STUDENT LEADERSHIP HANDBOOK
REVISED MAY 2019

University Vision -- Pfeiffer prepares its students for a lifetime of
achievement, scholarship, spirituality and service.

INTRODUCTION

It is the policy of Pfeiffer University to enable and encourage those who are interested to form and join organizations to promote their common interests and attributes. Student organizations are those formed for specific educational, professional, social, recreational, service, or other purposes, which derive membership and leadership from the student body.

Pfeiffer University reserves the right to review and approve all proposed student organizations seeking University recognition. This is to ensure that the proposed organization is compatible with the University's mission statement and is in compliance with all federal, state, and University regulations.

The University recognizes and registers student organizations in order to provide services, resources, and facilities; to effectively and equitably allocate University resources; and to assist in the coordination of activities. To ensure all the rights of a recognized and registered organization each organization is required to register with the Office of Student Involvement and the Student Government Association at the beginning of each academic year. Recognized organizations that are not registered with these university organizations have limited their access to the services and resources of the University.

The information provided in this guide is intended to support your success in planning group meetings, programs, and activities.

A NOTE ABOUT POLICY: Scattered throughout this handbook are various policies. These are marked as "policy" and are mandatory for every student group.

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THE BASICS

Types of Student Groups

There are several different classifications of student groups on campus and varying requirements for each of these groups. Below you will find the description and mandates of each.

Type of Group	Official university recognition	Registered with SGA	Member of Inter-Club Council	Reports to Dean of Students	Facilitated through Campus Recreation	Facilitated through Student Involvement	Advised by full/part-time faculty/staff	Able to reserve university facilities	May use university facilities	Eligible for Student Development funding	Eligible for Student Life Funding	Eligible for SGA funding	Must Abide by University polices
Academic Club/Academic Honorary Society	✓		✓	✓		✓	✓	✓	✓		✓		✓
Chartered Student Organization	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Club Sport	✓		✓	✓	✓		✓	✓	✓	✓	✓		✓
Departmental Organization	✓		✓	✓			✓	✓	✓	✓	✓		✓
Faith-based Small Group			✓	✓		✓	✓		✓		✓		✓
Sororities/Fraternities	✓		✓	✓		✓	✓	✓	✓				✓
Student Publication	✓		✓	✓		✓	✓	✓	✓				✓
Unauthorized Group				✓									✓

Privileges & Obligations of all Chartered Organizations

Upon official recognition by Pfeiffer University, there are certain privileges afforded a new student club/organization, and certain obligations the new organization is expected to discharge. These privileges are as follows:

A. Each organization becomes eligible to participate in University-approved student activities, to sponsor activities that may be included in the Events Calendar, and to reserve University facilities.

B. Each organization's officers are required to register their organization with the Student Government every year. Otherwise, the organization will become inactive and will lose its

privileges mentioned above. Immediately following each election, lists of new officers and/or advisor(s) with contact information should be submitted to the Student Government.

C. Each organization commits itself to sponsor only such projects as will benefit both the group and the University and to uphold the University regulations, including the Student Code of Conduct, Code of Ethics for Student Organizations, the Student Government policies, village ordinances, and all state and federal laws.

Sanctions

Any university student or organization who violates the rules set out by the University or this handbook will be subject to disciplinary actions that range from educational sanctions through suspension and expulsion. Students accused of violating these policies and rules are afforded full due process under the University Code of Conduct. The University reserves the right to assign disciplinary sanctions based on the particular circumstances of each individual case.

Recall

The approval of a student organization at Pfeiffer University is made on the basis that the organization will conform to the Privileges and Obligations of Chartered Organizations as stated above. Failure on the part of the organization to conform to the above mentioned obligations, to conditions of approval and any breach of Student Government and/or University policy may subject the organization to be recalled by the Dean of Students. Recall may result in the president and/or advisor of the organization having to appear before the appropriate person/committee to answer any charges that have been brought against the organization. The person/committee also reserves the right to impose disciplinary measures, which may include revoking the charter of any organization. The organization will be inactive for a period of time, which will be determined by the Dean of Students.

Code of Ethics for Student Organizations

1. <u>Relationship of Student Organizations to the University:</u> Recognition of, or registration of, an organization does not mean that the University supports or adheres to the views held or position taken by registered or recognized groups. Responsibility for any action that violates federal, state, or local laws or University regulations is assumed by the individual group and its advisor, officers, and members.

2. <u>Introduction of Code of Ethics:</u> The extension of privileges by the University as detailed in this document requires all student organizations to be registered and to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community, and the University. Organizations and their members are subject to being governed and sanctioned by the same rules and regulations for individual students. This Code of Ethics has been established for all registered and recognized student organizations. Each registered student organization must adopt and abide by this Code of Ethics.

3. <u>Specific Standards of Ethics</u>
    a. Scholarship: In accordance with the academic mission of the University, a portion of an organization's activities should reflect a conscious effort to enrich each member's academic development.
    b. Character Development: The moral conduct and personal behavior of each member affects the organization's image. This makes it important for the individual to act at all time with self-respect and integrity.
    c. Community Relations: All organizations members will conduct themselves in a supportive positive relationship with the community, as their actions reflect upon the University as a whole.
    d. Financial Management: All funds shall be used in a judicious manner. Members shall not incur debts (either individual or in the name of the organization) that result in organizational disability. All financial debts must be paid to maintain active status.
    e. Servant Leadership: Because Servant Leadership is so important to Pfeiffer University and its mission, it is incorporated into a requirement that every registered club complete a service-project each semester. Community service is not only considered an act of compassion for others but ultimately as the registration of the common bond of humanity.
    f. Wellness: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional, and physical well-being.
    g. Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members' leadership skills for future positions in leadership roles.
    h. Legal Responsibility: Each organization's members have a responsibility to know and uphold all federal, state, and local laws and University policies. Student should be knowledgeable of, and comply with, the expectations set forth for individual students and for organizations as stated in the Code of Ethics for Student Organizations.

NEW ORGANIZATIONS

Creating a New Organization

Student clubs and organizations at Pfeiffer University add vibrancy to the student experience. Students who have similar interests surrounding a specific subject or activity (i.e. music, fishing, etc.) may wish to create a more formal means of engaging in this activity or to further promote their area of interest.

Clubs and organizations should only be created when:

- the aims of the group are aligned with those of the university
- activities of the organization will promote school spirit, academic and/or leadership development, civic engagement, or otherwise benefit the campus community
- the organization is created with the aims of long-term stability and engagement in the campus community

Chartering a New Organization

Student organizations at Pfeiffer University are chartered by the University and, when chartered, become officially recognized organizations that may avail themselves of all privileges relating thereto. An officially chartered student organization will not use its official status for any purpose other than its own organization; this shall include, but not be limited to, financial gain for individuals, sponsoring activities for an unchartered group, and reserving facilities and conducting business for an unchartered group.

Student organizations are characterized by:
1. a written constitution and bylaws
2. officers
3. a faculty/staff advisor
4. a program of projects and activities through which they attempt to carry out their objectives.

Requirements

A group of ten or more full-time students wishing to form an organization and seek official status from the university by obtaining a charter may do so, provided the following requirements are met:
1. The group does not duplicate an existing organization.
2. A formal constitution is submitted outlining the purpose of the group seeking the charter and framework of the organization.
3. The application for chartering a new student organization is completed and filed with the Office of Student Involvement/Inter-Club Council together with the proper supporting documents.
   a. Student Organization Registration Card
   b. Three copies of proposed constitution signed by officers, chartering member and advisor. (In the event the group seeks to affiliate with a state, regional, and/or national

> organization, three copies of that constitution must also be appended.)
>   c.   Letter of support from the advisor of the proposed student organization.
> 4.   The organization has an advisor who is a member of the full-time faculty or staff.
> 5.   The organizational president and/or advisor meet with the Inter-Club Council Coordinator and Director of Student Involvement regarding the proposed organization.

Organizational Meetings

Up to three meetings may be held prior to the official chartering of a student organization. Business during these meetings should be limited to constitution drafting and form the structure of the organization.

Organization Steps

1.   The ICC Coordinator will present the request to the Student Government Association at its next meeting; he/she may request the president and/or advisor of the proposed organization to be present to answer any questions that might arise.
2.   The recommendation of the Student Government Association is forwarded to the Dean of Students for final action.
3.   The ICC Coordinator will advise the president and advisor of the proposed organization of final action.
4.   The organizational president is responsible for reviewing campus policies and procedures.

Approval

Once a constitution has been approved by the Student Government Association, said constitution is filed and becomes the official reference copy. No changes will be recognized without Student Government approval, and in the event of any controversy within the group, the official copy will be used to determine points in question.

Guiding Documents

Mission and Vision Statements

- Mission Statement - One or two sentences defining why your organization exists
- Vision Statement - Detailed description of the future you hope to accomplish

The Difference between a Constitution and Bylaws

Constitutions clarify the purpose of the organization and its fundamental principles. Bylaws outline detailed procedures an organization must follow to conduct business in an orderly manner. Both, an organization's constitution and its bylaws, should be reviewed regularly by the organization and be updated as necessary.

Drafting a Constitution and Bylaws

By definition, an organization is defined as "a group of persons organized for some end or work." Written documentation in the form of a constitution and bylaws serve to *organize your work* by *clarifying your purpose* and outlining your basic structure, allowing members and potential members to better understand your organization and how it functions.

What should be covered by a Constitution?

Article I: The name of the organization
Article II: Affiliation with other groups (local, state, national, etc.)
Article III: Purpose, aims, and functions of the organization
Article IV: Membership requirements (how they are determined, eligibility, etc.)
Article V: Officers (titles, terms of office, duties, etc.)
Article VI: Advisor (how they are determined, duties, term of service, etc.)
Article VII: Quorum (number of members required to transact business) Article VIII: Meetings (frequency, who calls the meetings, etc.)
Article IX: Amendments (means of proposal, notice required, voting requirements) Article X: Ratification (requirements for adopting this constitution)

What should be covered in the Bylaws?

A. Membership (requirements, resignation, rights and duties)
B. Dues (amount and collection procedures, special fees, when payable)
C. Duties of Officers (powers, responsibilities, specific job descriptions if not already specified in constitution)
D. Officers (procedures for filling unexpired terms of office, removal from office)
E. Executive Board (structure, composition, powers)
F. Committees (standing, special, how formed, chairpersons, meetings, power, duties)
G. Order of Business (standard agenda for conducting meetings)
H. Voting Procedure (quorum, who has power to cast a vote)

<div align="center">**ADVISORS**</div>

The Role of the Advisor

Put simply, an advisor is a faculty or staff member who is either requested or assigned to provide support and guidance to a student group. The advisor often serves in an official capacity as a representative of the institution. Each student group has its own personality and may define the role of the advisor in different ways.

Organizational advisors are often expected to share certain kinds of information about policies, contractual matters, or institutional procedures, as well as more general observations relation to organizational functioning or the personal development of members. Advisors also teach, coach, and consult to help the organization and its members grow and develop. Advisors also provide continuity for the organization, since the student membership is constantly changing. Being asked to advise a student organization can be both a flattering and overwhelming notion. It is quite an honor to be considered by students as someone who they trust and with whom they can share a common bond.

Advisors are volunteers who are committed to working with students on a co-curricular level. Student organizations provide a forum where students can participate in activities in a non-classroom learning environment. An effective advisor can contribute greatly to the realization of the potential for student development among student members.   No matter what the nature of the student group – sports, honorary, religious, and social – the group can be a great asset to the education of the student, and a good advisor should aid in this learning process.

Choosing an Advisor

The selection process of each student group is different, so the university has no specific policy on the selection of an advisor. A faculty or staff member who is interested in becoming an advisor should contact the Office of Student Involvement, Stokes Student Center 219, for a list of student groups on campus that might need an advisor. Some organizations have more than one advisor, so checking with the particular group you are interested in may give you additional information.

Serving as a co-advisor may also be an effective means of balancing advising and other responsibilities. Student groups may want one advisor to handle management or fiscal responsibilities and another advisor to deal with special projects or programming activities. The option of co-advisement must be determined on an individual group-need basis.

Advisor Requirements:
1. An advisor must be a full-time or part-time faculty or staff member of Pfeiffer University.

2. The advisor will be aware of University policies, the Student Handbook, the Student Leader Handbook, and any other institutional guidelines that establish expectations for student behavior and activities.
3. Advisors are expected to report all rule violations or potential violations to the appropriate university official(s).
4. The advisor will be familiar with activities of the student group and have an appropriate level of knowledge related to the mission of the organization.
5. If the advisor wishes to resign the position, he/she must notify the student group and the Office of Student Life in writing.

The Advisor's Job Description

There are no guidelines concerning the job description of a student group advisor. Each organization has unique requirements and needs from its advisor. As an advisor, it is your responsibility to meet with the officers and come to a mutual agreement regarding the time demands and their advisement needs. A written outline of these duties is strongly encouraged, but not required. This will give a clear picture of what the student group's expectations may be of the advisor and what commitments you will share with the students. The following is designed to help the advisor and student officers arrive at a clear and mutually agreed upon role of the advisor in the organization

The advisor may be expected to do the following: (please use this as a guiding list, adding or omitting those items that assist your individual organization.)
1. Attend all general meetings and/or executive committee meetings.
2. Call meetings of the executive committee when s/he believes it is necessary.
3. Explain university policy when relevant to the discussion.
4. Explain university policy to the executive committee and depend upon on the officers to carry them out.
5. Explain university policy to the entire membership at a general meeting once a year.
6. Help the president prepare the agenda before the meeting.
7. Serve as parliamentarian for the group.
8. Speak up during discussion when s/he has relevant information.
9. Be quiet during general meetings unless called upon.
10. Exert his/her influence with officers between meetings.
11. Take an active part in formulating the goals of the group.
12. Initiate ideas for discussion when s/he believes they will help the group.
13. Be one of the group except for voting and holding office.
14. Attend all group activities.
15. Require the treasurer to clear all expenditures before financial commitments are made.
16. Request to see the treasurer's books at the end of each semester.

17. Check all official correspondence before it is sent.
18. Get a carbon copy of all official correspondence.
19. Be custodian of all paraphernalia, records, etc., during the summer and between changeovers of officers.
20. Keep the official files in his/her office.
21. Inform the group of infractions of their bylaws, codes, and standing rules.
22. Veto a decision when it violates a stated objective, bylaws, standing rules, or university policy.
23. Mediate interpersonal conflicts that arise.
24. Be responsible for planning leadership skills workshops.
25. Let the group work out its problems, including making mistakes and doing it the hard way.
26. Insist on an evaluation of each activity by those students responsible for planning it.
27. Let the group thrive or decline on its merits; do not interfere unless requested to do so.
28. Represent the group in any conflicts with members of the university staff.
29. Be familiar with university facilities, services, and procedures that affect group activities.
30. Take an active part in the orderly transition of responsibilities between old and new officers.
31. Approve all candidates for office in terms or scholastic standing (GPA)
32. Check periodically to ensure that officers are maintaining the required grade point average.
33. Cancel any activities when s/he believes they have not been properly planned.

Suggestions for Effective Organizational Advising

The maturity/skill level of the organization and its leadership should dictate your style or advising. If members have basic skill levels, you may need to be more actively involved with the student group. As the leaders' skill levels mature, you can then decrease the amount of direction you provide for the group.

Below are some suggestions for effective advising:

A. Express sincere enthusiasm and interest in the group and its activities.
B. Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
C. Provide feedback to the group and the leaders regarding their performance.
D. Participate with the group and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input.
E. Following group meetings, discuss any problems encountered during the meeting with the officers.
F. Be careful of becoming too involved with the group. Remember that you are not a member. Your role is to advise, assist and facilitate.

The Student Group's Responsibilities to the Advisor

Remember that your advisor is volunteering their time and energy to assist with your student group. It is the students' responsibility to inform the advisor about the activities of the organization.

A student group should:
  A. Notify the advisor of all meetings and events
  B. Consult the advisor in the planning of all activities
  C. Consult the advisor before making any changes in the structure or policies of the group and before beginning any major projects
  D. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor
  E. Communicate with the advisor about any problems or concerns
  F. Be clear and open about the group's expectations for the advisor's role
  G. Evaluate the advisor and give appropriate feedback at the end of each semester

ORGANIZATIONAL MANAGEMENT

Running Effective Meetings

Before the meeting:
  A. Define the purpose of the meeting.
  B. Establish an agenda that allows for dialogue, reflection, and decision making. Ask team members if they have anything to add to the agenda.
  C. Check the date and time to avoid conflicts.
  D. Choose a location that is appropriate for the size of your group and the purpose of your meeting. (For example, if you are showing a video you will want to be sure you choose a space with a television.) Remember to reserve the space - do not assume it will be available whenever you need it.
  E. Announce meeting date, time and location to team members and distribute the agenda so they can prepare.
  F. Remember that consistency is key - in the date, time, location and agenda outline.

During the meeting:
  A. Welcome team members as they arrive. (Lead an ice-breaker game to introduce new members.)
  B. Punctuality. Begin and end on time!
  C. Designate a person to keep track of decisions, assignments and deadlines for future reference. (This may be the secretary's job.)
  D. Follow the agenda, but adjust it so that priority items receive adequate attention.
  E. Encourage discussion within the group and keep it moving forward on topic. Take note of who is talking and who is not - do your best to facilitate balance.
  F. Remember to model servant leadership skills.
  G. Set the date, time and location for the next meeting.

After the meeting:
  A. Promptly review your notes from the meeting.
  B. Distribute minutes within three days.
  C. Follow up on delegated tasks.
  D. Thank persons who provided special resources or assistance.
  E. Begin building the agenda for the next meeting and be sure to include this meeting's unfinished business.

Ice Breakers

Ice breakers can help:

- Create a relaxing, positive group atmosphere
- Break down barriers and help people get to know each other
- Energize and motivate
- Get people thinking outside of the box

Managing Conflict

Conflict is inevitable any time you work within a group, the test of a true leader is how they handle it. Below you will find some advice on managing conflict when it arises.

When the conflict involves you:

1. Always be respectful. No matter what happens or how others treat you, treat them with respect. Before you can deal with the issue, you must recognize that conflict is a deeply emotional response.
2. Seek to understand the other person. Walk a mile in their shoes - know their experience, their emotion, their attachment. Listen first to understand where they are coming from, and secondly to decide how to respond.
3. Share your side of the issue. Use "I" statements to avoid placing blame.
4. Find some common ground. Look for ways that you both can agree on what exactly the issue is before you try to decide upon a solution.
5. Brainstorm possible solutions. No idea is a bad idea - explore every option.
6. Evaluate possible solutions and reach an agreement.
7. Implement the solution. The answer may be to agree to respectfully disagree.
8. Evaluate your experience. What did you learn about yourself? About the other person? What went well? What would you do differently?

When the conflict is between other members of the team:

A. Refrain from taking sides.
B. Assume that both sides of the argument have legitimate positions. Recognize your biases and get over them.
C. Bring both parties together at a neutral location.
D. Set some ground rules and enforce them. (For example, no interruptions, no name calling, etc.)
E. Listen actively. Ask for clarification if it seems like one party is struggling to understand the other's position.
F. Don't share your own personal experiences. This is not the place or time.

G. Be aware of your own strengths and weaknesses. Please ask for help from an advisor or another trusted source for advice or to be present.

Officers

One of the most pressing problems facing any student organization – even those with a history of success – is the year- to-year continuity of the group. It is easy to believe, while engrossed in the hectic activities of the group, that the organization's future success is a given. Unfortunately, that is not the case.

The natural attrition of graduation, conflicting interests, and lost interest can wipe out the cadre of experienced membership in literally a semester. One the critical mass of numbers and the quality, experienced leadership are lost, then the organization is at its greatest risk of becoming ineffective and eventually inactive.

An effective plan of officer transition and training can greatly reduce the possibility of ineffectiveness in an organization.

Officer Selection

A common mistake of many student organizations is the calendaring of elections. Early semester elections (for instance, the second or third week of the fall semester) typically result in losing valuable time through hesitancy. March or April can allow time to select new officers as late spring elections encourage summer planning and a fast start in the fall. Some organizations utilize a calendar year (January – December) as their officers' term of office so that new leaders can work with their predecessors during the spring semester in the case of questions about how things were done in the past.

The advantage of annual elections over semester elections is experience and opportunity. An officer is more likely to make significant progress toward organizational goals is he/she has the time to bring projects to fruition and the experience to capitalize on opportunities.

Regardless of when the process occurs, the transition between officers is vital. In order to be most effective, club officer terms should provide at least one month of overlap so that new officers have the opportunity to work closely with outgoing officers in order to understand the roles and responsibilities of their respective leadership positions.

What is important about the transition?
  A. To prepare incoming officers for the responsibilities of their new positions.

  B. To prevent incoming officers from "reinventing the wheel."

  C. To introduce incoming officers to the advisor.

Suggestions for effective transition:
  A. Arrange for a meeting with the outgoing and incoming officers and include the club advisor. Discuss past, current and future issues so that the incoming leadership is prepared.
  B. Pass down records and discuss the financial status of the club.
  C. Create informational/resource binders for every important leadership position in the organization.

  D. Create a reflection and goal setting session with the entire club membership. Find out what direction they want to take the club--then, meet as an executive board and establish goals and objectives for the club.

  E. Meet with any related offices on campus to begin to foster good working relationships.

SERVANT LEADERSHIP

10 Tenets of Servant Leadership

1. <u>Listening</u> - Traditionally, leaders have been valued for their communication and decision making skills. Servant- leaders must reinforce these important skills by making a deep commitment to listening intently to others. Servant- leaders seek to identify and clarify the will of a group. They seek to listen receptively to what is being said (and not said). Listening also encompasses getting in touch with one's inner voice, and seeking to understand what one's body, spirit, and mind are communicating.

2. <u>Empathy</u> - Servant-leaders strive to understand and empathize with others. People need to be accepted and recognized for their special and unique spirit. One must assume the good intentions of coworkers and not reject them as people, even when forced to reject their behavior or performance.

3. <u>Healing</u> - Learning to heal is a powerful force for transformation and integration. One of the great strengths of servant-leadership is the potential for healing one's self and others. In "The Servant as Leader", Greenleaf writes, "There is something subtle communicated to one who is being served and led if, implicit in the compact between the servant-leader and led is the understanding that the search for wholeness is something that they have."

4. <u>Awareness</u> - General awareness, and especially self-awareness, strengthens the servant-leader. Making a commitment to foster awareness can be scary--one never knows that one may discover! As Greenleaf observed, "Awareness is not a giver of solace - it's just the opposite. It disturbed. They are not seekers of solace. They have their own inner security."

5. <u>Persuasion</u> - Servant-leaders rely on persuasion, rather than positional authority in making decisions. Servant- leaders seek to convince others, rather than coerce compliance. This particular element offers one of the clearest distinctions between the traditional authoritarian model and that of servant-leadership. The servant-leader is effective at building consensus within groups.

6. <u>Conceptualization</u> - Servant-leaders seek to nurture their abilities to "dream great dreams." The ability to look at a problem (or an organization) from a conceptualizing perspective means that one must think beyond day-to-day realities. Servant-leaders must seek a delicate balance between conceptualization and day-to-day focus.

7. <u>Foresight</u> - Foresight is a characteristic that enables servant-leaders to understand lessons from the past, the realities of the present, and the likely consequence of a decision in the future. It is deeply rooted in the intuitive mind.

8. <u>Stewardship</u> - Robert Greenleaf's view of all institutions was one in which CEO's, staff, directors, and trustees all play significance roles in holding their institutions in trust for the great good of society.

9. <u>Commitment to the Growth of People</u> - Servant-leaders believe that people have an intrinsic value beyond their tangible contributions as workers. As such, servant-leaders are deeply committed to a personal, professional, and spiritual growth of each and every individual within the organization.

10. <u>Building Community</u> - Servant-leaders are aware that the shift from local communities to large institutions as the primary shaper of human lives has changed our perceptions and has caused a feeling of loss. Servant-leaders seek to identify a means for building community among those who work within a given institution.

*Larry Spears, CEO of the Greenleaf Center

Active Listening

Below you will find four steps for active listening. This will help you ensure that you hear the other person, and that the other person knows you are hearing what they have to say.

1. Use your body language to show that you are listening.

   Facial expression, small encouraging comments, eye contact
2. Provide feedback.

   Ask clarifying questions, paraphrase/summarize the speaker's comments
3. Defer judgment.

   Don't interrupt, remember that you don't have all of the information, nor do you have all of the answers.
4. Respond appropriately.

   Use "I" statements, be candid and honest, assert your opinions respectfully

Confidentiality

As a student leader, others may divulge information to you in confidence. Confidentiality does not promise secrecy. When someone tells you something that could be harmful to him/herself or others, you are expected to pass that information along to someone who can help. Confidentiality does, however, imply that what is said in the conversation will not be told to the general public.

The 5 Practices of Exemplary Leadership

After studying leadership practices for 25 years, James Kouzes and Barry Posner are considered experts. Below is their list of five leadership principles:

1. Challenge the Process
    Don't be afraid to ask questions to improve the organization
2. Inspire a Shared Vision

    Create an image of a future possibility for your organization and gain buy in
3. Enable Others to Act

    Involve everyone in the work of the organization and find ways to strengthen their leadership
4. Model the Way
    Set the example through the way you live your life and the way you lead the organization
5. Encourage the Heart
    Recognize others for their contributions and achievements

* The Leadership Challenge, Kouzes and Posner

Recognition

Everyone needs encouragement and appreciation to excel in their work. Part of being a leader is taking the time and the effort to initiate recognition of your team's efforts. Recognition can be as simple as an e-mail or a "thank you" or it can be scheduled into your regular meetings. One opportunity that is structured into the university calendar is Student Leadership Awards.

The Student Leadership Awards is an recognition program occurring every April that seeks to empower and reward outstanding annual achievement of both student leaders and student organizations. It is sponsored by the Office of Student Involvement and includes all groups affiliated with ICC as well as student organizations and the offices of Residence Life, Admissions, Peer Mentors, Francis Center and the Office of Religious Life. If you would like to present an award for or from your student organization, please contact the Director of Student Involvement.

EVENT PLANNING

Planning An Event

Before making plans, be sure to consider the purpose of the event (social, educational, fundraising, etc.). Also consider your budget. Potential costs may include invitations, decorations, special guests/services, catering, venue, audio/visual needs, signage, and security.   We will explore this more fully in the next section, Funding and Finances. Next, you will need to choose a date.

Calendaring Policy

When considering a day for your event, check the online university calendar for open dates and times. Once you have found an open date, you must complete and submit an Event Request Form found on my.pfeiffer under Campus Life. Event Request forms should be submitted at least two weeks prior to your event.

Submitting the Event Request Form does not guarantee that your event has been approved. Approval will be confirmed by the Director of Student Involvement or the Office of Student Development. You are responsible for completing any necessary venue reservations or set-up requests with the appropriate university offices.

While Pfeiffer University can often accommodate events occurring simultaneously, there may be instances when events should not occur at the same time due to limited facilities or limited resources such as parking or security. In these cases, the events will be reviewed by the Office of Student Involvement in order to determine a feasible solution.

Contractual Agreements

Contracts are a binding agreement between two parties in which each gives something in return for something else.   All student organizations may at one time or another secure contracts on behalf of their organizations, whether on or off campus. No student may enter into a contract or make a promise, payment or other compensation, including use of University property, to any vendor, contractor or individual without permission of the University. Only persons designated by officers of the University may sign contracts. Students who enter into a contract without University approval may be held responsible for costs or legal action by the contractor.

Catering

Whether you are simply getting snacks and drinks for a meeting or planning a meal, before making catering plans for your event take a moment to answer a few logistical questions.
   1.   How many people are you inviting? How many do you expect to attend?

2. If you are serving dinner, will it be served as a buffet or sit-down dinner?
3. Do any of the attendees have food restrictions? (Vegetarian, vegan, allergies, etc.)
4. All food and beverage events must abide by the Alcohol Policy on page 11.

Security Policy

A Misenheimer Police Department official is required at all events of 100 or more people, as well as any campus event where alcohol is served. The sponsoring group is responsible for making arrangements for these services and for the cost of supplying law enforcement. The Director of Student Involvement, Dean of Students, and Chief of Police have the authority to require more than one officer at an event if deemed necessary. These officials are the only individuals who can make exceptions to this policy.

Audio/Visual Support

If you plan on using any audio or visual equipment at your event, be sure that you know exactly how to use it. Do not wait until the day of the event to realize that you are not trained to use the equipment and need help. Also be sure to recruit help if you need someone to run audio or visual equipment for the event. Chartered student clubs and organizations may request A/V assistance from the Office of Digital Technology and Transformation by emailing techsupport@pfeiffer.edu. Requests for training should be made no less than one week in advance of your event date. Requests for access to audio-visual equipment should be made no less than three days in advance of your event.

The Office of Student Involvement has a portable sound system that may be utilized by student groups. Contact the Director of Student Involvement to reserve the system.

Political Activity Policy

Pfeiffer University recognizes and appreciates student interest in local, state and federal politics. It is the intent of the University to provide a campus environment in which students may participate fully in appropriate political activity, within the constraints of university regulations and local, state, and federal laws. With that in mind, the following guidelines shall apply to all political activity on the Pfeiffer University campus.

A. Student groups may invite candidates for public office to speak on or in University property or facilities so long as the University is able to provide reasonably equal facilities to all other candidates for the same political office.
B. Scheduling of politically related activities must be handled in accordance with applicable University regulations.
C. The distribution of fliers or any other political publications are subject to the Solicitation Policy (pg 15).

Making Reservations

It is important to reserve space on campus any time you may need it, even if it is for a small meeting. If you do not reserve the space, then there is no guarantee that the space will be available for your use. Below you will find a listing of campus venues, their accommodations and contact information for reservations.

When reserving campus space, please provide your event date, starting and ending times, how many people are expected to attend, and any special requirements (audio, visual, catering, etc.). You must receive permission ahead of the event for any items brought in or anything taken out of the space (decorations, food, audio/visual equipment, etc.).

Campus Venues

Venues	Max Occupancy	Handicap Accessible?	A/V Equipped?	Reservations Contact
Academic Classrooms	Varies	Varies	Varies	Registrar
Harris Lecture Hall	192	Yes	Yes	Registrar
Crumley Hall (JF 200)	60	Yes	Yes	Registrar
Athletic Complex	Varies	Varies	Varies	Athletics
Merner Gym	1500	Yes	Yes	Athletics
Campus Theater	125	No	Yes	Registrar
Gibson Lake	N/A	Yes	No	Student Development
Henry Pfeiffer Chapel	340	Yes	Yes	President's Office
Knapp Fitness Center	Varies	Yes	Yes	Knapp Fitness Center
Knapp Gym	300	Yes	Yes	Knapp Fitness Center
Knapp Fitness Classroom	45	Yes	Yes	Knapp Fitness Center
Library	Varies	Varies	Varies	Library
Residence Hall Areas	Varies	Varies	Varies	Residence Life
Cline Parlor	50	Yes	Yes	Residence Life
Ervin Classroom	15	No	Yes	Residence Life
Merner Parlor	50	Yes	Yes	Residence Life
Kluft Parlor	30	No	Yes	Residence Life
Plyler Parlor	30	No	Yes	Residence Life
Rowe Parlor	50	Yes	Yes	Residence Life
Vaughn Parlor	30	No	Yes	Residence Life
Washington Parlor	30	No	Yes	Residence Life
Stokes Student Center	Varies	Varies	Varies	Student Development
Cafeteria (dining room)	280	Yes	Yes	Sodexo
Cafeteria (back room)	75	Yes	Yes	Sodexo
Community Room	300	Yes	Yes	President's Office

Knotts Foyer	30	Yes	Yes	Student Development
Leadership Lounge	20	Yes	No	Student Involvement
Stokes Lounge	120	Yes	Yes	Student Development
Trustee Boardroom	35	Yes	Yes	President's Office

Contacts

Minister to the University	Rev. Maegan Habich	ext. 3409	Stokes Student Center 205
President's Office	Teena Mauldin	ext. 3031	Admin Building 201
Registrar's Office	Kim Smith	ext. 3061	Admin Building
Residence Life	Regina Simmons	ext. 3404	Stokes Student Center 103A
Sodexo	Sandy Rhodes	ext. 3449	Stokes 020
Student Development	Joanna Foley	ext. 3400	Stokes Student Center 102
Student Involvement	Paula Morris	ext. 3407	Stokes Student Center 219

Off Campus Venues

LARGE GROUP MEETING SPACE	
Bank Boardrooms	Dean of Students (704) 463-3401
Stanly Community College - Boardrooms & Classrooms	www.stanly.edu (704) 982-0121
Stanly County Agri-Civic Center	www.stanlyciviccenter.com (704) 986-3816
Albemarle YMCA	www.stanlycountyymca.org (704) 982-1916
Salisbury YMCA	www.rowanymca.com
Parks & Retreat Centers	
Dan Nicholas Park - Picnic & Shelter Areas, Nature	www.dannicholas.net (704) 216-7808
Gold Hill Park Rental Costs -Rufy Shelter $250/day Amphitheater $150, Log Barn $60	www.historicgoldhill.com
Morrow Mountain State Park	www.ncparks.gov/Visit/parks/momo/m
Richfield Park	
Rock Creek Park	(704) 982-1910
Cedar Grove Retreat Center	www.cedargroveretreat.com (704) 938-

Sacred Grove Retreat	www.sacredgroveretreat.com
Restaurants that offer Private Parties	
Brick Street Tavern - Salisbury	www.thebrickstreettavern.com info@thebrickstreettavern.com (704) 637-6047
Castaways - Salisbury	(704) 216-0130
DJ's - Salisbury	www.djsrestaurant.com (704) 638-9647
Tiffany's at the Boardroom - Albemarle	(704) 986-0645
Glory Beans - Albemarle	(704) 550-5427
Second Street Sundries – Albemarle	(704) 983-2233
Sweet Meadow Café - Salisbury	(704) 637-8715

Campus Facilities Use Guidelines

All facilities should be left in the same condition in which they were found and ready for the next event. Anyone using Pfeiffer University facilities will be held responsible for any damages done to the area during the time of scheduled use. It is preferred that the adviser is present during the group's use of the space.

All individuals using Pfeiffer University facilities are expected to adhere to all university policies as well as local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations will result in disciplinary action and possibly forfeiture of the privilege of future use of campus facilities.

Marketing Options

Consider the following options when marketing for your event:
A. The Toilet Paper
   To get your event on the weekly newsletter, The Toilet Paper, please complete the Event Request Form. Only events listed on the online university calendar will be added to the Toilet Paper. This weekly publication runs Monday – Sunday and is published on Monday mornings.
B. University Website
   Completion of the Event Request Form and approval of your event will also result in your event's addition to the online university calendar.

C. Campus E-Mail

Student organizations with an official university assigned e-mail address may send broadcast emails addressed to the Misenheimer listserv, as well as AllFaculty and AllStaff, if you choose. This will go out to the entire Misenheimer Pfeiffer community. If your student group does not have an e-mail account, your advisor may send emails on your organization's behalf or request assistance from the Director of Student Involvement. Personal student accounts do not have the capability to send campus-wide e-mails.

D. Press Release

Contact the Director of Communications for Press Release options.

E. Campus Advertising (flyers, bulletin boards, etc.)

Note the Advertising and Solicitation policies on page 16.

Please also remember to reference the Style Guide before using any official Pfeiffer University branding.

Advertising & Posting Guidelines

To help maintain the beauty of our campus, all clubs and organizations must abide by the following advertising policies:

A. All advertising must be factual, and should not mislead or misrepresent the real nature of event, activity, service, or commodity advertised.

B. All advertisements must bear the names of the sponsoring organization(s).

C. Posting advertisements is for a 2-week period only. Your organization is responsible for removing advertisements after that 2-week period. Failure to remove advertisements may result in loss of posting privileges.

D. All advertising must be in good taste and shall not contain nudity, sexist, racists or derogatory remarks, excessive alcohol consumption, or profanity.

E. Posting is not allowed on glass surfaces or doors, interior or exterior surfaces of doors, painted surfaces, or University signage.

F. Publicity materials must be approved by the Office of Student Development and posted with blue painters tape only.

G. When posting on bulletin boards, please use staples or push pins only (never tape).

H. If bulletin boards are reserved for a specific office or department, please do not post on those boards without permission.

I. Only chalk specifically made for sidewalks and other surfaces should be used (vs. blackboard chalk). Chalking is limited to spaces where natural rain can wash away the markings. Also, sides of buildings or walls should not be chalked.

Solicitation Policy

This Solicitation Policy applies to University students, faculty, staff and volunteers, as well as vendors and other non- University individuals and entities and their representatives.

A. Any solicitation undertaken must be approved by the University, conducted in compliance with University policies and procedures as well as local, state and federal laws.

B. Additionally, any solicitation undertaken at a University athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with their policies.

C. University students and student groups who violate this policy are subject to disciplinary action under the Code of Student Conduct.

D. Non-employees or non-students, including non-profit organizations, may not engage in solicitation on University property at any time. Exceptions to the Solicitation Policy must be approved by the Dean of Students.

E. Commercial solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University will not be approved.

F. Inquiries regarding the Solicitation Policy should be directed to the Office of Student Development.

SUGGESTED STUDENT ORGANIZATION EVENT PLANNING TIMELINE

6-12 months in advance
- Define purpose of your event. Does this line up with your organizational mission?
- Choose event theme
- Choose date (after consulting university calendar)
- Create a budget for the event.
- Choose facility/location
- Any special activities/guests/contracts?

2-6 months in advance
- Reserve lodging/activity/guest
- Set pricing and pay schedule
- Contact any campus partners

1-3 months in advance
- Pay deposit for activity/guest/contracts
- Look over contract/rider and make any provisions needed
- Visit facility/location, if possible
- Plan program/agenda
- Information to Office of Communications for local press (if needed)
- Determine if event may be eligible for Pfeiffer Life credit and if so, submit details
- Submit Event Request Form

1 month in advance
- Continue publicizing event
- Assign tasks to team leaders
- Reserve vans or audio/visual equipment (if needed)
- Get directions/maps for each vehicle (if needed)
- Plan food /games/activities
- Double check any contracts (if needed)
- Reserve hotel rooms for guests (if needed)
- Hire audio/visual technicians (if needed)

2 to 3 weeks in advance
- Check progress of leaders' tasks
- Shop for supplies

1 week in advance
- Shop for food

Within 1 week following event
- Evaluate

PFEIFFER UNIVERSITY STUDENT ORGANIZATION EVENT PLANNING GUIDE

Event Name   _____

Event Date   _____

Person Responsible	Task to be completed	Deadline	Available Funding	Date Completed

Event Budget (be as detailed as you deem necessary)

Expenses:	
Live band	$800
Lodging for band members	$125
Band travel expenses	$100
Meals for band (as required in their contract rider)	$50
A/V assistance	$25
TOTAL EXPENSES	$1100
Income:	
Club budget	$500
Collaboration with CAB	$500
Ticket sales (anticipated) -- $5 each	$250
TOTAL INCOME	$1250

PFEIFFER UNIVERSITY STUDENT ORGANIZATION EVENT ASSESSMENT

Name of event	
Date of event	
Time of event	
Location	
Sponsoring organization(s)	
Contact person	
# of people planning/staffing event	
# of students attending this event	
Fundraiser?	YES NO (circle one)
If yes, amount raised?	$
If yes, where were funds directed?	

How was this event funded? Please attach a detailed itemized budget to this assessment.
Was the funding sufficient?

Things that went well:

Things that went poorly:

What, if anything, would you do differently?

Would you do this event again?

If yes, when?

STYLE GUIDE

Graphics

Pfeiffer University is a distinctive brand - and one of the university's most valuable assets. We must manage it carefully to ensure that whenever people see the university's name or logo, they see consistent colors, logos, and themes. Proper use of the brand creates an identity for the university and differentiates the university from other educational institutions.

Please refer to information at www.pfeiffer.edu/style-guidesocial-media-policy regarding approved use of Pfeiffer logos in various platforms and for the University's Social Media policy.

Publication Standards

To achieve institutional publications standards, the Office of Communications has put together stylistic recommendations for writers based on The Associated Press (AP) Stylebook. Since it is impossible to post the entire Stylebook, below are relative excerpts. If there are questions not addressed in the examples listed, contact the communications office.

For Academic Purposes
    A. If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John Doe earned a doctorate in psychology.
    B. Use an apostrophe in bachelor's degree.
    C. Use such abbreviations as B.A., M.A., and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome.
    D. Use these abbreviations only after a full name—never after just a last name.
    E. NOTE: A bachelor's degree or bachelor's is acceptable in any reference. Do not precede a name with a courtesy title for an academic degree. Wrong: Dr. John Doe, Ph.D.

Preferred Styles for Titles

A. Associate Professor of History John Doe has been at Pfeiffer University since 1990.
B. John Doe, adjunct professor of English, has been at Pfeiffer University since 1990. Jane Doe, adjunct professor of history, has been at Pfeiffer University since 2000.
C. There is an exception to the style for the major English. Capitalize the proper names of languages. In a major with a proper name (i.e. English) and a non-proper name (i.e. Spanish), follow proper name style for both items.
D. John Doe, chair of the Department of English, has been at Pfeiffer University since 1990.
E. John Doe, chair of the Department of History, has been at Pfeiffer University since 1990.
F. The history department is integral to Pfeiffer University.
G. Preferred Styles for Ph.D. (or other Doctoral degrees)
    a. Titles to follow name.
    b. Dr. John Doe is adjunct professor of history.
H. Preferred Styles for other degrees
    a. Other degrees are not to be listed after name unless the faculty member is an alumnus of Pfeiffer University.

Preferred Style for Falcon Athletics Titles

A. DO NOT refer to the team without attaching an "s" to the word.
B. Falcon (no "s") may be used to refer to an individual.
C. The Falcon baseball team takes to the field on Wednesday in a Conference Carolinas match-up.
D. Be careful in use of possessives and plurals. E.g. The Falcons' home court.
E. Reference to the mascot is unisex and refers to both genders.
F. DO NOT use the term lady falcons. They are the women's team, the women, or simply the Falcons.
G. Avoid abbreviations when referring to or utilizing the university's complete name.
H. DO NOT use only PU as a reference to Pfeiffer University.

FUNDING AND FINANCES

Creating a Budget

Budgeting is a matter of planning, not bookkeeping, although record keeping is necessary to evaluate expenses and to help in planning. A budget serves as a guide to help control the outflow and inflow of money.

Budgeting Process:
1. Examine previous expense items and sources of income.
2. Determine if the previous expenditures reflect the purpose and goals of the organization.
3. Seek requests from committee chairs for future spending programs.
4. Compare spending requests with previous spending in those areas.
5. Analyze future sources of income, and estimate total amount expected (Always underestimate income.)
6. Compare spending requests with amount of expected income, and make adjustments in spending if they do not balance.
7. Break income and expenses into time periods like months or quarters.
8. Make sure that cash inflows are adequately steady so that cash outflows do not exceed cash on hand at any time.
9. List all sources of income and the expected amounts to be received from each one.
10. List all planned expenditures by category.

Remember that the budget is a reflection of the goals and priorities of the organization. Bylaws should state any rules pertaining to budget revision, spending, and overspending. Once the budget has been drawn up, it should be approved first by the advisors and officers and then by the entire organization. Receipts must be kept for record- keeping. All reimbursements should be requisitioned/requested by the advisor. The Director of Student Life should sign as the Department Chair and will pass the requisition/request on to Dean of Students for approval.

Financial Accountability

The budget is only a part of club's financial system. Other important features of a system are the controls and accountability installed to ensure the integrity of and compliance with the system.

In respect of control and accountability consider:
A. A clear delegation and allocation of responsibility for the club's finances (club treasurer)
B. Defined procedures for the receipt of funds and the payment of money
C. Maintaining a record of any and all adjustments made to the budget
D. Regular assessment of the budget by officers, advisor, and/or all members

Funding for Student Groups

Organizations have access to funds in three ways:
- A. Conducting a fundraising activity
- B. Collecting dues from members
- C. Completing an ICC Funding Request to be submitted to SGA

Fundraising Guidelines

Recognized student clubs and organizations may conduct fundraising events involving the sale of goods, services, subscriptions, tickets, and the like only after completing a Fundraising Request Form and the approval of Student Involvement and Institutional Advancement. Organizations planning solicitation or fund-raising activities must register that activity with the Advancement Office before beginning the activity.

All fundraising activities must follow the following guidelines:
- A. The primary purpose of such fund-raising shall be to raise money for the benefit of the affiliated group, the University community, or for the benefit of a charitable group sponsored by the affiliated group.
- B. The sponsoring club or organization is responsible for compliance with all University rules, local ordinances and state laws governing solicitation.
- C. Only recognized student clubs and organizations can solicit from students on campus.
- D. No University-affiliated organization will enter into a contract with an individual agency or corporation except under established University procedures.
- E. The University reserves the right to audit all proceeds from fund-raising events conducted on campus by recognized student clubs and organizations or University-affiliated organizations, and to disapprove any contract.
- F. Any recognized student club or organization that violates this solicitation and fund-raising policy will be subject to disciplinary action by ICC and the Office of Student Involvement and may potentially lose their SGA charter.

Off-Campus Fundraising / Donations

Student organization are permitted and encouraged to engage in fundraising off campus. In an effort to prevent the same off-campus community members from being continually asked to help support an organization or a specific fundraising cause, it is required that clubs contact the Pfeiffer University Advancement Office prior to engaging in off campus fundraising.

Membership Dues

Student groups are allowed, but not required, to collect dues from their members. If a group decides to ask members to pay dues, the president may want to meet with his/her advisor or the Director of Student Involvement to discuss different procedures and methods of collecting dues. The student group will be responsible for any lost or stolen dues.

Student Government Association Allocations and Funding Requests

Overview

A. Funds available to Student Organizations and Clubs are limited, making it impossible to award every organization with full funding. As a result, funding is not always divided evenly among the organizations that apply. Funding is based on the merit of the proposal and to organizations that meet the requirements listed below.

B. The first step in the funding process is to turn in the Funding Form. Within two weeks of the deadline, the Finance Committee will meet to allocate funds. A representative of the Club/Organization should attend, if possible. Club/Organization representatives should also be present when funds are officially allocated at the following Monday at the SGA meeting.

C. After the initial allocations have been made, organizations may apply for Emergency Funding. These funds are set aside for clubs and organizations that wish to receive SGA allocations for an event they have not previously applied or received funding for within the current semester. Groups that have not received initial funding may also apply.

Normal Funding Guidelines

A. SGA will fund no more than 85% of the total income of any club or organization needs to stay in operation. The club or organization requesting SGA funding must acquire the remaining 15% by other means.

B. No more than 50% of the cost per person will be awarded for travel expenses, conferences, retreats, or leadership programs.

C. No more than 50% of the cost for food or beverages shall be purchased with SGA funds for club activities.

   No SGA funds will be used to purchase any alcoholic beverages on or off campus.

D. Any club or organization that receives SGA funding must also participate in community service during the semester that funding is received and report that service to the Office of Student Involvement. Clubs and organizations failing to participate in a community service project, or any of the other guidelines, will be subject to consequences as set forth in the Club/Organization Handbook.

E. All organizations receiving SGA funding MUST send a representative to attend the final SGA meeting of each semester. The representative will be responsible for reporting to the Senate on the use of the funds and providing copies of all receipts to match. This "final report" will be reviewed by the Student Government Association and taken into

consideration for future funding.

F. SGA reserves the right to freeze or withdraw the funds SGA has given to any club or organization that is destructive to the Pfeiffer community or is simply not in compliance with the SGA funding guidelines. SGA will not fund clubs that have a deficit with the business office.

G. Funds are limited and no proposal will be accepted after deadline, unless it is an emergency (See Below).

SGA reserves the right to approve, disapprove, or table any funding proposals. Only students may make funding requests for each club or organization. SGA funds will only go towards Pfeiffer students. Clubs and organizations must furnish copies of their funding proposal to each finance committee member along with the original proposal.

H. Clubs and organizations are not allowed to "bank" SGA funds. If the money is not used by the end of the semester, it will go back into the SGA account so that money may be allocated the next semester.

I. Newly established clubs and organizations and those that have been inactive for three (3) years or more will only be eligible to receive a maximum amount of $150 to assist with start-up costs.

J. Members of the Senate are not allowed to present the budget of another club. Their voting privileges are revoked when it comes to deciding on allocations for any club or organization that they are members of.

Emergency Funding Guidelines

A. Emergency Funding will be available to each club once a semester, with a maximum receivable amount of $600. It is possible for clubs or organizations applying for emergency funding to receive 100% of the request without having any source of income other than SGA. Offices and Departments on campus may also apply for SGA Emergency Funding.

B. Emergency Funding is to assist clubs in the event that unexpected expenses or opportunities arise. Emergency Funding is to help clubs pay for these unexpected expenses that they did not plan for or that were unknown at the time of initial funding.

C. Emergency Funding will take place upon request. Clubs may only apply for emergency funding once a semester.

University Account Policy

Business office guidelines for audit and fiduciary responsibility:

1. To create a new account: Fill out a New Account Request form. (form available upon request from the Business Office).
2. To withdraw money from your account: Fill out a Check Request form. Check requests should be approved (signed) by the faculty/staff advisor. By signing the request form, the advisor is approving and accepting responsibility over the expenditure.

3. Gifts cannot be directly accepted by student organizations. However, gifts can be accepted by the Student Government Association (SGA) on behalf of the club and then transferred (by sending a request to the business office) to the club account. All gifts should be processed through Advancement, which will issue any tax documentation.

4. Clubs should monitor their accounts so as not to overspend into a debit balance. Debit balances not cleared could cause the club to lose its privilege to deposit with the University.

RISK MANAGEMENT

Code of Conduct
*taken from pg. 34 of the Pfeiffer University Student Handbook

Pfeiffer University is dedicated to the development of the total person - intellectual, spiritual, social, emotional, vocational and physical. The rules and regulations of the University are formulated to help the individual grow within an environment conductive to that growth and respectful of the rights of others in the community.

Every member of the Pfeiffer University community is expected to conduct himself/herself in a manner which is supportive of and which does not impair the development of any other member of the community. To this end the University and the Student Government Association have established a judicial system that includes provision for disciplinary conferences, a Judicial Board, Administrative Hearings, and a Board of Appeals.

Reference the Pfeiffer University Student Handbook for a complete list of Code of Conduct policies.

Hazing Policy

Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation, admission into, or affiliation with, any organization operating under registration with or auspices of the University. Such behavior may include but is not limited to:

Physical activity including beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, liquid or other substances; or other forced activity which could adversely affect the physical health or safety of the individual.

Other activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, activity that could result in embarrassment such as costumes, shaving, stunts, etc., other forced sexual or physical contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

Also inclusive of any attempt to harass or to annoy any person by playing abusive or ridiculous tricks upon him/her or subjecting him/herself to personal indignity or danger, or aid or abet others engaging in such behavior.

Any activity, as described above, upon which the initiation, admission into or affiliation with a Pfeiffer

University organization or team that may be directly or indirectly conditioned, shall be presumed to be a "forced" activity, the willingness of an individual to participate in such an activity notwithstanding.

Alcohol Policy

The consumption of alcohol should not occur at any club or organization function. Permission for alcohol to be consumed at a club-sponsored event may be granted on limited occasions.

If a club wishes to apply for permission for alcohol to be consumed at an event a formal, typewritten letter requesting permission must be submitted to the Director of Student Life and the Dean of Students. The letter must highlight the guidelines the club has agreed to surround the consumption of alcohol.

The following guidelines must be followed if permission is granted to have alcohol at an event:

A. The club advisor or a designated faculty/staff member must be present at all times and the club itself may not provide the alcohol.
B. The Misenheimer Police Department or similar law enforcement agency must be hired at the expense of the organization to insure all state and federal laws are followed.
C. If on campus, students age 21 and over must bring their own alcohol.
D. If off campus, the alcohol guidelines of the off campus facility must be followed. Alcohol may only be served by licensed staff of the off campus facility.
E. At no time can university or club funding be used for the purchase of alcohol.

Furthermore, if a student group hosts an event with alcohol the following guidelines must be followed:

F. The amount of alcoholic beverages a person may bring to a BYOB event is four 12 oz. cans of beer or malt beverage or four 10 oz. containers of wine cooler.
G. Promotional material must mention that the event is "BYOB" and must mention the maximum amounts and types of alcoholic beverages allowed.
H. Misenheimer Police Department must check IDs at the entrance and uniformly mark persons over the age of 21 (i.e. stamping of hands, wrist bracelets)
I. A non-student (faculty, staff, or Sodexo staff) must be hired as the server/bartender for the evening.
J. Students will bring their own alcohol to the non-student server/bartender who will mark their alcohol with their name and keep in a cooler/refrigerator.
K. Non-student server/bartender will give student a punch card that will be punched each time a beverage is served to that individual.
L. Once the punch card is full (and the maximum of four drinks have been served) then the individual cannot be served any more alcohol.
M. Any noncompliance with any of the above stated policies/guidelines may result in disciplinary action of the student organization hosting the event.

Crisis Management

Crisis management is a method for preparing an organization for potential hazards and liabilities that might be incurred during an event.

In the event of an emergency, the following procedures should be followed:

1. Handle the emergency as quickly and efficiently as possible.
2. Call the appropriate personnel as the emergency dictates: 911 or Misenheimer police department (x3000), then your advisor.
3. DO NOT discuss the situation with anyone. All statements should be made by campus officials.
4. DO NOT contact someone's family. This will be done by a hospital or college official.

Student Grievance Policy

Any student who feels that he/she has been unduly wronged or unfairly treated by a member of the University faculty, administration, or staff may appeal to have his/her grievance heard through the following processes. This procedure does not apply in situations involving grade appeals or allegations of sexual harassment. Separate procedures have been developed for those situations.

1. The student should talk with the faculty, administrator, or staff person within five calendar days stating carefully and precisely why he/she believes a grievance exists. An attempt should be made in this conference to resolve the issue. If the University official involved in the grievance is not available on the campus (such as during the summer or other such breaks, leaves of absence, etc.) or the situation itself is such as to obviously preclude this step, the student should talk with the person's immediate supervisor.
2. If no resolution of the issue can be made in the initial conference with the University official against whom the grievance is directed, the student may initiate a formal, written appeal process with the person's immediate supervisor for the purpose of mediation. This written appeal will form the basis for a conference between the supervisor, the student, and the University official against whom the grievance is directed. The written appeal must state in detail the grievance and reasons for appealing and must be presented in four copies, one each for the supervisor, the official against whom the grievance is being made, the student bringing the grievance, and for the record. Since the document is of primary importance, the student may seek assistance in preparing it for presentation. Any student or member of the University community may assist the student in preparing the written appeal. The formal written process must begin within ten (10) days of the most recent incident precipitating the grievance. Supporting documentation and/or evidence related to the precipitating incident, such as earlier documentation and/or evidence related to the precipitating incident, such as

earlier incidents, may be included in the appeal. The same information, however, should also be available in the earlier stages of the grievance process.

3. If the conference between the supervisor, the student, and the official against whom the grievance is directed does not satisfactorily resolve the issue, the student or the University official in question may request (using the same procedure as stated above) a conference with the authority on the next level of administrative supervision.

4. If the conference with the administrative division head does not satisfactorily resolve the issue, the student or the official against whom the grievance is directed may request the division head to convene an ad hoc Grievance Committee to hear the issue. The decision whether or not to convene an ad hoc Grievance Committee to further hear the issue will rest with the appropriate administrative division head. In cases involving administrative division heads, the decision rests with the President. Decisions at this level will be final.

5. The ad hoc Grievance Committee shall be composed of five (5) persons. The President shall nominate an administrator to chair the committee, one additional administrator and two faculty members. A student shall be nominated by the SGA President.

6. The Grievance Committee shall hear the testimony of both the student and the University official and shall guarantee each the right to hear the other's testimony. An audio tape shall be made of the hearing proceedings and shall be made available to both parties. If the student or the University official fails to appear at a scheduled session of the Committee, and fails within seven (7) days to provide a satisfactory explanation to the chairperson for the absence, that person shall be considered to have waived his/her right to further consideration.

The ruling of the Grievance Committee shall be final. During all formal proceedings, beginning with item #2 of this procedure, both the University official and the student are entitled to the following due process rights:

1. To be present at all formal hearings
2. To be represented by an advisor. Any party may seek from within the University community of students, faculty, administrators, and staff a person who is willing to act as an advisor to assist him/ her. The advisor may not cross examine, may not address the committee, and may not converse with anyone other than the person being advised. Attorneys may not represent parties in these proceedings.
3. To cross-examine witnesses.

The records of the Committee shall be on file in the Office of the President for a period of five years. Only the President, the respective Vice President, and the Board of Trustees shall have access to the records. Members of the Committee shall observe strict confidentiality regarding the case. The entire formal proceeding, beginning with the written appeal to the supervisor, shall be completed within thirty (30) days.