

STUDENT ORGANIZATION MANUAL

The Office of Student Life and Development
Student Union Building
Room 130



2024-2025 ACADEMIC YEAR



Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

TABLE OF CONTENTS

Welcome.....	3
Timeline and Important Events.....	4
About Student Life and Development.....	5
Campus Activities Board	
Council of Presidents	
University Royal Court	
Honda Campus All-Stars	
Definitions	8
Registered Student Organizations	
Organizational Auxiliaries Policy	
Becoming a Registered Organization	
Campus Clubs and Organizations Guidelines	10
Active Organization Requirements	
Probationary Requirements	
Inactive Organizations and Renewal	
Greek and Social Fellowship Organizations	
Student Event Policies, Procedures, and Practices	14
Event Approval Process	
Space Agreement and Requirements	
Collaborations, Funding and Large Events	
Stoplight Process	
Advising Student Organizations	19
Introduction to Advising	
Managing Your Student Organization	
Anti-Hazing Policies.....	21
Suspension of Privileges	23
Student Organizations Code of Conduct	24
Standards for Organization Conduct	
Unacceptable Student Organization/Member Behavior	

Dear Student Leaders:

Congratulations! You have taken an important step by deciding to be an engaged student. By being involved in educationally purposeful activities outside of the classroom, you are creating a strong foundation for your growth and development. You will learn a myriad of skills that will help you to think critically and problem solve. Our goal is to advance the legacy by creating enriching opportunities and experiences that will create conditions that foster student success and in turn to help each student to “Learn, Liberate & Lead.”

The Student Life & Development Office has put together this handbook in order to help you on your journey. In it, you will find all the processes and procedures you need to know in order to start, re-activate, or maintain a club or organization at Lincoln University.

Lincoln University has over 50 clubs and organizations which serve as the core of campus life for our community. As a student leader you have a unique opportunity to make an impact on this community and the world beyond this campus; involvement is your chance to advance the Lincoln Legacy!

If after reading this you have any questions or concerns, please let us know. Thank you for all you do!

With Warmest Regards,

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Timeline & Important Events:

August 19-23: Pump Handle/Welcome Week

Event programming sponsored by Student Life & Development and SGA

August 21, 2024: Carnival of Clubs

This event showcases all the student clubs and orgs and gives students an opportunity to get information about them. **Please come prepared to decorate a table and represent your organization at the fair.**

August 24, 2024: Student Organization Training Conference

This is a training to make sure organizations are clear on the program planning process, operations within Student Life and Development and collaborations with campus leaders as whole.

August 27, 2024: Advisor Training

Student organization advisors will learn their roles and responsibility in regard to helping our campus clubs and organizations be successful.

September 3, 2024: First Day of Programming

Approved clubs and organizations can start hosting and facilitating programming.

October 6-13th: HOMECOMING WEEK – please support!

Information can be found on the homecoming website. **No events will be approved during Homecoming Week.**

Coronation: October 6th

It is tradition for Campus Kings and Queens to represent their organization during a walk at Coronation. In order to secure a spot in the program all kings and queens **must attend the Kings and Queens Coalition Meetings** throughout the year to maintain the organization's royalty standing.

October 24th-27th: Fall Fest

Event programming sponsored by Student Life and Development. **No events will be approved during Fall Fest.**

President Circle Meetings - Mandatory

September 18th, 2024

October 15th, 2024

November 13th, 2024

ABOUT THE OFFICE OF STUDENT LIFE AND DEVELOPMENT

The Student Life and Development Office, which is in the Division of Student Success, works to fulfill Lincoln University's mission using its own mission of promoting leadership development and extracurricular involvement. We invite students to advance Lincoln University in many ways – from engaging in co-curricular opportunities, getting involved with clubs and organizations, or representing Lincoln on the Royal Court. Essentially, the Office of Student Life and Development aims to create a seamless learning experience for our students between the classroom and student life, by advancing and enriching student involvement on the Lincoln campus one student at a time.

We accomplish our mission through programming efforts, initiatives, and the provision of resources associated with our core functions. These functions and outcomes are, but are not limited to:

- **EFFECTIVE COMMUNICATION** through oral, written, and visual means to increase knowledge and understanding or to promote change in a listener, reader, or observer respectively.
- **CRITICAL THINKING** is a comprehensive and systematic exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion and making inferences between concepts.
- **LINCOLN LEGACY** represents the intention of the University to highlight the institution's rich historical development, alumni achievement, and the role of people of African descent and their ongoing global impact.

Student Life and Development includes the following areas:

- ❖ Clubs and Organizations/Council of Presidents
- ❖ Campus Activities Board (CAB)
- ❖ Lincoln University Royal Court
- ❖ Greek Organizations and Social Fellowship Organizations
- ❖ Honda Campus All-Star Challenge (HCASC)
- ❖ Major Events (Pump Handle, Homecoming, Excursions, Vendor Day)

CAMPUS ACTIVITIES BOARD

Members of the Campus Activities Board are hired staff of the Office of Student Life and Development who assist and host programming. All members of the Campus Activities Board are expected to maintain a cumulative GPA of 2.75, be in good judicial standing, and be a full-time student at Lincoln University. In addition, each member is required to attend all training, staff meetings, and events sponsored by the Office of Student Life and Development while completing their assigned office hours. Positions include:

- ❖ President
- ❖ Vice President
- ❖ Student Experience Captains
- ❖ Marketing Manager and Promotions Chair
- ❖ Event Coordinator
- ❖ Office Manager
- ❖ Community Engagement Chair
- ❖ Lair Staff

More information can be found in the Office of Student Life and Development Office or University website.

COUNCIL OF PRESIDENTS

The Council of Presidents (COP), which is composed of the presidents of registered student organizations, serves as the governing body for all registered student organizations at Lincoln University. Students must have a 2.5 GPA to actively participate in the Council. Their purpose is to assist, advocate, govern and serve as a liaison between the university and student groups. As a council, with members composed of presidents from recognized student organizations; they aim to:

- ❖ Promote the general welfare and interest of student organizations
- ❖ Advocate for student groups serving as a liaison between administration and organizations
- ❖ Serve as the voice for student organizations at Lincoln
- ❖ Provide programming, leadership experiences, and civic and service opportunities for student organizations and their members
- ❖ Uphold and exemplify the Student Organization Handbook

Questions about starting a new organization, organizations standing, challenges your organization is facing on campus can be communicated to the Council.

UNIVERSITY ROYAL COURT

Mister & Miss Lincoln University are prestigious representatives of the University community and shall serve as the official representatives at all official on and off campus events. The major responsibilities of the king and queen include assisting in admissions efforts, providing leadership to community service projects, planning and assisting in major university events, and representing the university at the national competition. They both should serve as positive role models for the entire Lincoln community and are considered excellent examples of leadership.

In order to serve on the Royal Court members must:

- maintain a 3.0 cumulative GPA
- 45-90 credit hours (to apply, credits should increase during reign)
- Currently enrolled at Lincoln University full-time
- Must be in good judicial standing with the University throughout the process and reign.
- Must not have previously served as Mister or Miss Lincoln University.
- Must be able to serve for the full academic year.

Information to apply will be communicated to the student body by the office of Student Life and Development.

HONDA CAMPUS ALL-STARS

The Honda Campus All-Stars Challenge is the first ever academic competition between students at America's Historically Black Colleges and Universities. HCASC is open to all 4-year degree-granting HBCUs in the continental U.S. Over 50,000 students have completed the program. Each year, 64 schools qualify to attend the National Championship Tournament (NCT). The Lincoln University Campus Tournament is held in the fall semester of each academic year. A minimum of two teams participate in the competition with teams consisting of 4 individuals per team. Individual students may collaborate to form a competing team in the tournament. Upon completion of the tournament the varsity team is chosen. Subsequently, a traveling team is selected to attend the NCT upon meeting requirements and deadlines for participation.

Information to apply and participate will be communicated to the student body by the team captains with the support of the Office of Student Life and Development.

More information about campus organizations can be found at:

@sld_lu on Instagram OR

lincoln.edu/student-life/student-life-and-development

Definitions

A **Club** is a group that is closely tied to a department on campus and has the oversight of that department rather than oversight by Student Life and Development. It is often a department member's responsibility to advise the group. Often, funding comes from the department to support the group's initiatives. Clubs must register with the Office of Student Life and Development for record-keeping. They do not have to go through the organization application process, nor are they required to have a constitution, unless decided by their department. Any programming limits will be outlined in an approval letter from Student Life and Development.

A **Registered Student Organization (RSO)** is a group of Lincoln University Students who unite to promote a purpose that is not specifically regulated by a department and is recognized by the Office of Student Life and Development. RSO's at Lincoln University must comply with all university policies in order to gain and maintain active status. Because the management of the organization is intended to be a student learning experience, the day-to-day functions of the organization are carried out by student members, although organizations must contract with an advisor. The advisor may or may not have an affiliation with the group, is chosen by organization members, and has agreed to participate. Lincoln University is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws.

Students may choose from over 50 student organizations and clubs, including but not limited to those whose focuses are academic, cultural, and advocacy. Additionally, any student may create a new student organization to serve a particular niche, provided there is an identified interest and a like-organization does not exist.

I. Registered Student Organizations

Registered Student Organizations are required to register annually through the Office of Student Life & Development to maintain their privileges of utilizing space and other resources offered by the university. No club or organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status.

A student initiating a club and/or organization or holding an officer position with a recognized club or organization must have a cumulative grade point average of at least 2.5 to be considered for recognition or to keep the club on the active organization list.

If you are unable to find a student organization that does not currently exist or fit your interest the Office of Student Life and Development and our staff members can assist you with the process of finding one and/or starting your own.

ORGANIZATIONAL AUXILIARIES

No auxiliaries are recognized by Lincoln University in any form, including any auxiliary that is recognized by a national organization. Any individuals found to violate this policy are subject to sanctions including, but limited to, exclusion from membership into a nationally chartered organization.

Organizational auxiliaries are defined as male or female groups that exist to assist in the provision of programming or membership intake activities by a specific fraternity, sorority, or social fellowship. Initiation into these groups is generally characterized by physical abuse, psychological humiliation, and trauma, and financial, and sometimes sexual, exploitation. Sanctions for the organizations and individuals may include but are not limited to: fines, probation, and suspension, pending the outcome of the investigation.

II. Becoming a Registered Organization

Any proposed organization must receive final approval from the Student Life Coordinator. Students seeking to establish a new organization should verify that the proposed organization does not already exist and that it meets the necessary criteria by answering the following questions:

- Does the proposed group support and advance the University Mission Statement?
- Does the proposed organization meet a need or fill a niche not currently met or filled by a college registered organization?

Is the proposed group and/or its student leaders in good standing with the University and free from judicial sanctions?

Rights and Benefits of Campus Organizations

1. The use of the University's name and visual identity in association with the name of the organization.
2. Use of University facilities in accordance with the policies governing them.
3. Listing of the organization on official publications of the University.
4. Solicitation of members on campus.
5. Use of a campus mailbox.
6. Use of the university calendar and reservation system, to schedule and publicize events.
7. Rights to request student activity funding from appropriate sources.
8. Ability to establish membership dues and raise funds.
9. Use of supplies and promote programs and activities as available within the Office of Student Life and Development.
10. Ability to request University support for transportation, upon availability.

All student groups looking to become a recognized organization must complete the following requirements:

1. A petition for registration must be submitted to the Office of Student Life and Development. They will be reviewed within the closest registration window.
2. Petitions must have a minimum of 5 students listed on the petition.
3. Petitioning students must have a cumulative grade point average of 2.5 or higher to be considered in good standing to hold an executive board position.
4. Petitions and registration documents must be submitted within 30 days of the beginning of the fall or spring term.
5. Decisions regarding approval and disapproval are processed by the Office of Student Life and Development within 15 days after the registration window closes.
6. Religious Organizations must be approved through the University Chaplain who will make the recommendation for approval or disapproval of the request.
7. Academic Clubs or Honor Societies must be certified by the Chair of their department and have an advisor from the related academic field, for approval of the constitution.
8. The petitioning organization will be notified by the Office of Student Life and Development of the decision made in respect to their status and subsequent actions in an approval letter.
9. Attend New Organization Orientation and Training.

All newly recognized organizations shall be granted temporary charters for one academic semester. Until chartered, all such groups will be designated as 'Interested Groups' and may utilize University Facilities for meetings, but they cannot be authorized to hold fundraisers, or dances, sponsor speakers or utilize the University's name.

New Organization applications are reviewed and processed during the following windows:

January 1-February 1
May 1-June 1

Required Documentation includes, but is not limited to:

- Organizations Classification
- Members and officers
- Constitution and bylaws
- Advisor Approval/Agreement Form

Failure to meet predetermined deadlines for training and/or necessary forms for submission automatically forfeits any new organization applications regardless of what stage in the process a group is in

Clubs and Organizations Guidelines

As a student club or organization, groups are governed by University policy, the Student Code of Conduct, and the Student Organization Handbook. These guidelines were created and are implemented by the Office of Student Life and Development in collaboration with the Office of Student Conduct and the Council of Presidents. These guidelines will explain the privileges, procedures and expectations associated with having an organization on campus. In our commitment to ensuring that student organizations are successful and of service to their campus community Lincoln University will:

1. Provide written notification to presidents, advisors, and national headquarters when organizations fail to meet organization requirements.
2. Adhere to a policy of confidentiality in regard to specific organization needs
3. Conduct investigations of any alleged activities which are deemed in violation of University policy or state law.
4. Facilitate award programs and incentives designed to encourage academic excellence, leadership, and campus/community service
5. Maintain records to continue strong communication with local and sponsoring chapters as well as regional and national offices of respective organizations.
6. Keep a current database, including officers, membership status, advisors, semester grades and judicial statuses. Information may be added, revised, or deleted throughout the year by the Office of Student Life and Development.

Organizations and their advisors will be notified of any status changes and/or updates via email from the Office of Student Life and Development.

I. Active Organization Requirements

Active organizations are defined as organizations that are in good standing with the Office of Student Life and Development. The organization has met required deadlines, submitted all forms/paperwork, and has not been found in violation of Student Handbook or Organization Conduct violations. **Organizations are required to maintain good standing** and complete basic requirements to remain recognized by the university. This standing is maintained by completing the following;

a. Registration

Organizations are required to register at the end of every spring semester for the upcoming academic year. Registration for the upcoming academic year will be open May 1st- June 1st at the conclusion of each spring semester. Approval and status will be communicated via email from the Office of Student Life and Development.

b. Points

An organization must have a minimum **100 points total** per semester to remain in active status. Points are earned by hosting event programming. Each program is worth 20 points.

c. Semester Plan

Submission of a semester plan to Student Life and Development which consists of the programs, events and initiatives you would like to facilitate for the upcoming semester that align with your organization's mission. **This is not the same as submitting event proposal forms.**

d. President's Circle Meetings

Executive presidents will attend meetings hosted monthly by the Office of Student Life and Development. In the event the president is unavailable, another board member is able to attend the meeting. Dates will be communicated at the beginning of each semester by the Office of Student Life and Development. Attendance at all meetings is worth 10 points collectively for attending all meetings, 5 points for attending half of the required meetings OR zero points for attending less than half of the required meetings.

e. Monthly Reporting

Organizations will be expected to submit monthly reports with the details of the events the organization has hosted in the previous month. Organization points are calculated based on monthly report submissions. All reports will be submitted to and verified by the Office of Student Life and Development.

f. Event programming

Organizations are responsible for a minimum of one program for each event category. The event categories are as follows:

1. **Social** events are any program designed to bring students together any event involving public performance or where entertainment is provided where a winner is selected, a team building exercise or year in function or, recreational events or any opportunity to engage with like-minded people,
2. **Cultural** events are defined as artistic expression events that include family customs or traditional ceremonies that are specific to a diaspora, cultural custom or societal group.
3. **Community Service** events raise funds or provide a service without intentions of rewards or money. They are designed to benefit the local or national community; these events can be sponsored by a public or private organization. Information regarding the event must be posted on Engage Lincoln Lions and communicated to the Director of Community Service.
4. **Educational** events are an event that allows students to develop and gain new knowledge and skills. These events promote critical thinking, analysis and understanding of an issue or provide educational tools to students.

Events held in collaboration with one or more organizations are eligible for points in the appropriate category for all participating organizations. These event must be mentioned in all participating organizations' monthly reporting.

Failure to submit registration documentation and/or submitting incomplete documentation for the academic year will result in denied registration and automatically place an organization on inactive status until the next registration window opens.

II. Probationary Requirements

Organizations on probation have failed to maintain active status requirements and/or have been found in violation of Student Organization Conduct. **Organizations on probation are expected to be working to active status.** Probation is designed to only last one semester. Requirements to restore active status are, but are not limited to:

1. Meeting a total point requirement of **120 points**. 2 of the programs must be held individually and cannot be in conjunction(collaboration) with another organization
2. A list of areas of improvement needed for your organization and how you plan to address them outlined in your semester plan. You will be required to attend one workshop with your board to develop these areas.
3. Attendance to at least 2 workshops hosted by Student Life and Development outside of the required President's Meetings.
4. Monthly meetings with the Office of Student Life and Development to continuously check in on progress and possible needs.

Failure to meet the outlined requirements for probation may result in a continuation of probation and/or suspension of your organization for a set period of time.

III. Inactive Organizations and Renewal

Inactive organizations are organizations that have not met all requirements to maintain active status for one or more semesters consecutively and/or have been found in violation of Student Organization Conduct or Clubs and Organizations Manual. **Inactive organizations are not permitted to host, collaborate and/or sponsor any activities on campus.**

Inactive organizations may be eligible for renewal of their organization permitted that the organizations violations do not include violations to the University alcohol, drugs, weapons and violent natured offense policies.

a. Renewal Application

Clubs and Organizations that have been inactive for more than one semester must be in good disciplinary standing with the Office of Student Life and Development and the Office of Student Conduct to be able to renew their organization. They will also be expected to complete the following;

1. Conduct a meeting with the Office of Student Life and Development to discuss qualifications for renewal.
2. Apply for registration within the closest registration window, and await approval.
3. Await approval from the Office of Student Life and Development.
4. Any additional requirements will be communicated via email from the Office of Student Life and Development.
5. If approved, organizations will move on to the final steps of renewal which are:
 - a. Participate in New Organization Orientation and Training
 - b. Host an interest meeting and submit attendance list to the Office of Student Life and Development
 - c.

b. Expulsion/Suspension from the University

Any organization, including a Greek Organization or its' member(s), expelled from Lincoln University of Pennsylvania and/or their respective organization, is not allowed to wear paraphernalia bearing the name, insignia, or other identifying characteristics of the organization. Expelled parties will not be allowed to participate in activities such as Step Shows, Community Stage, Competitions, Coronation, etc.

An organization's eligibility for renewal is subject to the discretion of the Office of Student Life and Development.

IV. Greek and Social Fellowship Organizations

Membership Intake Requirements

Membership into Greek organizations and Social Fellowships is both an honor and a privilege. Members of these organizations represent high university standards and community ethics. Therefore, students are expected to meet and maintain the following university standards to be considered eligible for membership intake:

1. Each Greek and Social Fellowship organization members and prospective members must attend the mandatory Anti-Hazing workshop, otherwise known as the “Campus Wide” that is sponsored by Office of Student Life and Development prior to the organization conducting membership intake. Two will be held per academic year, **prospective members are only required to attend one.**
2. All participants in membership intake are required to complete and sign the Anti Hazing Acknowledgement Agreement before leaving Campus Wide meeting. **Individuals that fail to complete this form will not be permitted to participate in membership intake in any capacity.**
3. Only full-time students who are registered at Lincoln University during the fall and spring semesters of the academic year may participate in the intake process.
4. Each student must have a cumulative grade point average of 2.5 or higher to be considered for membership into a Greek or Social Fellowship and to become a member of said organization. For transfer students this refers to the combined GPA (Lincoln University plus all transfer credits.) **No student will be considered for membership until his/her grade point average has been certified by the Office of the Registrar.**
5. Each student must have earned thirty (30) or more community service hours that are listed as “verified” on the Engage Lincoln Lions website between January 30 of the calendar year and January 1 of the following year.
6. Students must have earned thirty (30) or more university credits. Transfer students may be considered for membership if they have completed 15 credit hours the semester prior to the membership intake with Lincoln University and have earned thirty (30) or more semester hours in total.
7. Students must be financially cleared by the Office of the Bursar and/or have no outstanding balances with the University.
8. Students must be cleared of all judicial disciplinary sanctions and maintain a clean record for two (2) consecutive semesters. Students can be granted clearance for disciplinary sanctions when all fines have been paid in full, probationary or community service requirements have been met as determined by the Office of Student Conduct. The violations that prevent students from participating in Membership Intake Process are: weapons and violent natured offenses pending judicial responsibility.
9. All potential candidates will be submitted on one list with the original going to the Office of Student Life and Development and a copy to the advisor. No student can be considered for membership before receiving written permission from the Office of Student Life and Development.

Please note that these requirements are specific to Lincoln University of Pennsylvania. Greek and Social Fellowship organizations reserve the right to impose other specific requirements as they relate to the national organization(s).

The membership intake process shall only take place in the spring semester. Dates will be provided to the organizations by the Office of Student Life and Development.

Failure to comply with the above requirements may result in loss of membership intake privileges, suspension of the organization and/or judicial action by the Office of Student Life and Development, the Office of Student Conduct and/or National Headquarters.

Student Event Policies, Procedures, and Practices

There are a variety of spaces on the University City campus for departments, colleges, schools and recognized student organizations to host events such as meetings, lectures, workshops, receptions and concerts. Registered Student Organizations have the right and privilege to reserve event spaces that are available for use.

All persons, programs, and attractions sponsored by student organizations on-campus must be approved and registered with the Office of Student Life and Development. Only approved and registered clubs and organizations will be allowed to submit Event Approval Forms and secure room reservations. **By submitting an Event Approval form, organizations agree to Building Compliance Clause.**

I. Event Approval Process

a. Event Approval

All student organizations must submit an Event Approval form **14 days** (2 weeks) prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.

Once the Event Approval form is received the organization will receive an email from the Office of Student Life and Development with confirmation or denial of the event within **72 hours**. **Events that are put into Astra prior to being approved will be deleted and/or canceled.**

Individual students may not reserve space for personal or commercial purposes.

b. Event Cancellation/Change

Cancellation of any event by a student organization must be received by the Office of Student Life and Development **72 hours prior** to the event. Failure to properly cancel a reservation can result in forfeiture of any deposits made, suspension and/termination of the right to request and reserve spaces, and/or full charge or loss of refund of all preparation costs for such an event.

Event must be rescheduled with a minimum of **7 days** (1 week) notice from the proposed event date. Anything less than 7 days' notice will require a new event submission form.

c. Blackout Days for Programming

Blackout days are dates when no student organization programs will be allowed in the effort to increase support for other departments, events, or when campus is closed. Blackout Days will be communicated by the Office of Student Life and Development.

d. Event Denial and Scheduling

The Office of Student Life and Development will communicate reasons, resources and alternative options for the organization in the event a student program is denied. Student events may be denied for reasons including, but not limited to:

1. Space Availability
2. Community Safety Concerns
3. Capacity of the Space Requested
4. Promotion of an Unapproved Event
5. Advisors Availability and/or Approval

The Office of Student Life and Development may, at any time, reassign or cancel a program or event due to unforeseen or uncontrollable circumstances. The space reserved must be used for other purposes in the best interest of the institution, individuals, or such reservation is deemed outside of the overall university mission and goal.

e. Event Restrictions

There will be a limit placed on the event/programs per day sponsored by student organizations as deemed necessary by the Office of Student Life and Development. This will assist in ensuring that programs are well attended and planning efforts are not in vain. The Office of Student Life and Development will monitor the schedule of events based on the time and date in which they are submitted.

No events that resemble auctioning individuals will be tolerated at all.

Social events that extend beyond 12 a.m. must be held on Friday or Saturday only, unless otherwise approved by the Office of Student Life and Development.

Student Organizations are only permitted to host one party per semester. This includes parties hosted in collaboration with other RSO's, departments, SGA and/or class boards, unless otherwise approved by the Office of Student Life and Development.

The Office of Student Life and Development prohibits events and programs that consist of indecent exposure, indecent acts, physical or psychological abuse, verbal abuse or threat or harm.

Academic classes take priority in the scheduling of spaces. Specific questions regarding policies/procedures for student organizations reservation of events may be addressed by the Office of Student Life and Development. Non-university organizations may request use of university space at any time; however, the request can only be made through the Special Events and Conferences Manager.

Failure to properly and accurately reschedule, classify and/or submit required information for an event will result in its immediate cancellation and may suspend an organization's privilege to request events in the future.

f. Posting Policy

Promotion concerning on-campus/activities, both in-person and online, should not begin before the organization or requester has received written confirmation of the reservation from the Office of Student Life and Development. **An Event Approval Form is not confirmation of your request.** Any written/online materials to be used for the marketing of on-campus events must be submitted with an Event Approval Form and screened by the Office of Student Life and Development before posting on social media, hanging flyers, submitting to the Student Wire, etc.

All event promotion is required to have the following:

- Date, Time, and location must be confirmed prior to approval.

- Must be tasteful and provide correct information

- Be posted in the designated area in accordance with building policy

Clubs and Organizations are responsible for removal and disposal of material at the conclusion of their event. **All flyers should be removed after the event has occurred. Failure to do so may prevent approval of future event submissions.**

II. Space Agreement & Requirements

Registered student organizations are expected to have respect for their university and the spaces within it. Reservation of campus spaces is a privilege that can be revoked at the discretion of the university upon violation of Student Organization and/or Student Handbook policy. The Office of Student Life and Development and The Department of Public Safety reserve the right to cancel or conclude an event without notice should it pose a safety risk to the campus community.

a. Building Compliance

Compliance with all university building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request and reserve space OR the probation/revocation of active status for an organization. Event cleanup, food/drink policy, and equipment maintenance are the responsibility of the hosting organization. The consequences of violating building policy may include:

1. Written warning
2. Two practices/events will be canceled pending a meeting with the Office of Student Life and Development and necessary personnel
3. FINAL WARNING: One week of events canceled pending review by the Office of Student Life and Development and/or the Office of Student Conduct.

b. Clean-up/Equipment Requests and Housekeeping

Organizations are expected to clean up their areas before leaving (not adhering to this clause will result in loss of privileges)

The university is not responsible for deliveries of any rented items or equipment for event sponsored by Student Organizations. The organization is responsible for being present when such deliveries are made and when the items are retrieved.

Cleaning items are available with prior requests.

Organizations must be able to show that they have done as much as possible to maintain the upkeep of a facility. Damages incurred may be the responsibility of the host organization.

All damages should be reported immediately to the Office of Student Life and Development or the Office of Public Safety.

Organizations found in violation of these policy will not be permitted to hold another event for thirty (30) days or longer depending on the severity of the violation.

b. Barbecue and Open Flame Policy

Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames must be cleared by the Office of Student Life and Development and the Physical Plant Department. The Office of Student Life and Development, The Department of Public Safety, and the Office of Physical Plant reserve the right to reassign or cancel confirmed reservations if, due to unforeseen circumstances, the event poses a safety risk.

Barbeque events are subject to the following guidelines:

- At least 1 fire extinguisher within 10 feet of the grills
- Never leave the grills unattended at any time
- Never position on balconies or overhangs
- Perishable food must be maintained at its required temperature. Please see foodsafety.com
- No illegal substances can be added to any items
- No alcohol may be added to any items

c. Contract and Contractor Policy

If a DJ, event or any other contractor is attained for an event, a copy of the contract must be submitted to the Student Life & Development Office. Do not make assurances, sign contracts/agreements with DJs or other vendors until approval have been given by the Office of Student Life and Development.

They must also agree to a no profanity and family friendly set list, track list, script, etc. Contracted guests are also not permitted to promote or incite violence, antagonize members of the campus community, or promote violations to university policy. An off-campus DJ is only allowed two (2) guests, as per Public Safety and Security regulations.

Student Organizations are required to notify the Office of Student Life and Development of cancellations, changes, or discrepancies at least (3) days prior to the date of the event.

Additionally, student organizations, or individuals representing them, may not act as agents for off-campus persons or organizations in order to receive student rates/privileges for the space. Student organizations that reserve a space for the purpose of allowing off-campus persons, vendors, or organizations to promote advertise, or sell items will be held responsible for misrepresenting themselves and their organizations and risk suspension.

Please see the office of Student Life and Development for clarification on the vendor process and approved vendors.

III. Collaborations, Funding and Large Events

Event collaborations are when two or more organizations come together to present an event to the university. When collaborating, all organizations are required to have a documented agreement, with participating advisors approval that outlines the responsibility of the participating organizations, a budget for the event, and appropriation of funds and profits if they are to be expected.

Registered Student Organizations are required to be active and in good standing with the Office of Student Life and Development to participate prior to submitting proposals for event collaborations with the Student Government Association, the Office of Student Life and Development and all major campus events. Proposals may be sent via email or links provided by the respective offices.

a. Co-Sponsorship

Registered Student Organizations are encouraged to co-sponsor events with other active Lincoln University organizations. Plans to co-sponsor an event should be indicated on the event planning form and discussed with the necessary organizations and their advisors, and the Office of Student Life and Development during planning meeting. At that time, the financial commitment, delegation of responsibilities, financial management, promotion, etc. of each organization can be determined.

b. Funding for Events

Registered Student Organizations are eligible for up to \$200 in funds through the Student Government Association (SGA). These funds are based upon availability and subject to the discretion of the SGA Advisor and/or the SGA Treasurer and Treasury Board.

Communications regarding the disbursement of funds and approval will be communicated directly to requesting organizations from SGA.

c. Ticket Sales Policy

Tickets to on-campus events sponsored by student organizations must be held by the host organization. Obtaining physical tickets is the responsibility of individual organizations. Tickets sold cannot exceed the number of seats/available capacity for the reserved facility. Students should always be prepared to present Student ID upon requests.

On-campus activities for Homecoming and Spring Fling may require tickets and be made available to purchase as advertised. Tickets distributed or sold prior to the event must be presented to gain entrance. This does not preclude requests for identification.

IV. Large Events and Party Planning

Large Events and Student Organizations are subject to all campus event regulations. In addition to those policies, approved large events and parties will require further communication with the Office of Student Life and Development, including but not limited to:

1. A guest list for outside attendees up to 15 people
2. A meeting with the Office of Student Life and Development, the Office of Public Safety, and the organizations advisor
3. Ticket prices and selling dates with method of collection
4. Risk management plan and shifts for the hosting organization(s)

V. Stoplight Process

All events hosted by a student organization are required to be approved by Student Life and Development and have the support of the organization's advisor. To prevent overwhelming scheduling conflict, and promote student leadership, organizations within the Office of Student Life and Development will adhere to the following "Stoplight" policy:

RED LIGHT:

Large events that expect a crowd of 65 students or more must have an advisor present. Subject to a mandatory planning meeting.

Examples include: *Events located in the ICC or Wellness Gym/Cafe (i.e. fashion shows, pageants, parties, etc.)*

YELLOW LIGHT:

Events that may or may not draw a large crowd. Events that expect between 30-60 students are advised to have an advisor present but not required.

Examples include: *SUB Theater, Mock Trial Room, rooms with machinery/equipment (i.e. hot seats, movie nights, poetry slams, etc.)*

GREEN LIGHT:

Events that are expecting to draw a crowd of 30 people or less do not require advisors' presence at the event.

Examples include: *Events located in classrooms or dance rooms, (i.e. Interest Meetings, General Body Meetings, Studying events, etc.)*

All event approvals and necessary protocols will be communicated via email from the Office of Student Life and Development in accordance with our protocols outlined in this manual. Events and approvals may be subject to circumstantial protocol and procedure as deemed necessary by the Office of Student Life and Development and the Office of Public Safety.

Failure to comply with the event and/or advisor policies can result in cancellation of practices and/or events hosted by an organization, meetings with mandatory personnel with the possibility of revocation of privileges and/or the right to request and reserve space or the probation/revocation of active status for an organization.

Advising Student Organizations

All organizations are required to have at least one advisor that is a full-time member of Lincoln University faculty/staff. Greek organizations are required to have an additional advisor that is a member of their local alumni chapter. In addition, the advisors must attend major events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in both the Student Handbook, as they will be held accountable for the student organization. The primary and assistant advisor must be a full-time employee or faculty member of the university. Advisors are subject to approval by the Office of Student Life & Development and/or the Dean of Students.

Individuals that wish to serve as secondary advisors may be University alumni, members of national organizations, etc. All advisors will be verified through the Office of Student Life and Development. Organizations that fail to have a qualifying advisor, will result in automatic probationary status until one is found.

The services we provide advisors and student organizations are continually changing and improving. If you have suggestions or comments about this manual, or other services for student organizations, we would be happy to hear them.

All recognized organizations are required to have at least one advisor.

I. Introduction to Advising

The amount of attention student org anizations need from their advisors will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year. Moreover, the Student Life staff is available to assist you should any problems arise. The information below includes suggestions and general guidelines to use when advising your student organization.

You may request an advising assignment by sending notification to the Student Life Coordinator. You may also accept a student organization's request to serve as their advisor.

All advisors must complete an advisor approval form. Those who serve without completing the form will be doing so as an unofficial advisor in a personal capacity and not a professional, representative, or agent of the University. Such individuals are not covered by University insurance for liability associated with advisor responsibilities. Each Greek and Social fellowship organization must have two campus advisors in addition to their graduate advisor.

Clery Act Information

One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. This piece of federal legislation the Office of Public Safety is required to report "statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a 'Campus Security Authority.' Student Organization advisors are considered a campus security authority because they have "significant responsibility for student and campus activities".

What does this mean for advisors?

This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

For detailed information and documentation, please visit the Office of Public Safety webpage.

Student Organization Travel

While student groups may be presented with the opportunity to travel, procedures must be followed prior to a trip. All organizations are responsible for the rental of their own vehicles for any off-campus trips. Either the

organization's advisor will be responsible for renting a university vehicle or the organization must rent a vehicle from an office campus facility. The organization advisor(s) are expected to support and/or travel with students throughout the duration of the excursion.

Student Travel Registration Forms must be filled out prior to travel, for all students and/or student organizations regardless of funding source. In addition, student contact information as well as a detailed itinerary for each traveler is required. This information includes individual or group travel, air travel, bus travel, car travel (personal, rental, or fleet vehicle), and train travel. The Office of Student Life and Development is not responsible for any travel expenses. In preparation for off-campus trips ensuring that student organizations must adhere to the following prior to travel:

- Provide a list of attendees to the Office of Student Life and Development
- If necessary, advertise the trip. Approval is needed beforehand from the Office of Student Life.
- Provide Office of Student Life and Development with copies of all documents submitted. (contracts, itinerary, etc.)
- Be responsible for advising on travel costs and arrangements.

II. Managing Your Student Organization

The advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The advisor serves as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs within the University setting. A key idea to remember is that you are an advisor, not the leader. It should be conveyed to the students that the advisor can provide guidance, insight, and perspective to students as they work on projects, but he/she should not be doing the work. The advisor should be careful of being left to do the work for a student project. The students make the decisions; they are accountable for those decisions and for the successes and failures of their group.

Responsibility of Student Organizations to the Advisor

1. Establish a job description for your advisor. This should clearly define his/her responsibilities and also decide which lines of communication are best. Once decided upon, make sure to keep it updated, since contact information such as an email address changes!
2. Make sure you utilize the lines of communication you established! Notify your advisor of all meetings, activities, and programs so they can attend them when necessary.
3. Provide copies of meeting minutes and regular updates about the activity of the organization.
4. Designate a specific person in your organization to regularly meet with your advisor. This will keep your advisor up to date on current events within your organization. The amount of meetings will vary depending on the organization and advisor relationship. Establish a schedule accordingly.
5. Consult your advisor prior to making significant changes to the structure or policies of the organization.
6. Show respect to your chosen advisor! Allow them to share their ideas and listen with an open mind; they have the organizations best interest at heart.

Advisor's Responsibility to Student Organizations:

While advisors may wish to attend all organization meeting, they should also be prepared to uphold and maintaining a close relationship with the organization. Having signed the Advisor Agreement Form, organization advisors understand that they are expected to:

1. Assist with the development of organizational programs, events, goals and objectives.
2. Assist the organization in the establishment of chapter goals and in setting priorities. Such as, reviewing proposed events and programs in an effort to ensure that the organization is serving the purpose for which it was chartered.
3. Discuss the financial status of the organization. Including regular updates on budgets, the identification of problems and their potential solution.

4. Assist with organizational difficulties (communications, delegation of responsibilities, etc.), and assist the leadership with their resolution.
5. Familiarize yourself with the organizations' national structure and services, if applicable. Discuss appropriate email communication and online presence.
6. Reinforce campus policies and procedure and ensure that the organization follows all rules and regulations established by the Office of Student Life and Development.
7. Attend all events sponsored by the organization and remaining in attendance for the event's entire duration according to the university Stoplight Process. If the advisor is unable to attend the event, he/she must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Student Life and Development IMMEDIATELY; or the event will be subject to cancellation.
8. For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced.
9. Be present to represent the organization when requested by the Office of Student Life and Development, The Office of Student Conduct and/or The Office of Public Safety.
10. Prioritize the Risk Management of events and programs (time, locations, cleanliness, student behavior) and report any misconduct in accordance with University policy to the Office of Student Life and Development.

The Advisor's Responsibility for Organization Programs Off-Campus:

- Monitoring behavior en route to and while in attendance at all trips. Reporting any misconduct to the Dean of Students IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing the field trip area to be sure all students are accounted for.
- Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.
- Making sure the information booth at the field trip area has the name of the chaperone (trip sponsor or designer) in case of emergency during visit.

Anti-Hazing Policies:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The Lincoln University of Pennsylvania condemns all acts of hazing and expects all student organizations to refrain from such acts. All student organization advisors need to be well informed about the Anti-Hazing Policy in the University Handbook (pg. 24 Section 1.16). In addition to the University's policy on hazing, advisors to Greek organizations should also contact the Interfraternity Music Council, Panhellenic Council, National Pan-Hellenic Council, or the chapter's headquarters to obtain their respective anti-hazing statements.

Definition of Hazing

Hazing is defined as when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal, State, or Municipal law or University policy or procedure;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Aggravated Hazing

When a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

When an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Greek organizations, social fellowships and other recognized student governance bodies with jurisdiction over registered student organizations may establish self-regulating procedures with respect to complaints of violation this regulation brought against their members. Such processes shall be independent of University conduct processes. A recognized national/international organization, and its members, must also comply and adhere to the regulations from their respective national/international offices and councils. Any organization that conducts membership intake activities must submit their organization's hazing policy to the Office of Student Life and Development.

Minor: Regardless of student status, a minor is any person under the age of eighteen (18). Students: for purposes of this Policy only, an individual who attends or has applied to attend or has been admitted to Lincoln University.

Hazing Policy Statement

Lincoln University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including **The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.** For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Reporting Hazing

The University strongly encourages all members of the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes hazing to report the conduct to the Office of Public Safety, the Office of the Dean of Students, the Office of Student Success, and/or the appropriate police

agency. Anonymous reports may also be submitted. This Policy and reports made pursuant to this Policy do not supersede or replace other reporting obligations mandated by law or University policy.

Hazing reports can be submitted anonymously at: <https://www.lincoln.edu/student-life/dean-students/hazing-report-form>

Penalties for Hazing

This hazing regulation must be presented by all fraternities, sororities, social fellowships, and recognized student organizations to all members during each membership solicitation or acceptance period, but not less than once per semester. The chief officer and governing board must file with the Office of Student Life and Development a form approved by the office certifying compliance with this regulation. Failure to be presented with the regulation or file the certificate will not release any group or individual from responsibility and/or disciplinary action under this regulation. Registered student organizations must sign a statement of compliance. The university will approve the statement to certify compliance with this regulation. All Student Organizations must be made aware of the consequences for hazing in accordance with the Student Organization Code of Conduct and Student Handbook, including but not limited to:

- Organization probation as deemed necessary by the Office of Student Life and Development
- Loss of social privileges including but not limited to: hosting events, conducting intake or hosting meetings
- Separation or removal of individuals or a group from an accused organization
- Suspension or expulsion of the organization from the University
- Loss of Charter of national organizations and student groups
- Legal Action as deemed necessary from University Counsel

The University's hazing letter will be made available on an annual basis. Recognized student organizations have an obligation to protect the welfare of their prospective, initiated members, guests, and the University during activities. Every precaution must be taken to protect the university, individual and organizational liability.

All clubs and organizations are responsible for understanding the university policy on Hazing.

Suspension of Privileges:

The ability to be part of a club or organization at Lincoln University is a privilege and should be treated as such. If it is brought to the attention of the Student Life and Development Office that your club or organization may be involved in activities that violate the Student Handbook or Pennsylvania State Law, your club or organization may be suspended in addition to investigation of the alleged violations conducted by University staff.

Student Organization Code of Conduct:

Students and Registered Student Organizations are expected to familiarize themselves with and adhere to the policies and guidelines of their affiliated office. Failure to adhere to the policies and guidelines may result in disciplinary action under this Code of Conduct and/or Club and Organization Manual and/or the Lincoln University Student Handbook in addition to any action taken by the affiliated office.

Lincoln University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.

I. Standards for Student Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Application of This Code

The Office of Student Life and Development and the Office of Student Conduct will exercise joint jurisdiction over recognized student organizations and member conduct, including fraternities, sororities and social fellowship organizations. Action by the Office of Student Life and Development does not preclude action by National Councils, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused (i.e. fines)

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus. Nothing in this code may conflict with any policies or laws that prohibit disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Life and Development has responsibility for reviewing cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Life and Development receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will escalate the case to the Office of Student Conduct for further review. In either instance, the president of the student organization will be sent a letter to schedule an informal conference as well as to notify the president of the alleged charges.

The pursuant office administrator will meet with the president of the organization to discuss the allegations. If the organization is found responsible for the alleged misconduct, the president will be issued a sanction. It is the president's right to accept or reject the sanction. If the president believes his/her due process rights have been violated or the informal sanction was too excessive, he/she may submit a written request to the Office of Student Life and Development within five days of the notice of sanctions, to have the case reviewed by the Executive Director of Student Success and/or the Dean of Students. The president of the organization will be notified of the University's final decision within 10 working days.

All student organizations are required to be recognized by the University through the process administered by the Office of Student Life and Development. Recognized student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities and social fellowship organizations (hereinafter referred to as groups in this section), are held responsible. Policies and procedures developed by the Office of Student Life and Development or student groups are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Conduct.

II. Unacceptable Student Organization/Member Behavior

The following behavior is unacceptable and subject to disciplinary sanctions:

Aiding and Abetting

1. A student organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,
2. A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
3. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Alcohol

A copy of the University's Alcohol Policy shall be provided to each student organization president and must be followed. The University's Alcohol Policy is in compliance with Pennsylvania Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol when necessary.

Damage to Property

Willful and/or careless destruction, defacement of, or tampering with University property, or the property of others.

Discrimination

Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

Disorderly Conduct

1. Any offensive or disorderly act or display which interferes with the rights of others,
2. Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
3. Excessive noise which is disruptive to the campus or surrounding community

Drugs

1. Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs,
2. Sponsoring/hosting an activity at which substances noted above are used.

Endangerment

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

Failure to Comply

1. Failure to comply with the directions of University officials acting in the performance of their official duties,
2. Resisting or obstructing University officials acting in the performance of their official duties,
3. Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organizations Manual
4. Failure to follow all policies and procedures established by the University pertaining to the University Student Handbook
5. False Alarms and Fire Safety Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

Falsification of Information

1. Willful falsification of information on University records, to University officials, or to local government officials,
2. Willfully providing false information for the purpose of obtaining services,
3. Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
4. Possession, manufacture or distribution of false or altered instruments of identification,
5. Initiating or causing to be initiated any false report, warning or threat.

Firearms, Fireworks, Weapons and Explosives

1. It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus,
2. Possession or use of fireworks on campus or at group sponsored events off-campus.

Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

Harassment and Abusive Behavior

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited. Such as; vulgar, demeaning, mean-spirited, or overly-explicit language, hitting or kicking, any form of harassment

Hazing

Lincoln University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including **The Timothy J. Piazza Anti-Hazing Law, 18. Pa. C.S. § 2801, et seq.** For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization. Please refer to the hazing policy outlined on page 25 of the Student Organization Handbook.

Misuse of Computer Facilities or Resources

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

1. Unauthorized entry into a file, for any purpose,
2. Unauthorized transfer of a file,
3. Use of another's identification or password,

4. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,
5. Use of computing facilities and resources to send obscene or intimidating and abusive messages,
6. Use of computing facilities and resources to interfere with normal University operations,
7. Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
8. Violation of a campus computer use policy.

Obstruction of University Activities

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

Pledging and New Member Intake

Student organizations that are not in compliance with pledging/new member education requirements as outlined in their local and national constitutions and/or by-laws or the regulations outlined in the Student Organization Handbook (pages 16-17, 23).

Risk Management of Events

1. Failure to adhere to event start and end times
2. Failure to adhere to guest lists
3. Failure to check identification.
4. Failure to provide adequate Security Officer coverage
5. Failure to complete disclosure of all marketing materials, along with how and where distributed

Sexual Misconduct

Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure such as: nudity, near nudity, exposing undergarments and sexually proactive clothing, stripping, lap dances and/or groping

Theft

1. Theft of property or services on the University campus or at sponsored events, (B) Removal of University property from common use areas,
2. Removal of books or other items from University facilities without following prescribed procedures,
3. Possession of property illegally procured is prohibited.

Trespass

Entering any University facility, except in accordance with established policies and procedures.

Use of the University Name

1. Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.
- 2.
3. Violation of Student Organization Conduct Procedures and Sanctions including:
4. Falsification, distortion, or misrepresentation of information related to a discipline matter, Disruption or interference with the orderly progress of a student organization discipline proceeding,
5. Initiation of a student organization discipline proceeding in bad faith,
6. Attempting to discourage another from participating in the student organization discipline matter,
7. Attempting to influence the impartiality of any participant in a student organization discipline matter,

8. Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
9. Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

Violations of Civil or Criminal Law

Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

Approved on behalf of the University by ArenRenae Hamer, Student Life Coordinator/Director of Community Service.

QUESTIONS?
CONTACT US.

ArenRenae Hamer
Student Life Coordinator,
Director of Community Service
(484) 365- 7701



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