus with alcohol are rarely permitted and must adhere to the Alcohol Policy. Sponsoring groups that wish to have alcohol at events open only to members of their organization or invited guests must complete the Events with [Alcohol Registration Form](#) for the event to receive permission for the inclusion of alcohol at the event from the Student Activities Office. If alcohol is approved at the event, non-salty food and non-alcoholic beverages are required. Non-salty food and non-alcoholic beverage purchases must total at least \$1 spent for every 3 event attendees.
- **Additional Requirements:** Drury University reserves the right to require third parties participating in or conducting activities to meet additional requirements, including that such parties furnish evidence of insurance coverage acceptable to the university and/or agree to indemnify the university and university personnel against liabilities arising from their acts or omissions.
- **Event Shutdown:** Drury University reserves the right to disband any and all events held on university property without notice.

Drury University Catering Information

Student organizations and campus departments receive a discount on all Fresh Ideas Food Services catering as long as catering orders are placed using a Drury budget number prior to the event.

Food & Beverage Guidelines Violation Sanctions

Violators of this policy will be subject to sanctions ranging from official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

Free Speech Policy

Freedom of expression is vital to our shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, we should all have the opportunity to contribute to intellectual exchanges and participate fully in the life of the University. The ideas of different members of the University community will frequently conflict, and Drury University does not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor as a general rule, does the University intervene to enforce social standards of civility. However, some behavior and circumstances violate the Community Standards, in such cases formal University intervention may be appropriate. The University may restrict expression that violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University.

The abuse of free speech by Drury students, University employees or Drury citizens is prohibited on University-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, University employees or Drury citizens. This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, University employees or Drury citizens.

Free Speech Guidelines

Drury University will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. Drury University maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the University, including but not limited to classes and University business, or invade the rights of others will not be tolerated. Faculty, staff and students engaging in a disruptive activity may be subject to disciplinary action.

Professional and Personal Communication

Freedom of speech can apply to both professional and personal purposes, but the line between a personal voice and an organization's voice can be blurred without proper clarification. When expressing personal opinions or communicating personal viewpoints, care should be taken by individuals to clarify that they are not necessarily expressing the views of Drury University. Nothing herein shall be construed to restrict Protected Concert Activity under the National Labor Relations Act

Academic Freedom and Role of Professors

Drury professors will determine the character and the urgency of their community and extracurricular obligations in the light of their rights and obligations as citizens, of their professional responsibilities to their fields of study, to their students, to their professions, and to the university. As citizens, the faculty members have the rights common to all citizens, including, but not limited to, the right to make political affiliations of choice. When they have special knowledge, and views based thereon, relevant to a political or social issue, they have the right--at times even a duty--to make such knowledge and views known. Whether

speaking as ordinary citizens or as individuals with special knowledge, they should be free from institutional restraints affecting their professional careers, but particularly when speaking with special knowledge their special position imposes special responsibilities. It is their academic positions which make publicly plausible claims to special knowledge; and they should be accurate, should exercise proper restraint, should show respect for the opinions of others, and should in no way imply they are speaking for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, Drury professors will promote conditions of free inquiry at all times and work to further public understanding of academic freedom.

Noise Levels

The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.

Exception to Free Speech

Some types of speech have been determined not to be protected as Free Speech. Students engaging the following behaviors, or other similar behaviors, may subject to disciplinary action:

- Violent speech: expression directed or likely to incite violence. Likewise, actions that violate the law, even when employed in peaceful demonstration, are not protected as symbolic speech.
- Obscenity: that which appeals to a prurient interest in sex and is offensive, or without redeeming social value.
- Defamatory speech: that which damages the reputation of someone, is slanderous or libelous.
- Commercial speech or solicitations: that which is intended to gain a monetary profit or accosting individuals for services.

Free Speech Activities

- Speakers: In view of the desire of the University to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the University, following the provisions of this policy.
- The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
- Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature is acceptable. Picketing is not permitted inside campus buildings or within 50 feet of external access to buildings. Interference with entrance to or exit from facilities and interruption of classes or other normal functions is prohibited. Placards, banners and signs generally are allowed but may not be dangerous for others or impede the participation of others in the life of the University. The use of attached sticks, poles, or torches are not allowed. If the use of placards, banners, and signs are deemed to be dangerous or impede the participation of others, University officials will require individuals to remove these materials.

- Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that prevent the audience from being able to pay attention.
- Peaceful Demonstrations & Marches: Students may conduct peaceful demonstrations, protests or marches. Although the right of peaceful protest within the Drury community is recognized, the University retains the right to ensure the safety of individuals, the protection of property and the continuity of the educational process. Drury University ensures that the rights of the institution and of all individuals is protected.

Conduct and Manner

Those who schedule speech or public assembly activities on campus must not:

- Violate other policies as a result of practicing free speech
- Threaten others or employ force or violence
- Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic
- Commit any act likely to create an imminent safety or health hazard
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time
- Post materials on anything except designated posting areas
- Conduct speech that includes defamatory or obscene language, fighting words—which are those words that by their very utterance tend to provoke an immediate breach of the peace, or is likely to produce imminent lawless action
- Engage in free speech actions that are not allowed by law, damages or destroys University property

Safety and Accountability

1. Any attempt to control or take over buildings, faculty or administrative offices, or other facilities in any buildings where University space is in use for an authorized function, whether conduct of a class, a public or private meeting under approved sponsorship, normal administrative or educational functions or service-related activities (health services, recreational activities, or personnel placement) is prohibited.
2. A request for use of free speech activities may be denied if it is determined that the proposed speech/activity will constitute a clear and present danger to the University's orderly operation. Students must comply with any request to desist from specified activities or to leave the premises if a clear and present danger is identified.
3. Rooms in which instruction, research or study normally take place may be occupied only when assigned through established procedures. Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.
4. Every student enrolled in the University has the right to be interviewed on campus by any legal organization that desires to recruit at the campus. Any student or group of students has the right to protest against the appearance on campus of any organization, provided the protest does not interfere with any other student's opportunity to have such an interview.
5. The Dean of Students or Provost must be informed of the time and place of any demonstration or external speaker at least 48 hours in advance. To ensure proper safety, if requested by Drury University security personnel, a person must identify him/herself by presenting a Drury ID card or driver's license or some other form of government issued identification.

6. Limitations may only be prescribed on the areas in which demonstrations are held in order to avoid physical harm or physical conflict between groups of demonstrators. Students should be advised as to whether their demonstration is consistent with stated regulations.

Sanctions and Outcomes

- Fine: a minimum of \$250.00
- Restitution: Responsibility for repairs and replacement of damaged property
- Possible removal from Campus Housing; immediate release with no refund issued

Publicity Policy

The abuse of publicity by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws. Publicity includes all information used to market events and activities, providing an opportunity for publicity items to be posted by students, student organizations, and the Drury community and/or authorized community members regarding information that may be useful for the Drury community.

Standard Publicity Guidelines

Drury University policy requires that Standard Publicity Guidelines be followed regarding all displays and distribution of publicity:

- **Intent:** Publicity must be made and used with good intent and must not conflict with the mission and goals of the Drury University community.
- **Required Information:** All posted materials must clearly state the following information (in the bottom right corner):
 - Name of person and department or group responsible for posting publicity
 - Contact email
 - Date of posting and removal
 - Admission/participation fees if applicable
- **Posted Item Locations:** Publicity items shall be placed in approved locations only, except when specific exceptions are granted by the Student Activities Office. Painted walls—including the wall area surrounding bulletin boards, woodwork, windows, trees, poles, etc. shall not be used.
- **Pre-Approval:** Publicity for an event shall not begin until the program planner has confirmation of space and all contracts (if applicable) are signed.
- **Removal Timeline & Responsibility:** The sponsoring individual or group should remove all publicity items the next day following an event.
- **Authorized Removals:** Drury University reserves the right to remove any and all publicity from university property without notice.

Unacceptable Publicity

- Publicity that attempts to defame the character of any organization, person or group of persons
- Publicity that attempts to incite physical or psychological harm to any person or group of persons
- Publicity that uses profanity or is lurid or lewd in nature
- Publicity that illustrates/promotes drug or alcohol use

- Publicity that attempts to mislead through omission or misrepresentation
- Excessive use of publicity or publicity that hinders daily operations of Drury University students, faculty or staff

Chalking & Ground-Based PR Requirements

Chalk and ground-based PR items may include, but is not limited to: washable chalk, posters or signs posted on the ground. Chalking sidewalk areas may be used to promote activities in accordance with the following guidelines:

- All chalking must be done with washable chalk and should be removed by the sponsoring individual or group within one week of the end of the event.
- Chalking may only be written where rain can wash it away.
- Chalk may only be used on sidewalks and ground level areas. Building walls, sculpture bases, etc. may not be used.
- Landings immediately outside building entrances and areas within 10 feet of building entrances shall not be chalking.
- All student organizations must notify the Student Activities Office one week in advance of their plans to chalk.

Distributed & Mailed Materials Requirements

Materials may be distributed and mailed to promote activities in accordance with the following guidelines:

- All distributed & mailed publicity items must be checked for spelling and grammatical errors before distribution.
- University Communications must approve publicity items that include the Drury University logo before distribution.
- All student organizations must notify the Student Activities Office one week in advance of their plans to distribute publicity materials.

Dorm TV/Commons Projector

Drury-related organizations and departments may display slides on the monitors in the dorms and the FSC commons with prior approval from the Dean of Students Office.

- Submissions must be a single PowerPoint slide under 1MB in size
- Submissions should include all relevant information about the event or activity, be free from spelling and grammatical errors, and include a contact person and end date.
- Submissions should be emailed to DormTV@drury.edu.

Electronic Media Requirements

Electronic media items may include but are not limited to: email announcements, Social Media postings and web page announcements. Events and activities may be publicized electronically in accordance with the following guidelines:

- All-student emails will be used only to communicate essential information to the Drury student body. Emails that meet the essential criteria must be sent through the Dean of Students office email. This is the only approved publicity email for students. Event notices and non-essential information will not be sent to all students via email.

- Electronic media announcements should be worded and formatted before submission to the Dean of Students Office.
- The Dean of Students Office reserves the right not to send or post electronic media based on content and submission standards or make exceptions to the policy.
- Allow a minimum of 24-hour notice to post and distribute electronic media announcements.
- Events registered 2 weeks before an event will be added to the weekly update and DU Engage App.

Posted Items Requirements

Posted items may include, but are not limited to: banners, brochures, flyers, leaflets, notices, posters and table signs. Publicity may be posted on the Drury University campus in accordance with the following guidelines:

- Table toppers in the Commons may include event designs. The Student Activities Office will place designs in the toppers. Students should replace the toppers themselves. Contact the Student Activities Office if you are interested. Design details will need to be confirmed 2 weeks prior to the event.
- Posted items should only be placed in designated posting areas within each campus building.
- Posted items must not be placed on building entry doors. Any posted items placed on building entry doors will be immediately removed.
- Posted items are limited to the Drury University community, including students, faculty, staff, campus departments and student organizations. University Communications, the Dean of the College or the Dean of Students must approve all additional posted items.
- Posted items should be attached using masking tape, sticky putty or double-sided tape for glass or wall postings. Posted items should be attached with pushpins or staples for bulletin board posting.
- Posted items should not cover other currently posted items.
- Posted items should not be posted until the event location has been reserved and confirmed.
- The individual or group sponsoring the publicity is responsible for posting their own publicity for activities or events.
- The individual or group posting the publicity is responsible for removing their postings within one week of the event's end.
- Material that is offensive or discriminatory in any manner may not be posted.
- Materials that publicize an alcohol-related or prohibited materials-related event may not be posted.

Publicity Policy Violation Sanctions

Violators of this policy will be subject to sanctions ranging from official warning letters and reprimand to disciplinary suspension from the university, according to the severity of the offense.

Failure to comply with any of the publicity guidelines will result in immediate removal of PR. Failure to remove outdated or non-approved PR could result in the loss of publicity privileges.

1st Violation:

- Written Warning from the Student Activities Office
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

2nd Violation:

- One semester revocation of posting privileges

- Fine: A minimum of \$50 fine assessed to the student organization's account
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

3rd Violation:

- Two semesters revocation of posting privileges
- Fine: A minimum of \$100 fine assessed to the student organization's account
- Restitution: Responsibility for cleaning, repairs, and replacement of damaged property
- Probation for student organization, which would result in loss of organization status for a minimum of one year

Student Photography Policy

Drury takes pride in using photographs of current students in materials that promote the university to prospective students, alumni, families, other universities and the community.

Student Photo Release Forms are available on Freshman First Day or through the Office of Marketing & Communications, Burnham 209. This form releases to Drury University the right and license to use a student's name, image, likeness or comments in Drury's materials for internal and external audiences. Students will have the choice to opt-in to participate in official university photo shoots or to submit comments for publication. Photos of public university events may be obtained without express consent.

University materials include but are not limited to: advertisements, brochures, news releases, magazines, newspapers, newsletters, videos, social media and www.drury.edu.

Student Activities Fair

The Student Activities Fair is held during New Student Orientation in the fall semester. All registered student organizations who are in good standing should attend the activities fair. This is the largest recruiting event for all student organizations and the first opportunity for new students to be exposed to all organizations.

Registration Requirements

Student organizations, clubs, teams, and departments must register to participate in the Student Activities Fair. Student Organizations can register as part of the organization annual renewal in the spring semester. It is the responsibility of the organization, team, or department to ensure that their group is properly registered by the deadline. Late registrations will not be accepted.

To Register for the Student Activities Fair

1. As part of the annual renewal form that is sent out in the spring, each organization will indicate if they would like to participate in the Student Activities Fair. Late registrations will not be accepted.
2. All applications will be reviewed by the Student Activities Office to determine if the organization is in good standing without outstanding sanctions or disciplinary measures.

3. The Student Activities Office will notify each organization if they are approved to participate in the fair with further instructions. Only organizations that receive approval confirmation will be allowed to participate in the fair.

Student Activities Fair Standards

The Student Activities Office (SAO) maintains basic standards to ensure that first-year student participants have a safe, fun and comfortable time during the Student Activities Fair. To ensure this experience, groups are required to comply with all Student Activities Fair standards.

The SAO has the authority to ask any individual or group to vacate the premises and/or fine an organization if they are in violation of the Code of Conduct, or any Student Activities Policies, including but not limited to behavior not conducive to creating a welcoming environment for all participants, students, staff, or other personnel.

Organizations that make an appearance at the fair who did not register or receive approval will not be allowed to participate.

Materials Needed for the Student Activities Fair

Student organizations should provide information and resources that accurately represent their organization. Participants are encouraged to be creative; decorate your table, offer giveaways, etc. Tri-folds, flyers, and pamphlets are all effective marketing tools for your organization to use.

Activities Fair Participation Guidelines

Student Activities participants are required to adhere to event standards, including:

Organization Representation

- Each organization must have a representative present at the table for the entirety of the fair.
- No more than 3 representatives are allowed at a time.
- Representatives should be friendly, welcoming, knowledgeable and be able to answer questions.
- Representatives should be actively involved and engaging participants in a positive, fun, and appropriate manner.

Appropriate Materials

- Each organization shall provide appropriate information that represents your organization.
- Flyers, handouts, and giveaways are acceptable as long as they meet marketing requirements.

Late Arrivals or No-shows

Groups who register and are approved to participate in the Student Activities Fair must arrive on time, be set up and prepared to welcome new students. If a group is going to be unavoidably late or unable to attend, they must notify the SAO 1 week prior to the fair.

Groups that register and do not show up will be charged a \$25.00 fee. (SGA funds cannot be used to cover this fee). If a group is late or no-shows, their participation in future events may be limited or prohibited.

Social Media Reminders

Drury University does not permit explicit or implied institutional endorsements of any product, cause, or political party through the use of its name, trademarks, logos or images.

Have questions or need some help setting up your accounts or campaigns? Contact Web Communications at mc@drury.edu or at (417)873-6956.

Press Releases

The Office of Marketing & Communications is a clearinghouse for campus information. We produce Drury Magazine for alumni and friends, and help write and design many other university publications.

The Office of Marketing & Communications also offers news, resources, and contact information to members of the media who cover Drury University news and trends.

Bylaw Template

Name of Organization Bylaws

Last Updated: Month Day, Year

Article I: Name

The name of this organization will be **Name**.

Article II: Group Description & Mission Statement

Briefly describe the purpose of your organization. Be as precise as possible since this statement will be listed in all student organization directories.

Article III: Membership

Section A: General Membership Eligibility Membership is open to current full-time or part-time Drury University students. No student will be denied membership based on grounds of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability.

1. General Membership is open to:
 - a. current full-time or part-time Drury University students (requirement)
2. General members have full rights and responsibilities of the organization when _____.

Section B: Honorary Membership Guidelines (if applicable)

1. Honorary membership is open to any faculty or staff member who:
 - a. _____.
2. Honorary members are non-voting members.
3. Honorary members will not directly benefit from SGA funding.

Section C: Dues & Collection Procedures (if applicable) The collection and disbursement of dues will not be based on grounds of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability.

1. The fiscal year for Name of Organization will be from Month to Month.
2. The amount of annual dues and any applicable penalty for not paying these dues will be determined each year by Name of Organization.
3. Dues will be \$ _____ per year.

Article IV: Voting

Section A: A quorum will be established with Number of Members or Percentage of Membership of members/membership.

Section B: A member will be considered a member in good standing provided that...

1. _____
2. _____

Section C: Each member in good standing may vote.

Article V: Officers

Section A: President, Vice President, Secretary, and/or Treasurer. (Advisor may also be included in this section). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of Name of Organization.

Section C: The term of office will be from Month to Month.

Section D: Election of officers will be held during what month of the year.

Section E: At least amount of time notice will be given before the election meeting. Nomination will be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from office by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. The officer in question will be considered reinstated with two-thirds approval of the members of the organization.

Section G: Any vacancy that may occur in an office will be filled by appointment by the remaining members of the Executive Board pending ratification at the next group meeting (ratification is optional).

Article VI: Duties of Officers

These duties can change based on your organization's needs. Basic membership requirements are at least 2 students – a president and treasurer; and at least 1 faculty or staff member – campus advisor. Extra officer positions should also be listed here.

Section A: President

1. The president is the chief executive officer of the organization.
2. The president appoints all committee chairpersons.
3. The president (with approval of the Executive Board) directs the organizational budget.
4. Vacancies in office will be filled by the appointment procedure listed in Article V, Section G.

Section B: Vice President

1. The vice president is the parliamentarian for the organization.
2. The vice president will assume the duties of the president should the office become vacant or in the absence of the president.
3. The vice president will have the current constitution and its bylaws.
4. The vice president will be responsible for scheduling programs.
5. The vice president performs other duties as directed by the president.

Section C: Secretary

1. The secretary is responsible for keeping the minutes of all general and Executive Board meetings during the elected/appointed term of office.
2. The secretary will provide a copy of the minutes for each officer.
3. The secretary will provide a copy of all minutes for the organization's permanent record.
4. The secretary maintains a complete and accurate account and file of all group activities.

Section D: Treasurer

1. The treasurer makes a quarterly report containing a list of all receipts and disbursements and the location of property represented in these figures.
2. The treasurer keeps a current record of all financial transactions for the organization.
3. The treasurer provides a copy of the quarterly reports for each officer of the organization.
4. The treasurer performs other duties as directed by the president.

Section E: Campus Advisor

1. The advisor must be an active faculty, administrator, or staff member of Drury University.
2. The advisor assists the group in their execution of roles and responsibilities.
3. The advisor provides feedback to the organization regarding its operation and functioning.
4. The advisor serves as a resource for alternatives with regards to decision-making or ideas.
5. The advisor should be aware of the organization's status and all financial transactions.
6. The advisor should be aware of any and all procedures and regulations affecting the group and also should assist in the organization's adhering to them.
7. The advisor should provide advice upon request and share knowledge, expertise, and experience with the group.
8. The advisor will be a non-voting member of the Executive Committee.
9. The advisor will attend organization meetings at least once per month.

Article VII: Structure of Group Committees**Section A: Committee Identification & Appointment**

The following committees (other than the executive Committee or Board) will be appointed by the president and are subject to ratification of the organization during a regular business meeting:

1. _____.
2. _____.
3. _____.

Section B: The duties of the standing committees will include the following...

1. _____.
2. _____.
3. _____.

Article VIII: Notice of Meetings

Section A: The times for regularly scheduled meetings will be determined by a general consensus of the active membership during the first regular business meeting of the term.

Section B: At least **amount of time** notice will be given for each regular business meeting of the organization.

Section C: The Executive Committee may call special meetings at any time.

Section D: The meetings will include a quorum, order of business, and disposition of minutes.

Article IX: Meeting Operations

Section A: Robert's Rules of Order/revised edition should be followed by the organization when it does not conflict with the constitution. For more information concerning Robert's Rules of Order and Parliamentary Procedure, please consult the following website:

<http://www.rulesonline.com/start.html#ror-01.htm>

Section B: Robert's Rules of Order may be suspended by two-thirds vote of active membership during a regular business meeting.

Article IX: Organization Standards & Accountability

Section A: Any member or officer not fulfilling membership obligations may be removed from the student organization. This is the process of group accountability:

1. [Warning](#)
2. [Meeting with President & Campus Advisor](#)
3. [Removal from Organization](#)

Section B: Members or officers may be removed or reinstated pending a decision from _____.

Quick Reference Guide for Organizations

Stay in good standing

- Submit annual renewal and signed non-discrimination statement each spring semester
- Complete the required trainings (president, treasurer, advisor)
- Keep organization information updated
- Abide by the Code of Conduct
- Register events and travel

Event Registration

Any event where students outside of the organization are invited to attend should be registered.

Regular organizational meetings do not need to be registered.

- Events should be registered 2 weeks in advance
- Event Registration form: [Student Event Registration – Fill out form](#)
- Any event where alcohol will be present must be registered using: [Wet Event Registration – Fill out form](#)
 - Wet events must provide a complete and accurate guest list with ratio of 2:1 by noon the business day prior to the event
 - Wet events must provide trained sobor monitors (min of 2) with a 25:1 ratio
 - If security is required it must be requested through Drury Safety & Security 4 weeks in advance
 - All alcohol policies must be followed

Travel Registration

Student Organizations must register travel plans with the SAO, if traveling outside the Springfield city limits.

- [Student Travel Registration Request Form – Fill out form](#)
- Every person that will be travelling must submit the Emergency Information & Liability Release form before they will be approved to travel.
- [Emergency Information & Liability Release Form – Fill out form](#)
- Any person driving on behalf of the organization or Drury must submit the [MVR Form](#) to Georgetta Young and complete the online driver training before they will be approved to drive.
- The [Travel Follow-Up form](#) must be completed within 1 week after the trip.

Supply Check Out

Organizations in good standing may borrow equipment from the Student Activities Office based on availability. Requests should be submitted 2 weeks in advance using the [Supply Check Out Form](#).

Financial Responsibility

It is the responsibility of the organization to keep accurate and complete financial records. An organization in good standing is eligible to request funding from SGA. Organizations should review the SGA financial handbook and follow it accordingly.

- Keep organization information updated so correct leadership is receiving important information
- Read emails and follow instructions and deadlines communicated by SGA
- Follow University purchasing procedures
- Keep receipts (or copies) for annual audits
- Submit [Student Credit Card Check Out Forms](#) 1 week in advance to the Dean of Students Office