



**Mississippi
College**
A CHRISTIAN UNIVERSITY

**SOCIAL CLUBS AND TRIBES
HANDBOOK**

FOR

**ADVISORS AND STUDENT LEADERS
OF CLUBS AND TRIBES**

Prepared by
Office of Student Activities
2013/2014

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2013-2014 Clubs and Tribes

Social Clubs & Tribes	Sponsor	President
The Council	Dannie Woods	Michael Walley/ Hannah Livingston
Circle K	David Miller	Steven Burton
Civitan	Chris Smith	Cameron Treadwell
Shawreth	Parke/Meaders/Van Horne	Lee McCarty
Kokoa	Terry Dent	Will Weber
Rotaract	Ben Maddox	Josh Carver
Kissimee	Kathy Wilson	Renee Hood
Laguna	Carol Joy Sparkman	Shelby Blank
Nenamoosha	Cindy Melton	Michelle Ladner
Swannanoa	Mignon Kucia	Whitney Ratcliff

Social Clubs and Tribes
POLICIES

CLUBS AND TRIBES

Clubs and Tribes at Mississippi College facilitate academic, social, emotional, spiritual, and physical development in their students.

Any Club or Tribe organized at Mississippi College must be in keeping with the University's objective of attaining intellectual excellence in an atmosphere of spiritual maturity. Clubs and Tribes are expected to contribute to a student's development in three ways:

1. Developing social interaction
2. Providing for a profitable use of leisure time
3. Encouraging better values and higher standards

All Clubs and Tribes on the main campus are authorized by and operate under the supervision of the Student Services Committee and according to the policies prescribed in this handbook. The SSC is made up of administration, faculty, and students. All Clubs and Tribes operate under a charter agreement with Mississippi College and are to be in keeping with the institution's mission statement.

ESTABLISHING A SOCIAL CLUB OR TRIBE

Before being chartered the proposed Club or Tribe should work with the Assistant Director of Student Life for Student Activities in preparation for proposing their new organization to the Student Services Committee.

Those proposing to form a new Club or Tribe may obtain a "Petition to Charter" from the Office of Student Activities. This form requires:

- Name of organization and sponsoring group
- Nature and purpose of the organization
- Membership standards
- Cost of initiation and annual dues including data regarding requirements for participation in national conventions
- Probable maximum enrollment
- List of charter members for the organization
- Data regarding regular meetings to be held during the school year
- Name of MC faculty or staff representative who has consented to being a sponsor for the proposed Club or Tribe, essentially a joint signer on all checks, payments, or withdrawals from any off-campus financial institution where the club's or tribe's funds may be deposited

The Petition for Charter along with a copy of the organization's proposed Constitution, is to be returned to the Office of Student Activities.

The Office of Student Activities will forward the Petition for Charter and the proposed Constitution to both the Student Services Committee and the Student Senate for approval. Approval of both of these bodies, as well as the proper financial information (see Financial Requirements for Clubs and Tribes), is required before a charter may be granted. A period of

time is typically required between the Petition for Charter and full recognition, to ensure an organization will remain an active and positive addition to the Mississippi College Campus.

ANNUAL RENEWAL FOR REGISTERED CLUBS AND TRIBES

Each spring, Clubs and Tribes are to submit an application for renewal to continue operating as a Club or Tribe the following year. This enables the Office of Student Activities to keep an accurate record of Clubs and Tribes, their sponsors, and their leadership on campus. Failure to do so by the given deadline will lead to a suspension in charter.

RE-ACTIVATION OF AN INACTIVE CLUB OR TRIBE

From time to time, membership in an organization may become low enough that an organization may choose to be inactive for the following year. After an organization has been inactive for more than 5 school years, the Club or Tribe will be dropped from the inactive list and will require the full charter process in order to be re-activated (see “Establishing a Clubs or Tribes”). To re-activate an organization, inactive for less than 5 years, the sponsor or student leaders are to obtain an “Application for Re-Activation of a Campus Organization” from the Office of Student Activities. This application is to be completed and returned to the Office of Student Activities along with a copy of the organization’s Constitution. It will then be forwarded to the Student Activities and Services Committee for approval. Criteria for approval will be an understanding that the new leadership of the Club or Tribe intends to carry out the same purpose for which the organization was originally chartered and that there is a need for the organization to re-activate.

ANNUAL MEMBERSHIP LISTS

Clubs and Tribes are required to submit membership lists each semester. These lists are entered into Banner to keep a record of what organizations students belonged to during their tenure at Mississippi College. These lists will be due each fall semester by November 15th and each spring semester by April 15th. A list will need to be compiled, put into a google.doc, and shared with drwoods@mc.edu by the deadline.

FINANCIAL REQUIREMENT FOR CLUBS AND TRIBES

Once chartered, all Clubs and Tribes are to maintain accurate financial records of income and disbursements. All Clubs and Tribes whose income is more than \$50.00 per semester are to maintain an account in the name of the Club or Tribe either with the Mississippi College Business Office or with a federally-insured financial institution in the greater Jackson/Clinton area. This is critical for record keeping accountability and essential to remain a recognized organization. Should the organization opt to use an off-campus bank account, the Club or Tribe Treasurer and President will be responsible for supplying the Office of Student Activities with:

1. The name of the institution
2. The name of the account
3. The account number

Also, the account is to be opened in such a manner that all checks will require two signatures to be valid for payment. One of these signatures must be from the sponsor of the Club or Tribe.

Opening an internal account will have the following benefits:

1. Being able to charge services in offices across campus
2. Sales tax exemption on many items
3. Ability to issue purchase orders
4. No charges for account or checking services
5. Regular printouts of account activity.

Those organizations using on campus accounts are to abide by the procedures and regulations of the Mississippi College Business Office.

ANNUAL RECORD KEEPING

Whether using an off-campus or on-campus account, each Club or Tribe is required to maintain accurate records and submit monthly reports to their sponsor. These reports will include a copy of the monthly bank statement from the bank or business office and a copy of the organization's records.

A "*Financial Disclosure Form*" will be submitted as a part of the renewal process for Clubs and Tribes. Failure to submit this form may result in an organization losing recognition.

BUDGET SHEETS

Each month, the Mississippi College Business Office prints out Budget sheets for accounts on campus. These sheets will be sent to the Treasurer of the Tribes and Clubs.

The first page/pages of the budget sheet are the “Trial Balance” sheets. If a “C” follows the balance, an account is overdrawn. If a “D” follows the number, then an account is in the positive. You will also want to pay close attention to the “General Ledger Detail Transaction” sheet. This lists debits or credits that have been made to the account during the month. You will want to check this to make sure that it matches your own organization’s records.

If you are having any trouble receiving your budget sheets or have any questions regarding your budget sheets, please call Cheryl Mobley at 601-925-3310.

PURCHASING

All purchases for which the University must make payment, regardless of whether the funds come from a departmental account or a Club’s/Tribe’s account, are considered institutional purchases. These purchases are to be approved and documented in the correct manner. There are several ways to make purchases using funds from your business office account. They are:

Credit Card Purchases

For purchases under \$200 from your on-campus account, you may check out an institutional credit card from the Residence Life Office (Nelson 313). You are to sign for the card and turn in all receipts when you return the card. Each receipt is to be labeled with your organization’s name and/or account number. At the end of each month, credit card expenditures will be withdrawn from your on-campus account. Purchases may not show up on your account for several weeks, when they do, they will not be itemized. Therefore, it is important that you retain copies of your receipts for budgeting purposes.

Purchase Orders

Whenever you need to make a purchase over \$50.00, you are to use a Purchase Order. A Purchase Order is a promise by Mississippi College to a vendor that payment will be made. **No agreement should ever be signed and no order should ever be placed until you have obtained a Purchase Order.**

To obtain a Purchase Order, you start with a Purchase Requisition. A blank Purchase Requisition has been included in the “FORMS” section of this handbook. You can make copies of the blank form if needed. After filling out your Requisition, have it signed by your sponsor, and then turn it in to Accounts Payable, Nelson 208.

All requisitions must contain the following information:

1. Signature of organization sponsor
2. The name and address of the business from which you are purchasing items or receiving a service (source)
3. The date the merchandise or service is needed (This is not the date that you need

- the Purchase Order, but the date that you would like the merchandise)
4. The items you are purchasing and their prices (each item should be listed separately if you do not know exactly which items will be purchased or if there is a possibility that additional items may be purchased, please list “merchandise as selected” with a total price rather than listing individual items)
 5. The appropriate account number

Once you have submitted your Purchase Requisition, a Purchase Order will be issued. The time frame for issuing Purchase Orders normally follows this pattern:

- Requisitions received in the purchasing office before 12:00 P.M. are ready by 3:30 P.M. that afternoon.
- Requisitions received after 12:00 P.M. are ready by 10:00 A.M. the following morning.

Purchase Orders have three copies. Two of these copies are important for you to know about, the Green Copy and the White Copy.

- The White Copy is given to the vendor as a promise of payment. This can be faxed or mailed to the business by the Business Office, or you may pick it up and take it to the vendor yourself.
- The Green Copy is sent to you. It will be mailed to the name and address listed on the Requisition unless you note that you want to pick it up.

Once the merchandise is in or you are ready to pay for the service, return the green copy with your signature to Accounts Payable. The Green Copy must also be accompanied by a receipt or invoice in most cases showing the actual amount charged. **No payment will be made until the signed Green Copy and receipt have been returned to Accounts Payable.** Once the Green Copy is received, the Business Office will then make payment to the vendor.

A Purchase Order Timeline has been included to give you a quick reference for dealing with Purchase Orders:

PURCHASE ORDER TIMELINE

- **Get an estimate of the amount you will need to spend.** The amount does not have to be exactly correct, but should be as close as possible.
- **Complete and submit a Purchase Requisition.** This is basically a “request to purchase” something.
- **A Purchase Order will be issued.** There are two copies - a Green Copy and a White Copy.
- The White Copy will be taken to the business when the purchase is made or the order is placed. It may also be faxed directly to a business by Accounts Payable, to signal that an order can officially be placed.
- The Green Copy will be held by you until the goods or services have been received.
- **Your purchase may now be made or your order may now be placed.**
- **Once the items purchased have been received, sign the Green Copy and return**

it to Accounts Payable (Nelson 208), along with the receipt or invoice.

- **A check for the purchase will be mailed** to the business by Accounts Payable.

Pay Orders

Sometimes Purchase Orders may not be accepted by the vendor you are using, or an immediate check may be needed. In this case, you are to use a Pay Order. **However, please keep in mind that Purchase Orders are almost always preferred.**

Included in this packet is a sample Pay Order for you to use (see “Forms”). Once you have completed the form, attach your invoice (or, in some cases a contract) and deliver it to Accounts Payable (Nelson 208). The check will automatically be sent to the address listed on the form unless you specify that you will pick it up. Checks are cut on Mondays and Thursdays. The time frame for getting checks cut on these days normally follows this pattern:

- If the Pay Order is received by Noon on Friday, the check will be ready after lunch on Monday.
- If the Pay Order is received by Noon on Wednesday, the check will be ready after lunch on Thursday.

Also, keep in mind that whenever you are making a check out to an individual, you must have their social security number and full name for tax purposes. If the individual is an MC employee (student worker, faculty, or staff), their payment will come as a part of their regular bi-weekly payroll check, unless it is for a reimbursement.

Petty-Cash

Whenever someone needs to be reimbursed for items less than \$50.00, you may use Petty Cash. (If the amount is over \$50.00, a Pay Order must be used.) A sample Petty Cash form has been included in the “FORMS” section of this handbook. After filling out the Petty Cash form, attach the receipts and take them to the Business Office on the first floor of Nelson Hall to receive your cash.

Printshop Charges

One of the privileges of an on-campus account is the ability to make charges in the MC Printshop. If there have been charges on your account during the quarter, a statement from the Printshop will be mailed to you. These statements are mailed to the box number which you designate on the charge sheet. Because your treasurer may change from year to year, you may wish to have these statements sent to your sponsor. The organization treasurer can then get them from the sponsor.

Deposits

To make deposits into your on-campus account, simply take the deposits to the Business Office (first floor of Nelson Hall) along with your account number. For cash deposits, you are to fill out the “Cash Received” form (See “FORMS”). A representative will complete your deposit and give you a receipt.

REPRESENTING THE UNIVERSITY

In order to participate in a social organization a student must enter the fall semester with a 2.0 grade point average, be enrolled in a minimum of 12 semester hours, be in good academic standing and making satisfactory progress towards a degree at the time of such representation. A student may be denied the privilege of participating in a social organization and/or holding elective office as a result of failure to maintain satisfactory academic progress after two consecutive semesters; and/or disciplinary action, as stated in the Student Code.

EVENT GUIDELINES

All on-campus and off-campus events sponsored by Clubs and Tribes are to be registered in the Office of Student Activities. These should be scheduled as far in advance as possible. Registration is to be submitted at least two (2) weeks prior to the event for local events and at least thirty (30) days prior to the event for Formals and Informals. This is done by submitting an “Event Registration Form” online. To find the event registration form go to www.mc.edu/student-life.

Events are considered officially sponsored events if any of the following apply:

- 1) Organizational or University money is spent to fund any or all of the event
- 2) The event is advertised on campus
- 3) The event is announced on campus, at any official function, or through official Club/Tribe announcements (i.e. at a Club/Tribe meeting, through a group Facebook message, newsletter, etc)
- 4) The organization uses the name or logo of the University on any of their promotional material, party favors, t-shirts, etc.

All on-campus and off-campus events are prohibited between the hours of midnight and 7:00 A.M. from Sunday night until Friday morning. On Wednesday nights, there are to be no events between 6:00 P.M. and 9:00 P.M.

When planning an off campus event, Clubs and Tribes do not have the authority to commit the University to any contractual agreements with third parties. In cases when a Club or Tribe incurs a debt, it is the responsibility of that organization to give a written statement to the outside party indicating that they may not look to the institution to perform the obligations of the contract, should the organization be unable to fulfill obligations.

Each person present at a function sponsored by Clubs and Tribes, whether on or off-campus, is to adhere to the rules and standards of the Institution as listed in the Student Conduct Code (see the Student Conduct Code in the *Tomahawk*).

On-Campus events:

Clubs and Tribes are encouraged to take advantage of the many meeting rooms and venues on the Mississippi College campus. To reserve space, and as part of the event registration process, Clubs and Tribes are to submit their requests to the Office of Student Activities via the event

registration site found at www.mc.edu/student-life. Events are to be submitted 2 weeks prior to the event. No last minute events will be accommodated.

When submitting an event, be sure to have the following information:

- Organization name
- Date of event
- Start and end times
- Desired location
- Approximate number of people attending
- Event description
- Theme (if applicable)
- T-shirt design (if applicable)
- Room set-up requests
- Catering needs
- Name of chaperone(s) and phone number(s) (if applicable)
- Name and phone number of the individual(s) coordinating the event.

Once the request has been submitted and reviewed, it will be sent to Laura Ann Hoffman, Campus Coordinator of Scheduling, who will handle the reservation specifics and contact the individual coordinating the event directly to confirm the reservation (Mrs. Hoffman will not take room requests directly from Clubs or Tribes). All requests are to be cleared by the Office of Student Activities.

The following spaces may be available for Clubs and Tribes to reserve:

- Anderson Hall East-Seats about 250 w/round tables, 400 lecture style
- Anderson Hall West- Seats about 250 w/round tables, 400 lecture style
- Anderson Hall- Seats about 750 w/round tables, 800 + lecture style
- President's Dining Room B- Seats 56 w/round tables, 100 lecture style
- Board Meeting Room- Seats about 80 + w/round tables, 150 lecture style
- Meeting Room A or B- Seats about 30 w/ tables, 50 lecture style
- Alumni Gym
- Jennings Courtyard
- Piazza
- Quad
- Swor- Seats 800

For events scheduled in BC Rogers Student Center, Campus Dining is under contract to provide any food or drinks needed. Contact Mike Prince with food services at 925-3995 for menus and prices. This information may also be found at www.mc.edu/offices/food. Events in Alumni Hall, Jennings, Piazza and Quad food may be brought in by an outside vendor.

Off-Campus events:

All off-campus events are to be registered with the Office of Student Activities at least two (2) weeks prior to the event for local events and at least thirty (30) days prior to the event for Formals and Informals.

All off-campus events are to have one *University Approved Chaperone* present to monitor and assist the organization with the event.

Chaperones are required to read, sign, and turn into the Office of Student Activities the “Chaperone Expectations Agreement” prior to the event they are chaperoning. This form can be found in the Office of Student Activities (Nelson 203).

All off-campus events are to adhere to the Student Conduct Code found in the *Tomahawk* as well as all University policies. Mississippi College is not responsible for any injury, damage, debt, or other liability caused by the acts or omissions of Clubs and Tribes that are in violation of the Student Conduct Code or other University policies.

Travel Policies:

For events over 60 miles away from campus, organizations are to have 1 chaperone present for every 50 students, one of which must be a University approved chaperone.

Clubs and Tribes may travel approximately 200 miles away from campus for Formals. Approved destinations include: New Orleans, Memphis, Mobile, Shreveport, Baton Rouge, Birmingham, Tuscaloosa, and the Mississippi Gulf Coast.

GROUP ENDORSEMENT

Clubs and Tribes are to seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval from the Office of Student Activities will ensure that all our organizations are affiliating with organizations that share similar values. The University reserves the right to cancel events or initiatives benefiting off-campus groups not previously approved by the Office of Student Activities. E-mail formal requests to drwoods@mc.edu at least two weeks prior to the event.

T-SHIRT POLICY

All t-shirts are to be approved through the Office of Student Activities before they are printed. Clubs and Tribes selling or distributing t-shirts that use trademarks without permission or that contain images or language that are in opposition with the University’s values may lose privileges associated with being a recognized Club or Tribe. Email artwork for approval to drwoods@mc.edu.

ACADEMIC STANDARDS

Clubs and Tribes are to maintain an average cumulative GPA of 2.5. If a Club or Tribe's GPA falls below a 2.5, the Club/Tribe must meet with the administration to create an action plan to bring their GPA back up.

To remain an active member in any Club or Tribe, each student is to maintain a cumulative GPA of 2.0.

SERVICE

For a Club or Tribe to renew their status as a recognized Club or Tribe, service is to be included and documented as a component of the organization's constitution.

RUSH

All Clubs and Tribes are to submit their Rush Schedules to the Office of Student Activities before the General Rush Meeting. Schedules are to include the dates, times, locations, descriptions, and purposes of all rush activities. *The Assistant Director of Student life for Student Activities should be notified immediately if changes are made to the Rush Schedule during the semester.*

All off-campus Rush activities must be attended by the Club/Tribe sponsor or a University approved chaperone.

The officers in each Club and Tribe will be required to attend an annual risk management/hazing seminar in order to participate in rush. This leadership team will be required to sign a contract with the University agreeing to uphold the Hazing Policy and taking responsibility for educating their members about the university's Hazing Policy and general risk management.

Each student participating in Rush as well as every active member of a Club or Tribe must read, understand, and sign a Mississippi College Hazing Policy. All signed contracts are to be turned in by Pref Day in order for the Club or Tribe to participate in Rush.

POLICY ON HAZING

The purpose of Clubs and Tribes is to create and maintain a positive social environment at Mississippi College. Accordingly, all Mississippi College organizations should fully support the Hazing Policy of the University. In keeping with its commitment to maintaining a positive social environment at MC, and in accordance with Mississippi State Law, Clubs and Tribes should unconditionally oppose any hazing.

The Mississippi College Tomahawk defines hazing as an act which threatens the mental or physical health or safety of a student, causes embarrassment or humiliation, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, a student's willingness to participate in such activity notwithstanding (See Student Conduct Code).

Mississippi College further defines hazing as any willful act done by one or more individuals belonging to a Tribe or Club, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate, or endanger him or her, or which may in any fashion compromise his or her inherent dignity as a person.

The following are some general examples of activities which are generally considered hazing (This list is meant to serve only as a resource and **DOES NOT** list every activity considered hazing):

The application of food items or any other substances to an individual's body or property
 Coerced* or forced carrying or wearing of any items that causes embarrassment or humiliation
 Coerced or forced wearing of costumes or particular clothing that causes embarrassment or humiliation

Any kind of physical exercise

Coerced or forced consumption of food, drink, alcohol, tobacco, and/or illegal drugs

Coerced or forced transporting of individuals

Activities that include humiliation, ridicule, indecent exposure or threaten social exclusion

Coercing or forcing illegal acts

Coercing or forcing acts that are immoral and/or unethical*(see section W)

Activities that negatively impact an individual's academic, social, physical, or personal success

Personal servitude

Mental harassment and/or sexual harassment

Deception that causes embarrassment, humiliation or that threatens an individual's physical and/or mental wellbeing

Any activity that involves the use of alcohol or any controlled substance in accordance with Mississippi University's Alcohol and Drug Policy

Any activity that is not in accordance with Mississippi University's established policies

Note that it is the responsibility of **ALL** members of an organization to ensure that hazing is not taking place. Anyone who is aware of hazing should alert Student Life staff immediately. Should hazing occur in connection with any group or individual activity, disciplinary action will be taken.

*Section W-Conduct which adversely affects the student's suitability as a member of the University community or reflects negatively on the institution and the principles ascribed

*Definition of Coerce (according to Merriam-Webster's Dictionary)

1. To restrain or dominate by force
2. To compel to an act or choice
3. To achieve by force or threat

FLYERS

Various policies have been established pertaining to the hanging of flyers. All promotional flyers are to be approved by the Office of Student Life before they can be hung on any of the administrative or academic buildings on campus. To gain approval, bring the original hardcopy of the flyer to the Office of Student Development and Activities (Nelson 203) to be reviewed and stamped. Once the flyer is stamped, copies can be made and flyers posted. If any flyers are hung without the approval stamp, they may be taken down.

To hang flyers or promotional materials in the residence halls, you are to get the approval of the Office of Residence Life (Nelson 313). Once your flyer is approved, you may turn in up to sixty (60) copies to the Office of Residence Life to be distributed by their staff. Resident Directors have the authority to remove flyers that have not been approved.

Approval may not be immediate. Students may post up to 75 copies of their flyers on approved academic and administrative buildings.

When hanging signs on campus use only masking tape, clear dispenser tape (not packaging tape or duct tape), or sticky tack!

Where can I hang signs on campus?

BC Rogers Student Center, Alumni Hall, Hampstead's

- Brick Walls
- Bulletin Strips and Cork Strips
- Stair Railings

Outdoor Areas

- Free- Standing Signs
- Circular Sign Tower (Outside of Hampstead's)
- Outdoor Trash Cans

Academic Buildings

Each Academic building is different. Generally, you are not to hang signs anywhere in these buildings other than bulletin boards or cork strips. You will need to see the Building Manager for each building to determine where to hang signs. Building Managers for each building and their office numbers are:

- Aven Hall - Linda Edwards (Aven 204)
- Cockroft Hall - Nursing School Area - Mary Jean Padgett (Cockroft 105)
Family & Consumer Sciences Area - Kathy Gibbs (Cockroft 12)

- Coliseum - Missa Turman (Coliseum Offices)
- Hederman Science Building – Mary Beth Graves (Hederman 104)
- Jennings and Jennings Annex - Sue Farmer (Jennings 110)
- Library and Learning Resources Center – Ms.Hutchison (or Librarian on duty)
- Lowrey Hall – Shirley Tipton (Lowrey 201)
- MCC Building – Judy Hamilton (MCC 207)
- Nelson Hall - Patti Tadlock (Nelson 110)
- Provine – Sherry Bobo (Cafeteria)
- Self Hall - Shea Elkins (Self Basement - West End)

MEDIA COVERAGE

Public Relations, located on the third floor of Nelson Hall, supplies news releases for regional, national, and local papers. Public Relations seeks to be informed of special interest items and activities of University-sponsored organizations for photo and news coverage. **All requests by Clubs and Tribes for media coverage should be made through the Office of Student Activities (Nelson 203 or by phone 3830).**

CONCERTS / DJ's

As a Christian University, a high standard is expected at MC events involving bands or DJ's whether on or off-campus. The following guidelines are to be expressed to and agreed upon by all bands and DJ's.

1. No profane, vulgar, or abusive language may be used in the course of the performance.
2. There shall be no consumption of alcoholic beverages or drugs by the band or DJ before, during, or after the performance.
3. The artist(s) shall not perform in any manner that might be considered lewd or sexually explicit. This includes actions on stage, as well as the lyrics of the songs performed.

To be sure these standards are upheld, use the “Contract Rider” included in the “FORMS” section of this handbook. This Rider may be copied or altered according to the circumstances of the performance. The contract rider should be signed at the same time as the band or DJ's contract is signed.

If a concert is to be held outdoors on-campus, a Noise Ordinance should be obtained from the city of Clinton. The Office of Student Activities can assist with this.

CAMPUS SALES/FUND-RAISERS

All campus sales of products, goods, services, or fund-raisers by any Club or Tribe, are to be approved by the Office of Student Activities. Proposals should be submitted at least a week prior to the proposed sale date via email to drwoods@mc.edu.

The following policies will be followed:

1. No group may compete with the University Bookstore in items sold.
2. No group may compete directly with Hampstead's, Tuscany's, or the Food Court.
3. No group shall engage in sales methods or procedures that would prove offensive, annoying, or embarrassing.
4. No group shall engage in selling activity that involves marketing any product or service inconsistent with the ideals of the University.
5. No group shall be permitted to engage in a selling activity that may jeopardize the financial integrity of that group.
6. No group shall be permitted to monopolize the marketing of special products at any particular series of events.
7. No group shall be permitted to sell any product or service without making a written request via email followed by written approval for the sale. Groups making requests to sell should include specific information about what will be sold, where, and when, and the purpose for which the funds gained from the sale will be used.
8. No outside businesses, individuals, or organizations may be solicited for donations without prior approval from the Office of Advancement via the Office of Student Activities.
9. No group shall hold a lottery or sell tickets for any prize drawn at random.

APPROVAL OF CAMPUS SPEAKERS

All Clubs and Tribes are to seek and receive approval of non-institutional speakers from the President of the University, or his designee, prior to offering them an invitation to speak on campus. Approval requests are to be submitted to the Office of Student Activities by e-mail (drwoods@mc.edu).

WEBSITES FOR CLUBS AND TRIBES

There is a specific site for Clubs and Tribes on the Student Life website. The names of each Club and Tribe have been listed on this site with a link to the organization websites that are available. Each year Clubs and Tribes should designate a member to serve as their organization's webmaster. [Any specific questions about your website should be directed to Justin Garcia at 601-925-3358 or garcia@mc.edu.]

***Any requests for exception to these policies may be submitted in writing to the Office of Student Activities for consideration.**