Student Organization Handbook & Resource Guide

Table of Contents

Office of Student Engagement

The Office of Student Engagement is located in the Meyer-Evans Student Center

Mission Statement

The Office of Student Engagement actively supports the mission of Lincoln College by implementing programs and services that enrich students' lives and encourages involvement in co-curricular experiences that will prepare them to be contributing members of society.

Vision

To cultivate transformative experiences that support the development and growth of the whole student.

Office Hours

When classes are in session

Summer Hours

Monday – Friday | 10:00 a.m. – 4:00 p.m.

Monday – Thursday | 10:00 a.m. – 4:00 p.m.

Hours are subject to change

Organizational Structure

```
                    Board of Trustees

                       PRESIDENT
                    DR. DAVID GERLACH

  VICE PRESIDENT OF    VICE PRESIDENT FOR      VICE PRESIDENT OF    VICE PREISDENT OF
      ACADEMIC         ENROLLMENT MANAGEMENT   FINANCE              ADVANCEMENT
      AFFAIRS          & STUDENT AFFAIRS       GREG EIMER           DEBBY ACKERMAN
  Dr. Donna Bradley    SUSAN BOHLER

                       DEAN OF STUDENTS
                       BRIDGETT THOMAS

                       DIRECTOR OF STUDENT
                       ENGAGEMENT
                       ZACH LANDERS

                       STUDENT GOVERNMENT
                       CLUBS AND ORGANIZATIONS
```

Student Organization Recognition Process

Note: Lincoln College strongly discourages student participation in student organizations which have been unrecognized and/or not recognized by the college. The college does not provide any form of support, oversight, and/or organizational advisement for these unrecognized groups or their members. Students who choose to associate with these unrecognized organizations will not be able to obtain any and/or all of the benefits available to those who join a recognized organization including, but not limited to, access to meeting space, participating in college events as a group, member recruitment programs, athletic competitions, fund raising and so on. Also, since these groups often lack national affiliation, they may not have liability insurance, or oversight policies for risk management, hazing and/or sexual harassment. If one of these organization would experience a civil lawsuit, each member of that group, singly or together, might be held directly liable by a complainant, exposing themselves and their family members to unneeded risk. Any individual or group of individuals choosing to operate and/or recruit under the name or derivation of the name of any unrecognized group may be subject to disciplinary action under the student code of conduct.

Students wishing to start a student organization and take advantage of privileges afforded by recognized student organizations (RSOs) at Lincoln College must go through a registration process and renew their registration annually.

Starting a Student Organization Checklist

Before you begin the process in starting a new student organization, here are some things to think about before you begin:

- How are you going to define your organization?
- What will be the goals for your organization?
- How do you plan to accomplish the goals?
- What is unique about your organization?
- Will the organization be affiliated with a department or office on campus?
- Is this organization an affiliate of a (inter)national organization?
- Do you know of a full-time faculty or staff member who would be interested in serving as an advisor for your organization?
- Are there other students you know who would like to join?
- What benefits will the organization offer its members?
- What type of involvement commitment will members need to make?

To start an organization, you must:

- ✓ Notify the Office of Student Engagement that you're interested in starting a new student club or organization. They can provide valuable resources and guidance in starting this process.
- ✓ Register a table or meeting space to share information about your new organization and recruit new members. Organizations must have a minimum of 5 members to be recognized.
- ✓ Establish organization officers. Recognized student organizations must have a president and treasurer. Establishing other officer roles are strongly encouraged ex. vice president, secretary, etc.
- ✓ Secure a full-time faculty or staff advisor to help guide the organization on different issues.
- ✓ Develop a constitution and bylaws that defines the purpose and structure of the organization, as well as bylaws that outline the day-to-day operations and policies of the organization.
- ✓ Once you have completed everything above, you're ready to apply for recognition. The online organization registration form can be found on the Lynx Student Life Portal (Presence).

On the following pages you'll find detailed policies/requirements that allow organizations to receive and maintain recognition at Lincoln College. If you have any questions, contact the Office of Student Engagement.

Classification of Student Organizations

Recognized Student Organizations (RSO) at Lincoln College are classified in the following four categories: Sponsored; Affiliated; Independent; and Social Greek. All groups are required to transition their organization annually with the Office of Student Engagement to remain active.

Sponsored Student Organizations

Sponsored Student Organizations are student organizations that serve a primary function and help to support the mission and goals of Lincoln College. These groups, by nature of their design, are essential to the fundamental purpose of student learning.

Affiliated Student Organizations

Affiliated Student Organizations are student groups with at least five currently enrolled students joined together for a common interest. Members are those individuals interested in goals of the organization who are actively willing to work toward those goals.

Independent Student Organizations

Independent Student Organizations are student organizations that are associated with or chapter of a third-party organization such as Habitat for Humanity, Zonta, Rotary, Circle K, etc. These organizations may use College facilities to conduct business, however are financially independent from Lincoln College. This does not include honor societies, which are classified as "Sponsored".

Social Greek Organizations

Social Greek Student Organizations are traditional social fraternities and sororities whose primary focus is social in nature. These groups typically restrict their membership based on gender. **Lincoln College currently does not permit the expansion of fraternal organizations. The Greek life expansion is currently pending review by the administration.**

Types of Organizations

- Academic & Department
- Advocacy & Social Justice
- Performance & Arts
- Civic Engagement
- Cultural & Identity
- Governing
- Honor Society
- Political
- Programming
- Publication & Media
- Recreational
- Religious & Spiritual
- Special Interest

Officer Eligibility in Recognized Student Organizations

- In order to become a candidate for and/or hold student office in a recognized student organization, a student must:
  - Be a full-time undergraduate or graduate student.
  - Be in good standing (disciplinary and academically) with Lincoln College.
  - Maintain a 2.0 (undergraduate) and/or 3.0 (graduate) cumulative and semester GPA. Organizations may establish higher individual GPA requirements for officers as long as it exceeds a 2.0. Note: Organizations affiliated with a third-party organization (ex. honor societies) may have higher established GPA requirements that both officers and members must meet in addition to Lincoln College's.
- A one semester exception may be granted on a case-by-case basis. If ineligible, the student may submit an appeal in writing to the Director of Student Engagement or their designee before the first day of scheduled classes for the approaching semester.

- First year students are eligible to hold office after completion of one semester at Lincoln College.

Note: The individual cumulative and term GPA for officers in recognized student organizations will be raised using the following schedule until it is a 2.5.

- 2021-2022 | 2.0 cumulative and term GPA
- 2022-2023 | 2.3 cumulative and term GPA
- 2023-2024 | 2.5 cumulative and term GPA

Required Officer Positions

Organizations are required to have a President and Treasurer (or parallel leadership position) and those roles must be held by two distinct individuals.

President

The following represent duties for which an organization president might be responsible for:

- Preside at organization meetings
- Facilitate executive board meetings
- Represent the organization to the institution and (inter)national organizations
- Maintain contact with organization adviser, organization alumni, and campus and community partners
- Be aware of all money matters
- Appoint committee chair people
- Serve as spokesperson for the executive board and organization
- Provide motivation for the organization

- Prepare for all meetings
- Coordinate campus wide programs
- Serve on various committees or taskforces
- Coordinate executive transitions
- Remain fair and impartial during all decision-making processes
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Organize executive board retreats
- Coordinate the executive board transition

Treasurer

The following represent duties for which an organization treasurer might be responsible:

- Prepare the organizational annual budget
- Serves as the primary signatory on financial accounts
- Prepare all budget requests for funds, and pay bills
- Collect organization dues
- Audit books regularly with adviser
- Maintain a finical history of the organization
- Maintain a working relationship with institutional accounting

- Serve on various committees and task forces
- Coordinate solicitation and fundraising efforts
- Claim all stolen or lost equipment
- Maintain an inventory of all equipment and its condition
- Make quarterly reports of all receipts and disbursements to the members
- Perform other duties as directed by the president

Establishing other leadership positions are encouraged but not a requirement. Other suggested leadership positions that have proven successful for other organizations include:

Vice President

The following represent duties for which an organization vice president might be responsible:

- Assumes the duties of the president in his or her absence
- Serve as Parliamentarian
- Direct constitutional updating and revision
- Facilitate elections of officers
- Submit term reports

- Serve as liaison to committees
- Coordinate campus events and programs
- Organize end-of-year celebration
- Perform other duties as directed by the president

Secretary

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Keep the organization informed of both organizational and college business
- Maintain attendance (roll call) at all meetings
- Maintain a calendar of events
- Notify all members of meetings
- Prepare organization's calendar of events

- Serve as the organization's recognition coordinator
- Maintain contact information directory of all members
- Maintain organization Presence page
- Handle official correspondence
- Reserve meeting rooms for the term and year
- Advise on public relations
- Maintain organization records and storage
- Perform other duties as assigned by the president

Other positions to consider: Event Coordinator, Fundraising Chair, Community Service Chair, Publicity Chair, etc.

Please note, students should avoid serving in officer positions in more than one organization if it poses a conflict of interest.

Organization GPA Requirement

To support the academic mission of Lincoln College, recognized student organizations are encouraged to operate in a way that encourages, and does not hinder, academic success. Each recognized student organization's semester GPA will be reviewed at the conclusion of the Fall and Spring semesters.

- If a student organization is unable to achieve a minimum 2.0 semester GPA, the organization will be placed on Academic Probation for the following semester. During the Academic Probation period, organizations are encouraged to spend the semester focusing on improving their academic performance. Academic Probation will continue until the organization is able to achieve a minimum semester 2.0 GPA.
- With the goal of working to improve the organization's academic performance, extra-curricular activities will be limited as follows:
  - In regards to member recruitment, a one semester exception can be made for organizations that do not meet the 2.0 minimum semester GPA requirement. The organization president must submit an appeal in writing to the Director of Student Engagement or their designee that addresses the organization's plan of action for academic improvement.
  - Organizations cannot sponsor, co-sponsor or host any social events during the Academic Probation period. Previously approved organization sponsored social activities will be cancelled.
  - Organizations are still encouraged to sponsors and participate in approved educational and civic engagement activities.

Note: The semester GPA for recognized student organizations will be raised using the following schedule until it is a 2.5.

- 2021-2022 | 2.0 semester GPA
- 2022-2023 | 2.3 semester GPA
- 2023-2024 | 2.5 semester GPA

General Membership

- Student organizations must have a minimum of five active members to maintain recognition.

- Membership in a recognized student organization shall be open to all constituents of the college community who are willing to subscribe to the stated purpose and to meet the stated obligations of the student organization.

Non-Discrimination Policy

Membership shall not be discriminated basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or pregnancy.

Single Sex Organizations

The U.S. Department of Education Office of Civil Rights has established a set of criteria for determining when a sing sex organization is exempt from the provisions of non-discrimination regarding gender and membership in the organization. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to students, staff, or faculty
- The organization must be "social fraternity or sorority" as defined by the Department of Education

The Department of Education defines a "social fraternity or sorority" as a group that can answer "non" to all the following questions:

1. Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the university?

If the group answers "yes" to any of the questions, it is not a "social fraternity or sorority" and is not exempt from the requirements of Title IX.

Selective Membership Practices

Organizations that engage in selective membership practices must meet with the Director of Student Engagement to ensure their practices are in compliance with municipal, state, and federal laws. Member selection criteria must be relevant to the goals and objectives of the recognized student organization and congruent with the educational mission of Lincoln College.

Constitution & Bylaws

Develop a Constitution and Bylaws. A sample constitution and writing guide is provided on the Office of Student Engagement page on the Lynx Student Life (Presence) portal. Items that must be included in this document are:

A. *Name, Purpose and Affiliation*: The name of this organization shall be [name of organization]. Describe or list the purpose and goals of the organization. List any affiliation with any local, state, or national organizations if applicable.

B. *Membership:* Describe membership requirements. Who may be a voting or nonvoting member? Do you require a minimum GPA? Describe membership privileges. Describe how individuals are selected or appointed to positions. Describe any ex-officio members, i.e., advisors, honorary members, etc. Discrimination disclaimer (see Section 2: 4.B. on page 6).

C. *Officers*: Define officers and describe their position(s) and duties. Define officer qualifications i.e., GPA, full-time status, etc. Define voting procedures of officers.

D. *Election and Impeachment*: Describe the officer election process and timeline. If necessary, define method of voting, campaigning restrictions, etc. Explain impeachment/removal procedures.

E. *Meetings*: Define meeting frequency, i.e., weekly, bi-weekly, etc. Define provisions necessary for calling special/emergency meetings. Define attendance policy for meetings and establish an accountability system. Define quorum and when it is necessary. Define voting rules: majority vote, 2/3 vote, etc. Define parliamentary procedure to be used (Robert's Rules of Order).

F. *Committees*: Define committees, their meeting process and membership.

G. *Amendments and By*-Laws: Define who may propose an amendment to the constitution. Define the method in which an amendment must be submitted or presented. Define ratification process for amendments, i.e., simple majority, 2/3 vote, etc. Define use of by-laws typically used to clarify constitution or define detail in organization.

H. *Adherence to College Policies*: Statement of adherence to college rules, regulations and policies. Statement of adherence to all municipal/local, state and federal laws.

I. *Advisor*: Describe the advisor selection process. Define the role of the advisor.

Please note that what you put in your constitution and bylaws must comply with college policy (Academic Catalog, Student Code of Conduct, Student Organization Handbook), municipal, state and federal laws.

Faculty/Staff Advisor

Student organizations are required to have an approved full-time faculty or staff advisor. The advisor serves as a model for students. By providing leadership, the advisor is an educator, helping students learn by doing. The advisor provides a sense of direction for the student organization and promotes student and faculty/staff interaction in, and out of, the classroom. An advisor also provides the support necessary for the student leader to build, and maintain, a successful organization.

An advisor's role, similar to most aspects of college life, varies from time to time. However, the following expectations of Student Organization Advisors:

1. Help the organization identify its goals and should help members and officers to clarify their areas of responsibilities and related duties. The advisor should be prepared to guide the student organization into a meaningful sense of direction. This can be done by suggesting programs or activities that would be worthwhile and appealing to the students. However, the advisor should not manipulate the student leaders or organization.

2. Assure that accurate and consistent records are kept by organizational officers, that approved methods of handling organizational finances are followed, and updates requested by the Office of Student Engagement are filed properly.

3. Provide information concerning the organization when it is requested by a student or LC official.

4. Observe and evaluate student performance of assigned duties toward the accomplishment of group goals. The advisor should teach basic leadership skills and provide the student leadership with elements of good organizational and administrative practices. Advisors should encourage self-discipline and responsibility with the group. When needed, an advisor should provide advice or assistance to group leaders and members of the organization.

5. Be available whenever possible to assist the student leader in planning, implementation, and operation of any program or activity sponsored by the student organization. This does not mean, however, that advisors should do the work for the students. The role of the advisor is to offer professional opinions and expertise that will make the task at hand easier. Questions such as "what if" or "have you thought of?" often lead to sound discussion.

6. Be a good listener and act as a "sound board" as frequently as necessary. Many times, the student leader or even a member of the student organization may need to share ideas or problems. By listening, the advisor can build good relationships and at the same time avoid problems within the organization.

7. Resolve any problems that may occur within the organization that could not be resolved with the leadership or the membership of the organization.

8. Be available as a mentor to organization members to assist them with individual problems and decisions as well as those related to the organization.

9. Act as a source of general information regarding resources as well as Lincoln College policies and procedures.

10. In the event that the organization becomes inactive, notify the Office of Student Engagement in writing.

11. Advisors are required to approve event registrations, handle work orders, IT equipment check-out, sign-off on organization expenses, and assist the organization in reserving campus spaces. In some instances, advisors may be required to attend high-risk events planned by the organization.

12. Advisor's must be a Lincoln College employee. Independent organization advisors may be a non-employee, but must complete a volunteer form and criminal background check.

Lynx Student Life Portal (Presence)

Logging into Admin Dashboard

The Admin Dashboard is where Users (those with administrative privileges over an organization) will have access to manage their organization through the Lynx Student Life Portal.

To access different areas of the dashboard, hover over the left sidebar menu with all the icons. You can either click on "+CREATE" to pull up the different functions or you can simply click on the function from the menu under the + CREATE button to access what you need.

Depending on your user access, not all functions may appear to you. If you have questions, please contact Student Engagement.

1. Go to https://www.lincolncollege.presence.io
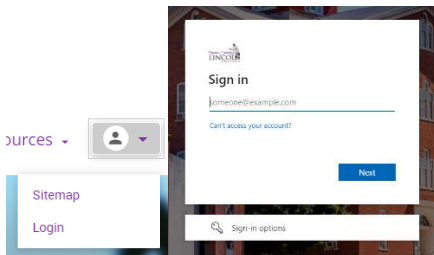
2. Click on the dropdown arrow next to the person icon, then click "Login". Use your Lincoln College single sign-on information, i.e. Lincoln College Email and Password.
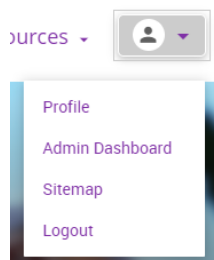
3. Once you're logged in, go back to the dropdown box with the person icon. You should now see an "Admin Dashboard" option. Click on it.
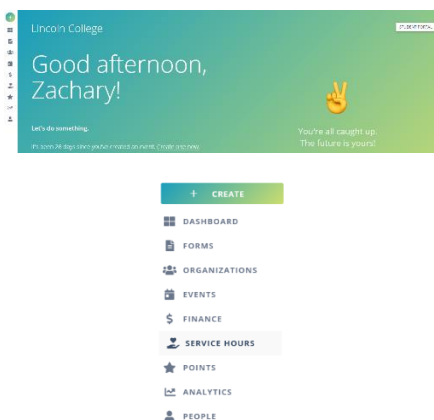
4. You will be redirected to the Admin Dashboard. Depending on your User Permissions, you can access and manage your Organization Dashboard, Register & Manage Events, view event attendees and analytics, and manage your organizations finances. Your user permissions depend on your role within an organization.

Note: Specific processes will be found throughout this handbook i.e., how to use the event registration form will be found in the *Event Management* section of this handbook.

Managing and Updating Organization Rosters

Student Organization's must keep updated and accurate rosters through their Lynx Student Life page (Presence). There are two ways to update organization rosters 1) Importing Memberships from a CSV file, and 2) searching for students in the Presence database and adding them to your roster.

Organization Roster Settings

You can add settings to your organizations to help with managing and organizing your members. To learn more about how to add settings to your organization read the easy to follow steps below.
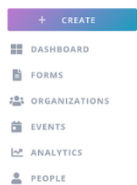
1. From any screen, hover over the navigation bar on the left and select "Organizations" to bring up the organization list.
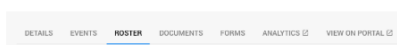
2. Type the name of your organization in the search bar and select your organization
3. Click on the "Roster" tab
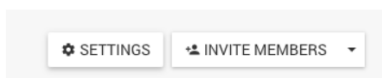
4. Scroll down and click "Settings"

5. The Roster Settings page will appear and you can select the option(s) that are needed for your organization.

Please note: In order for an organization to add members without invite, it first must be granted access to "Allow Organization to Restrict Members"

- Allow Organizations to Restrict Members – This allows organization admins to have the ability to select "Require Approval for Members"
- Require Approval for Members – Allows admins of an organization to approve or deny pending member's requests

6. Don't forget to click "Save" once completed!

Importing Membership Rosters
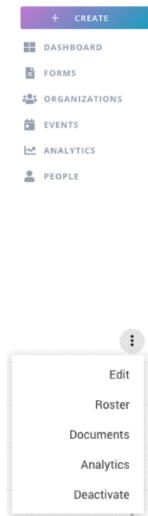
1. From any screen, hover over the navigation bar on the left and select "Organizations" to bring up the organizations list.

2. From the Organization's listing page, click the three stacked dots to the right of the organization you want to add members to, then select "Roster".

   You can also click into the organization and click the "Roster" tab

3. From here you can import a membership roster by scrolling to the attendees box at the bottom of the page, an selecting the down arrow next to "Invite Members"

   From here select "Import Members"

4. To successfully import members, you will need to upload a .csv file from your computer with the following information. Make sure everything is spelled exactly as you see it here in order for it to work.
   - Position (Member, President, Vice President, Treasurer, Secretary, or Committee Chair)
   - Email
   - Status (Inactive or Active)
   -

   ← Here is an example of what your file should look like

5. From here the system will validate your changes. After reviewing the changes, click "Confirm and Import"

Adding Students to an Organization

You can add members to an organization to help keep track of your members, officers, and advisors!
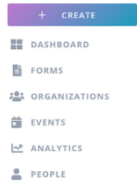
1. From any screen, hover over the navigation bar on the left and select "Organizations" to bring up the organizations list.

2. From the organization's listing page, click the three stacked dots to the right of the organization you want to add members to, then select "Roster".

   You can also click into the organization and click the "Roster" tab
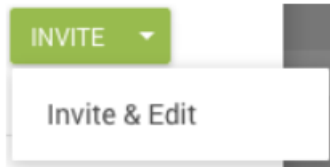
3. From here you can invite a single member by clicking the white plus button in the top right of the screen.

4. In the pop-up box, search for an individual you would like to add to the organization by typing their name or email address and clicking "Search"

5. From here, click "Invite" or the arrow next to it if you'd like to "Invite & Edit" and add them as an advisor or officer

6. Once you click invite, a membership request email will be sent to the individual!

Managing Rosters
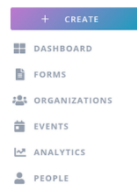
1. From any screen, hover over the navigation bar on the left and select "Organizations"

2. Form the organizations listing page, click the three stacked dots next to the organization you are wanting to update, then select "roster"

   You can also click into the organization and click the "Roster" tab

3. Click on the Pencil Icon toward the right of a member's name.
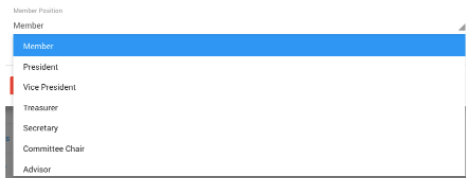
4. An "Edit Member" box will appear, click on the drop-down menu to change or update a member's role.

Managing People: Granting/Editing User Access

"People" are considered anyone that interacts with Presence whether they are someone who is checked into an event, a general user, or with access to the Administrative portal. A person who is a "User" is one who has access to the Admin dashboard. You are able to update and edit how people/Users can utilize the system with a few simple steps.
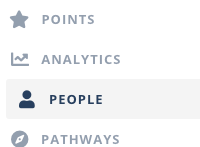
1. In the "Admin Dashboard" hover your mouse over the left hand navigation bar and select "People"
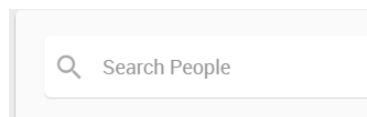
2. Search the person you would like to add/edit Access for, and click on their name.
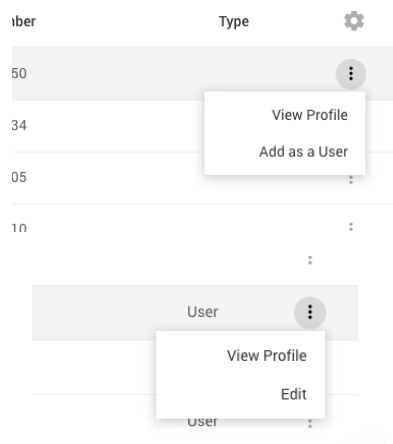
3. Click on the three stacked dots at the end of the row and select "Add as User". If the person is already a User, select "Edit".

19
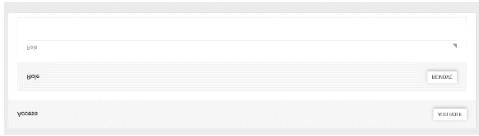
Additional Rights

- Create Categories
- Create Organizations
- Edit Organizations
- Deactivate Organizations
- Create Events
- Delete Events
- Event Approval
- Create Users
- View Person Profiles
- View Student Numbers
- Add Attendees via Web
- Add Bulk Attendees via Web
- Add Members Without Invite
- Edit Feature Settings
- Manage Finance
- Edit Finance

4. You'll be brought to a page where you can designate the Organization Administrator User Role as well as Rights to the person who you are editing.

   Organization Administrator can see everything within a specific organization that they are assigned. Additional rights available allow them to add/edit certain items.

   Please note that you will only be able to give access up to the level of access you have.

5. When you are done editing/granting rights, scroll back to the top of the page and click on the "Save" button in the upper right hand corner.

Deactivating a Member
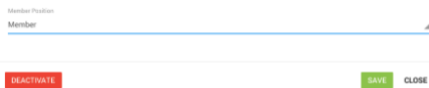
1. Hover over Manage in the left menu, then click Organizations to bring up the organizations list

2. From the organizations listing page, click the three stacked dots on the right, then select "roster"

3. You can also select an organization and click the "Roster" tab

4. Click on the Pencil Icon toward the right of a member's name.

5. An "Edit Member" box will appear. Click on the red "Deactivate" box to remove a member from the organization.

Student Organization Transition

Recognized Student Organizations at Lincoln College will be required to complete a transition process bi-annually with the Office of Student Engagement.

- **Fall Transition must be completed by the second Friday of the fall semester.**

- **Spring Transition must be completed by the second Friday of the spring semester.**

Transition is an online process that RSO's complete for continuance of recognition by Lincoln College. Notification of Transition will be sent to the President, Treasurer, and Advisors of each organization via the Lynx Student Life Portal (Presence) and by Lincoln College email.

Utilize the *Officer Training & Transition Manuel* to aide you in this process.

Changes or Updates to Your Student Organization

If any changes are made to your organizations, i.e. membership, constitution, bylaws, etc. Those changes must be reflected on the organization's page on the Lynx Student Life Portal (Presence). Make these changes by logging into Presence and accessing the "Admin Dashboard". From there, use the menu on the left-hand side to access your organization dashboard.

Organization rosters should be updated on a regular basis. It is the responsibility of the organization President or their designee to keep an updated roster, including officers at all times. Failure to keep an updated roster may result in probationary sanctions, including loss of privileges for the student organization.

Withholding/Withdrawing of Official Recognition

Recognition of any student organization that fails to meet the minimum requirements of recognition by Lincoln College or fails to complete the bi-annual transition process may have its recognition withdrawn. Furthermore, any organization that violates Lincoln College policies, municipal/local, state and federal laws with be subject to appropriate sanctioning, including loss of privileges and/or recognition withdrawn according to the Student Organization Code of Conduct.

Responsibilities of Recognized Student Organizations

Recognized student organizations and their officers should be aware of the following responsibilities:

1. To inform members of the organization that they will be responsible for conforming to all college, municipal, state or federal laws and regulations.

2. Officers may be responsible for the actions of members of the organization.

3. To ensure that any funds allocated to the organization are spent appropriately. Funds may be revoked if there is a violation of college, municipal, state or federal laws or regulations.

4. To ensure payment is made or any college bill incurred by the organization to be held individually responsible for making payment.

5. All organizations, including organizations affiliated with national, state, and/or local groups must provide an electronic copy of their constitution and bylaws by way of the Lynx Student Life Portal (Presence).

6. To inform the Office of Student Engagement of any changes in an organization's officers, advisor(s), and contact information, in addition to changes in an organization's constitution and bylaws. These changes must be updated in the organization's profile on the Lynx Student Life Portal.

Organizational Rights and Responsibilities

1. All organizations may apply for official recognition at any time. If your organization submits an application within two weeks of the end of a semester, your application may not be reviewed until the next semester. Organizations must be transitioned bi-annually before the second Friday of the Fall and Spring semesters.

2. Please review the complete list of existing organizations in order to avoid duplicating organizations and to strengthen existing one.

3. All organizations affiliated with national, state, and/or local groups must keep the constitution or other governing document(s) of its affiliate group on file with the Office of Student Engagement.

4. Each organization will report all changes to its constitution, bylaws, or officers to the Office of Student Engagement within two weeks after the change(s) are adopted. Every organization must keep a current copy of its constitution and/or bylaws on file within the Lynx Student Life Portal (Presence). Rosters, including members serving in leadership roles must be updated on an ongoing basis.

5. Each organization will operate in accordance with federal and state laws, local ordinances, college regulations, policies of the Student Government Association, and the constitution and/or bylaws of the organization itself, including those of any national affiliate.

Presiding Officers

1. Officers are expected to act on behalf of the organization. Officers are the only people allowed to make room reservations and alter information about the organization.
2. All officers of officially recognized organizations must be enrolled full-time status (12-credit hours) at Lincoln College.

EVENT PLANNING & REGISTRATION
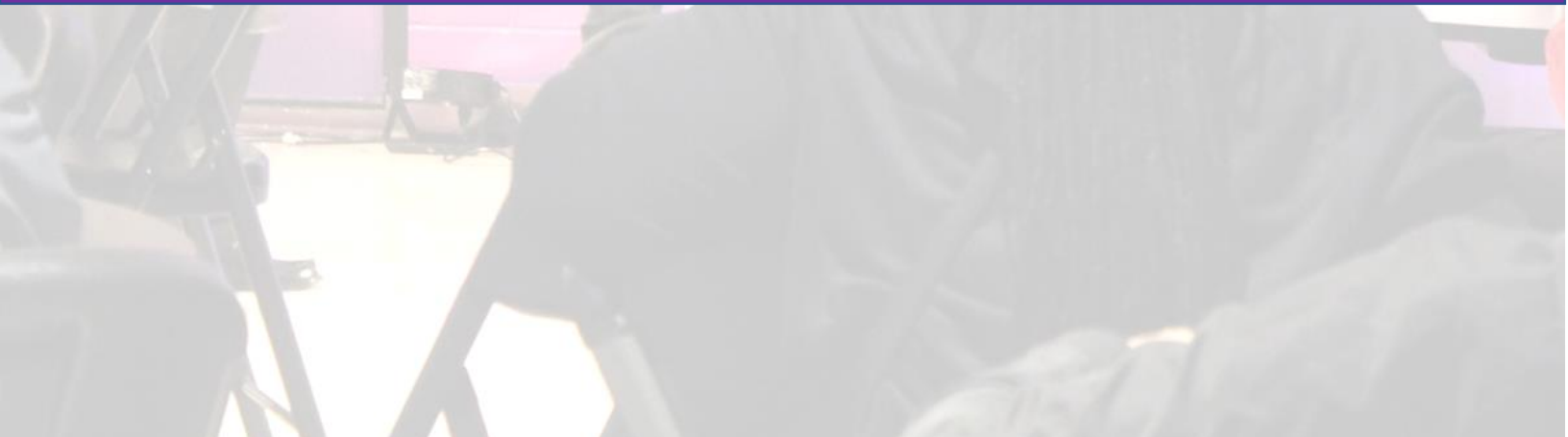
Event Planning & Registration

On-Campus Student Organization Event Policy

On-campus events exist to provide social outlets for Lincoln College students and the LC community. The following is a policy and set of standard operation procedures for on-campus events sponsored by student organizations.

A student organization event is any program or activity taking place on the LC campus which is planned, sponsored, hosted, co-hosted or promoted by a recognized student organization which is open to non-members of the hosting student organization(s).

Questions about what constitutes an on-campus student organization event can be directed to designee for the Office of Student Engagement at (217) 735-7370 or studentengagement@lincolncollege.edu.

General Information

1. All recognized student organizations in good standing (i.e., free of outstanding financial balances, organization conduct issues, paperwork updated within the Lynx Student Life Portal, etc.) can host on-campus student organization events under this policy.
2. Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
3. Events must be registered through the Lynx Student Life Portal no later than two (2) weeks before the event.
4. Organizations should book the venue <u>before</u> submitting the event in the Lynx Student Life Portal (Presence).
5. Each event should have an identified Event Coordinator who will be responsible for meeting with the various offices and departments to ensure proper event planning and execution.
6. To minimize concurrent events, priority for approval will be given to the event which was first to reserve the space and complete the Lynx Student Life Portal event registration (including Advisor approval).
7. No events will be approved beginning the Friday before finals week and extending through the Saturday of finals week.
8. The hosting student organization(s) shall be responsible for informing all its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.
9. The Office of Student Engagement or their designee reserves the right to deny any event that may present safety risks or risk to LC. Events which may be classified as "high risk" which involve fire, large gatherings without sufficient supervision, etc. may be denied. This will be decided on a case-by-case basis. If you have questions regarding whether your event is classified as "high risk," please email studentengagement@lincolncollege.edu.

Host Responsibility

1. It is expected that all LC students, student organizations and guests will abide by the LC Student Handbook and Code of Conduct.
2. The hosting/co-hosting student organization(s) shall be responsible for informing all of its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.
3. The hosting/co-hosting organizations should assume the responsibility of running their own event. This may include assistance with set-up or tear down, providing volunteers to assist with check-in and closing procedures, or any other area deemed necessary by the Office of Student Engagement, Facility Supervisor, Building & Grounds, and/or Campus Safety.
4. Failure to comply with this policy may result in organization losing their "good standing" status.

5. LC students involved in inappropriate activity as it may pertain to the Student Code of Conduct will be referred to the Dean of Students.
6. Any guest involved in any incident will be subject to banning from LC events/campus as deemed appropriate by the Dean of Students.
7. If a guest violates this policy, the individual host associated with that guest may be subject to Student Conduct sanctions. If the disruptive guest is not connected to a host, the organization itself may be subject to Student Organization Conduct sanctions.
8. If LC requires a student organization to cancel an event due to violation(s) of College policy or because an organization is no longer in good standing, event expenditures and potential loss of revenue are the responsibility of the student organization.
9. LC departments and student organizations cannot front for other users. Fronting is defined as an eligible campus-based user, student organization or individual reserving space for another person or group. Hiding or concealing the identity of the true client for any reason is prohibited.

Process and Deadlines

1. Submit event registration through the Lynx Student Life Portal (Presence) no later than two (2) weeks before the event.
   - Virtual events should be submitted no later than five (5) days before the event
   - Because it takes time to approve the event, three (3) weeks or more is recommended for proper planning and advertising.
   - Depending on campus venue usage and availability, please to learn about relevant policies and procedures by contacting the supervisor of the campus venue. Check with the venue for requirements.
   - Organizations will be given exception to the two-week event registration the first two weeks of each semester. After the second week of the semester, organizations will be given one exception to the two-week event registration deadline per semester. The purpose of this exception is to provide event coordinators with the opportunity to better understand the On-Campus Student Organization Events Policy. Additional deadline exceptions will not be provided, regardless of the value the event offers to the LC community. Exceptions will not be granted to registrations submitted less than 48 hours before the event start time. Remember a lack of planning on the organizations part does not constitute an emergency on the offices and departments provide space or equipment for students to organize activities.
2. The hosting/co-hosting student organization's Advisor and Director of Student Engagement must recommend approval of the event within The Lynx Student Life Portal (Presence) for the event registration to be completed.
3. Events will be reviewed by the Director of Student Engagement to determine any other approvals from other offices, i.e. Dean of Students, Campus Safety, or Risk Management to determine any security or risk management needs. If there is a need for further information, the Office of Student Engagement will instruct the organization on next steps. The event coordinator is responsible for discussing any outside performance contract (i.e., performers, DJ's, etc.) with the Director of Student Engagement.
   - Contract performers will need to be reviewed by the Director of Student Engagement three (3) prior to the event.
4. The hosting/co-hosting organization must have any contracts for guest speakers, performer, DJs, comedians, etc. processed and signed by the Director of Student Engagement.

Risk Management

All events pose a certain level of risk for both the student organization members, participants, and Lincoln College. Additionally, some events are subject to municipal, state, and federal regulations and ordinances. The following policies are designed to help reduce liability risks for all involved.

Liability and risk are hot and current issues. Many advisors worry about something going "wrong" during an event. It's important to know that the following are high risk activities: athletics or any sort of physical event, events involving transportation, minors, non-LC affiliated individuals, etc. Please take time before each event to review the risks with your organization. Ask questions to help the students understand the importance of risk & how to help reduce risky behavior with organizations. For example:

- *What's the worst that can happen?*
- *What if that happened? How would we respond?*
- *What steps can we take to make sure the worst doesn't happen?*
- *Are there alternatives to this event if it is too risky? How can we make sure we are managing the risk the entire event/trip?*
- *Does our event need waivers?*

The Office of Student Engagement are available to discuss with the RSO how to best manage risk for their upcoming event or program.

Reserving Approved Event/Meeting Space

It is the responsibility of the student organization to contact facility/room managers to schedule their meetings and events before submitting an event registration form. Please use the following contact information for each facility/room when scheduling your meetings and events. When scheduling your meetings/events please include set-up and break-down dates and times as the facility could be scheduled for use by another group before or after your requested time for use.

Gehlbach, Dooley, & Harts Science

Contact: Joyce Geary
Phone: (217) 735-7204
Email: jgeary@lincolncollege.edu

Meyer-Evans Student Center

Contact: Zach Landers
Phone: (217) 735-7370
Email: zlanders@lincolncollege.edu

Lincoln Center Classrooms

Contact: Athletic Dept.
Phone: (217) 735-7215
Email: n/a

Non-Athletic Outdoors or Lynx on 5th

Contact: Zach Landers
Phone: (217) 735-7370
Email: zlanders@lincolncollege.edu

Trustees Room & Alumni Room

Contact: Amy Gallagher
Phone: (217) 735-7201
Email: agallagher@lincolncollege.edu

Athletic Facilities

Contact: Tony Thomas
Phone: (217) 735-7319
Email: tthomas@lincolncollege.edu

Residence Halls & Lynx Den

Contact: Quentin Brackenridge
Phone: (217) 735-7299
Email: qbrackenridge@lincolncollege.edu

Creekside

Contact: Dr. Denis Campbell
Phone: (217) 735-7260
Email: dcampbell@lincolncollege.edu

McKinstry Memorial Library

Contact: Derrik Casey
Phone: (217) 735-72900
Email: dcasey@lincolncollege.edu

Johnston Center for the Fine Arts

Contact: Kathrine Eickhoff
Phone: (217) 735-7279
Email: keickhoff@lincolncollege.edu

Computer Labs

Submit IT Ticket through:
http://www.helpdesk.lincolncollege.edu

Campus Vehicles (Advisors Only)

Sedan | (217) 735-7223 (Business Office)
Vans | (217) 735-7215 (Athletics)

Work Orders & Equipment Rental

Work orders for event set-ups need to be submitted through School Dude, our work ordering system utilized by Building & Grounds. Work with your RSO Advisor or the Office of Student Activities when submitting work orders by going to www.myschoolbuilding.com. **Building & Grounds requires work orders to be submitted using the 2-week and 4-week guidelines that can be found on page 31 – 32.**

Regarding Equipment Rental or Checkout, please contact the Director of Student Engagement to discuss equipment needs and what can be accommodated by the college and what must be rented/outsourced.

Information Technology Help Desk: Student organizations requiring the use of a laptop, projector, projector screen, or other IT equipment must submit an IT ticket at https://helpdesk.lincolncollege.edu/. The Office of Information Technology requires the Advisor of an organization to handle all IT requests, including the monitoring the use of equipment at events.

Event Registration Form

An event registration form must be completed for all meetings and events involving student organizations on- and off-campus regardless if they are open to the public/campus community or exclusive for organization members.

In order to create an Event, you need to have a certain level of access on the platform. If you do not have access to the steps outlined below, please reach out to your Campus Administrator to discuss your options.
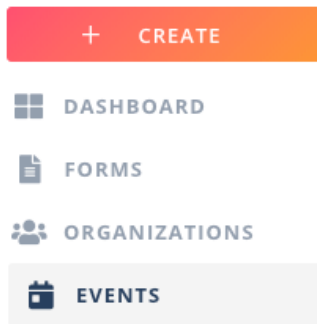
1. Hover your mouse over the left side of your screen to expand the menu. From the left navigation menu, click on "Events". This will bring you to the Events page. Click on the + icon in the top right corner of the page to create a new event.

2. Another way to access event creation is to click on the "Create" option in the left navigation menu. Select "Event"

Any field marked with a red * is a mandatory field that must be completed before you can submit your event request.

6. Once you have completed the event registration form, scroll to the top and click the green button to submit your event registration form.

Your event registration will go through the appropriate approval process in place. Your event will appear on the events page once your submission has been reviewed by a Campus Administrator. You will also receive an email once your submission has been approved.

Best Practices

1. Be sure to proofread your event submission. Do you have the correct time/date?
2. Did you enter the correct location? Make sure students can find your event with ease!
3. Provide a description of your event so folks know what they can look forward to when they attend!
4. Use appropriate event tags, so students can be searched by what interests them.
5. Listing a contact for your event makes it easy for attendees to ask a question about your event. This information will be visible to the public unless the event is explicitly set for members only.

Checking in & Tracking Event Attendees

Event Pin

The Event PIN is a unique 4 digit code that is generated whenever an event is created. You can utilize the Event PIN to easily check students in on the CheckPoint app, without giving them access to anything else!
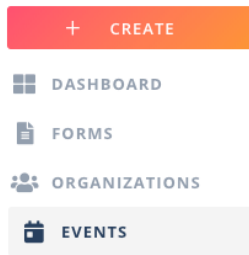
1. Hover over the left hand menu and select "Events"

2. On the "Events" page, search for your event using the search bar at the top. For all events, you will see a column titled "Pin".

3. The PIN associated with your event is the PIN you will use through the CheckPoint app.
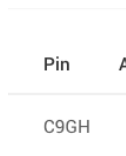
Note: The event PIN will become active one hour before an event begins until one hour after an event ends.

CheckPoint App

The Presence CheckPoint App is a mobile application used to check-in students at events. The mobile app is available in both the Google Play Store for Android devices and Apple Store for iOS devices.

1. Open the App and Select "PIN LOGIN" on apple devices or "SCAN" for android

2. Enter the four digit PIN associated to that event

3. With the card's magnetic stripe facing the thick part of the reader, swipe the card through in a level, fluid motion.

4. This screen will appear showing students who have successfully been checked in
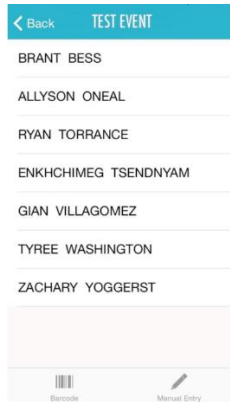
5. You can also manually enter students by ID number or email address.

So students do not have to use their personal mobile devices, student organizations can check-out a tablet from the Office of Student Engagement with the CheckPoint App downloaded on it.

Policies and Procedures Concerning Events with Medium to High Risk

All events pose a certain level of risk for both the student organization members, participants, and Lincoln College. Additionally, some events are subject to municipal, state, and federal regulations and ordinances. The following policies are designed to help reduce liability risks for all involved.

Amplified Sound Outdoors Policy

In order to prevent disruption to businesses, offices, classes, and neighboring residential areas, programs on campus involving amplified sound are subject to the following curfews:

No Earlier Than:	No Later Than:
6 p.m. | Monday – Friday	9 p.m. or sunset, whichever is earlier | Sunday – Thursday
Noon | Saturday & Sunday	10 p.m. or sunset, whichever is earlier | Friday & Saturday

Requests to have amplified sound outside these times require special permission from the Office of Student Engagement. Additionally, events involving amplified sound outdoors may be required to obtain a Sound Permit from the City of Lincoln per city ordinance regulations.

Music must be appropriate (radio edited) especially if the event is open to the public and families and youth will be present.

Children & Minors Policy

If you will be hosting an event on- or off-campus that involves children/minors or where children/minors will be present. You must select this as a risk factor in the Event Registration form. The Director of Human Resources

and Risk Management must approve all events where children/minors will be involved or present. Mandated training will be provided to student organization members and the advisor before facilitating the event.

Contractual Agreement Policy

Contracts can be complex and should always be taken seriously as they are binding documents between Lincoln College and any performers, speakers, or vendors. The Director of Student Engagement must sign all entertainment/lecture contracts for Lincoln College Student Organizations. In the event of a cancelation or a change of plans, notify the Office of Student Engagement immediately.

Contract Process and Procedures

1. Before engaging in any contract negotiations, you must have the space for your event reserved and confirmed.
2. All contracts must be emailed to the Director of Student Engagement two weeks in advance of your event and/or agreed to payment date.
3. Work with your agent or artist to find out if they have their own contract. If they have their own contract, this is the contract you should work from.
4. If the artist/performer does not have his or her own contract, you must use the Lincoln College Performer Contract.
5. In order to process a contract every vendor, speaker, or performer must submit a completed and signed W-9 to the Office of Student Engagement to be processed by Accounts Payable. The W-9 must be submitted before payment can be made.
6. Once received, your contract will be edited and signed by the Director of Student Engagement. If there are any questions or concerns regarding your contract, your organization head and/or the person who dropped off the contract will be contacted.
7. You will receive an email with an electronic copy of your signed contract. Typically, contracts take between three and five business days to be revived. If you do not receive an email within this timeframe, please email the Director of Student Engagement to check on the status of your contract.
8. Using your fully executed contract, invoice, and W-9, the organization's treasurer must submit a Purchase Order/Payment Requisition to the Director of Student Engagement for approval and submission to Accounts Payable two weeks in advance of the event. Please indicate on the requisition if the payment is to made directly to the performer or mailed out to the agency representing the performer.
9. Checks are only cut Fridays. Do not expect to get a check cut on the same day that you drop off the completed paperwork.
10. The Director of Student Engagement will pick up your check from Accounts Payable when it is ready. It is your responsibility to pick-up the check in advance of your event from the Office of Student Engagement.
11. Pay your artist immediately after their performance unless other arrangements have been agreed to in the contract.
12. If you have questions regarding the process, please contact the Director of Student Engagement.

Important Notes:

1. Lincoln College students should *never* sign a contract on behalf of the College. Contracts should only be signed by a college signatory. If you enter into a contractual agreement, you're legally responsible.
2. Agreements by some performers and other vendors can often be binding *even without* a written document. In order to prevent confusion and ensure your or your organization are not mistakenly entering into a binding agreement, please add the following text to your communications with third party vendors:

"Please note that this summary of terms and conditions is preliminary only. It is our intent to include all applicable terms and conditions in a formal written agreement to be approved and signed by all parties. Absent such agreement, there will be no binding contract between us."

3. If you are ever unsure about negotiating with a vendor, agency, or performer, please schedule an appointment with the Office of Student Engagement *before* you reach out to an outside party.

Dance/Party Policy

Dances and parties, which take place in College facilities, are an important part of campus life because they offer the opportunity for members of the campus community to socialize, discover, and celebrate together. Hosting organization members, organization advisors, and LC staff share in the responsibility to ensure that these activities are well planned, enjoyable, safe and reflective of the tradition of excellence associated with Lincoln College. Event and attendee behavior should align with community values. It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success. Failure to comply with specific provisions as outlined in this suspended use of specific campus facilities.

Definition

An event is considered to be a dance/party if it includes all of the following:

1. The use of music and an open area for active, non-seated attendees
2. Expected attendance of 2/3 of the attendees being college students
3. Hosted by a Recognized Student Organization through the Office of Student Engagement

Events, such as presentations, performances, instructional dance, dinners and receptions do not generally fall under this policy. Professional judgement on the part of the respective facility director may, in some circumstances, require that certain aspects of this policy be applied to other types of events. If an event is expected to attract over 600 attendees, the College reserves the right to implement special requirements or conditions not specifically outlined in this policy.

Scheduling

1. Dance/Party events must be scheduled by the hosting organization no less than 21 days prior to the proposed date of the event. Due to the academic mission the College, Dance/Parties are only to be held on Fridays and Saturdays.
2. Dance/Party events may not be held during week 15 and 16 (finals week) of the fall and spring semester.

Applicable Facilities – This policy applies to all Lincoln College facilities.

Eligible Users – Dance/Party events may only be scheduled by Recognized Student Organizations in good standing through the Office of Student Engagement. Additionally, RSO's wishing to organize a Dance/Party must have enough eligible members to help run and monitor the Dance/Party.

Attendance

All LC Students are eligible to attend dances and parties.

Invited Guests – Admittance of non-student guests is at the discretion of the Dean of Students or their designee. Non-student guests will be discussed at the planning meeting for staff to review. There may be situations in which the College will restrict the attendance of outside community members.

All LC Students in attendance must present their Lincoln College ID to enter the Dance/Party and must check-in to the Dance/Party through the Check Point App via The Lynx Student Life Portal (Presence).

Guests must present a valid photo ID and sign-in with their host.

Event Planning & Management

Student Event Coordinator – Throughout the event planning process, the Student Event Coordinator will serve as the primary representative from the hosting organization. This individual will act as the liaison between the hosting organization, the Office of Student Engagement, the facility management, and any other associated department.

Faculty/Staff Advisor – The faculty/staff advisor must participate in all aspects of the event planning and execution, as their presence provides additional support and perspective to the hosting organization.

Planning Meeting – In order to ensure a successful event, the Student Event Coordinator and Faculty/Staff Advisor will participate in a planning meeting in order to ensure a successful event. The planning meeting will be an opportunity for the Director of Student Engagement or their designee to review a planning checklist. This checklist includes all necessary information to plan a successful event, such as roles of individuals, ticketing information, risk management, and needed support.

Pre-Event Meeting – The pre-event meeting is an opportunity to finalize event details and review policies.

Kick-Off Meeting – Immediately prior to the start of the event, a kick-off meeting will take place involving all stakeholders and responsible parties for the event, as determined by the Director of Student Engagement. Event entry cannot begin until this meeting is concluded.

Post-Event Meeting – A post-event meeting may be scheduled if necessary, to review planning and resolve any issues that may have occurred. This meeting will be an opportunity for the Student Event Coordinator to ask questions and gather information to help in the transition process for the future event coordinators.

Advertising – Advertising for Dance/Party events must be reviewed by the Director of Student Engagement or their designee prior to distribution, this includes print and electronic advertising. Advertising an event prior to event registration approval is prohibited and may result in denial of the request to reserve facilities and/or host the event.

Capacity Controls – In order to ensure that attendance remains within safe and legal limits, the capacity of all events will be closely maintained by non-transferable identification (wristbands). Wristbands will be obtained from the Office of Student Engagement. All persons participating in an event must be identified by wearing a wristband provided by the Office of Student Engagement. At the discretion of the Director of Student Engagement, Dance/Party events may be allowed a rolling capacity.

Advance Sales (Ticketing)

1. If ticket sales are needed, organizations must select "Fundraiser" when completing the event registration form via the Lynx Student Life Portal (Presence).
2. The Office of Student Engagement will cover the fees for wristbands.

Safety & Security

In an effort to ensure the safety of all members of the campus community and their guests, all events will have specific measures in place intended to maintain a secure, safe, comfortable, and enjoyable environment. All safety measures will be coordinated and provided by a combination of student event hosts and assigned personnel.

Exceptions

Requests for exceptions to any aspect of this policy must be submitted in writing to the Director of Student Engagement or their designee at least 20 days prior to the event for review. Requests will receive a written response within 10 business days.

Accountability

The host student organization is responsible for any damages incurred from event attendees. In the event the post-event meeting does not establish a mutually agreeable solution to issues, the concerned party shall reach out to the Dean of Students Office to mediate the process. The host student organization risks be suspended or banned from hosting Dance/Party events in the future for violating any part of this policy.

Film/Movie Policy

When you want to perform, display, or show a film, video, or TV program, whether it be as part of a course, at a group or club activity, at an organization event, or as a training exercise, you have to consider the rights of those who own the copyright to the work you want to use. This consideration must be made regardless of who owns the video or where you obtained it. Copyright owners have certain rights, which are commonly known as **public performance rights (PPR).**

When you're using film, video, or TV program **in a classroom for teaching or education purposes**, such performance or display of the entire work may be allowed without permission under the **face-to-face exemption** at 17 U.S.C. § 110(1).

When showing a film in an **online class**, it may be considered **fair use** depending on how much of the film is being shown and for what purposes. If fair use does not apply, you will need a **streaming license or view the film through a licensed streaming film provider.**

In **most other cases**, especially when the film, video, or TV program is being shown as part of an event, you need **permission**—often in the form of **public performance rights (PPR) license**—to perform or show the copyrighted work.

Do I need Public Performance Rights?

YES – you need public performance rights:

- If the showing of the video is **open to the public**, such as a screening at a public event, OR
- If the showing is in a **public space where access is not restricted**, such as a showing of a film for a class but in a venue that is open to anyone to attend, OR
- If persons attending are **outside the normal circle of family and friends,** such as a showing of a film by a club or organization

No – you do not need public performance rights:

- If you are **privately viewing** the film in your home with only family and friends in attendance, OR
- If you are an instructor showing the film **in class as part of the course curriculum to officially enrolled students** in a classroom that is not open to other to attend, OR
- If the film is in the **public domain**.

Can I show a Video to My Online Class?

The Copyright Act at §110(1) (face to face teaching exemption) allows for the performance or display of video or film in a classroom where instruction takes place in classroom with enrolled students physically present and the film is related to the curricular goals of the course. The TEACH Act amendment to the Copyright Act, codified at § 110(2), permits the performance of a reasonable and limited portion of films in an online classroom. Under the TEACH Act, there is the express limitation on quantity, and an entire film will rarely constitute a reasonable and limited portion. Instructors may also rely upon fair use for showing films in an online course, although showing an entire film online also may not constitute fair use. Finally, the DMVA prohibits the circumvention of technological prevention measures (TPM) on DVDs and other media for the purpose of copying and distributing their content. Therefore, digitizing and streaming an entire DVD is not permissible unless an express exemption permits this. Currently, there is an exemption permitting faculty to circumvent TPM only to make **clips** of films for use in teaching and research.

How to Obtain Public Performance Rights

Individuals and organizations are responsible for obtaining public performance rights for all non-exempt showings. There are two ways to obtain PPR, also known as permission nor a license:

1. **Contact the copyright holder directly, or contact the distributor.** If the distributor has the authority from the copyright owner to grant licenses, to purchase public performance rights or to request permission for a particular public performance use, permission or license can be directly obtained.
2. **Contact the licensing service representing the particular studio or title (note – this will generally be required for all feature length films).** Services vary in the types of licensing offered and the scope of materials represented. Some of the companies that provide (for a fee) public performance licenses are listed below:

   - Criterion Pictures USA
   - Kino International
   - Modern Sound Pictures
   - Motion Picture Licensing Corporation (MPLC)
   - New Yorker Films
   - Swank Motion Pictures

Resources for Free and Legal Streaming Video

There are many sources for streaming video content available that students can access on their own. For instance, subscription services Netflix and Hulu offer thousands of documentaries, mainstream film titles, and television programs on a streaming basis for an affordable monthly fee that most students likely already pay. Additionally, sites like Amazon and iTunes offer inexpensive streaming video rental. Instructors are encouraged to investigate availability of videos through these subscription services that they wish students to view and require students, as part of the class, to have one of these low-cost monthly services or to rent movies on their own time. Further, many commercial distributors of films offer licensing of streaming content, although the cost varies across vendors and is dependent upon a variety of factors, such as class size. There are also many online sources for free and legal streaming content.

- American Experience (PBS)
  Full length episodes from the acclaimed series.

- **Annenberg Foundation Learner Resources**
  Teacher resources across the curriculum – short films on a variety subjects.

- **FolkStreams**
  A National Preserve of Documentary Films about American Roots Cultures streamed with essays about the traditions and film-making. The site includes transcriptions, study and teaching guides, suggested readings, and links to related websites.

- **Moving Image Archive**
  This library contains thousands of digital movies uploaded by Archive users which range from classic full-length films, to daily alternative news broadcasts, to cartoons and concerts. Many of these videos are available for free download.

- **OpenCulture**
  A thoughtful collection of links to hundreds of Indie Films, Film Noir, Documentaries & More. The list includes films by directors like Fritz Lang, Alfred Hitchcock, Billy Wilder, Elia Kazan, Ken Loach, Sergei Eisenstein, Tarkovsky, Capra, Luc Besson, Godard, Hawks, Kubrick, and many more.

- **OpenVideo Project**
  A Project of the School of Library and Information Science at UNC Chapel Hill. The purpose of the Open Video Project is to collect and make available a repository of digitized video content for the digital video, multimedia retrieval, digital library, and other research communities.

- **SnagFilms**
  SnagFIlms.com is a website where you can watch full-length documentary films for free, but also a platform that lets you "snag" a film and put it anywhere on the web. Searchable and browsable alphabetically or by topic.

- **TED Talks**
  TED talks is large collection of recorded presentations from the TED (Technology, Entertainment Design) conference held annually since 1984 in Long Beach, California. Talks are generally short and run the gamut of topics from biotechnology to astronomy to population to urban design and beyond.

- **Top Documentary Films**
  More than 1200 documentary films available for streaming. Subjects are varied and cover a wide range of personal, social, scientific, political, historical topics.

Contact the Office of Student Engagement for additional assistance in locating the appropriate licensing agent for your particular film.

Frequently Asked Questions

Q: Our student club wants to show a film but it is for educational purposes. There is a plan for discussion about the issues raised in the film after it's shown. Do we still need Public Performance Rights?

A: It depends. Ordinarily, the showing of a film by a group or club is for entertainment purposes and thus PPR is required. However, if the group's purpose and activities are ordinarily educational nature and the showing of

the film is in furtherance of those educational purposes and activities, then it may be fair use to show the film without PPR.

Q: What about a film series hosted by a group or club that is open to and advertised to the public?

A: The showing of a film as part of a film series is viewed as entertainment even if hosted or sponsored by an educational group or club. No matter how educational the setting or how tied to the curriculum, this is generally considered not to be fair use and PPR must be obtained.

Q: I own the DVD that the club I am a member of wants to show. Do I still need to get PPR?

A: It doesn't matter where the film you are planning to show comes from – your own collection, the Library's or video rental store. The analysis is the same. If an exception under copyright law does not apply (e.g., fair use, face to face teaching), then you must obtain PPR prior to showing the film.

Food Policy

Student Organizations may utilize Dining Services or outside food vendors for campus events that include food service.

When hosting bake-sales, cookouts, special dinners, and other events with food, it is important that the health and safety of all participants is insured. While handing food, follow these guidelines:

1. Always wash hands before handling food.
2. Wear gloves whenever serving cooked or ready-to-eat foods.
3. Gloves should be changed as needed.
4. Do NOT reuse gloves if torn or contaminated, or if they have been taken off.
5. Make sure that all equipment has been thoroughly cleaned and sanitized.
6. Keep raw foods separate from cooked and ready-to-eat foods, as this helps to avoide the transfer of bacteria and cross-contamination.
7. Cold foods must be kept in ice-filled coolers or refrigerators, at a temperature at or below 41 degrees Fahrenheit.
8. Hot foods must be kept above 140 degrees Fahrenheit.
9. All processed meats (for example: ground beef, or hot dogs) must be cooked to a temperature of 165 degrees Fahrenheit to kill bacteria. No rare hamburgers may be served.
10. Food should be served immediately following preparation.
11. Large events with food, not proved by Dining Services or licensed food vendor, may require health department review and approval.

Open Fires

City Code 5-3-4(E)1 states the following:

The burning of fuels for legitimate campfire recreation and cooking purposes, or in domestic fireplaces, in areas where such burning is consistent with other laws; provide that no garbage shall be burned in such cases. However, prior to having an affair commonly known as a wiener roast or outdoor function any time during the

year, the owner of the property or persons holding said function, shall be responsible to contact the fire department and receive permission for said outside burning.

If a student organization is wishing to host a wiener roast, camp fire, bonfire, etc. they must complete an Event Registration form and complete the following prior to the event:

1. Complete a work order with building and grounds to ensure you have access to a water source in proximity of the water source.
2. Utilizing the fire pit on the Lincoln College campus, student organizations must notify the Lincoln Fire Department at (217) 735-4020 or in person at City Hall before the event. Give them your name, address, phone number, and date, time, and location of the event.
3. Utilizing the fire pit at Creekside, student organizations must notify the Rural Fire Department at (217) before the event. Give them your name, address, phone number, and date, time and location of the event.
4. Make sure all members of the student organization understand the ordinance – no garbage may be burned; only fire wood.
5. The fire must be attended at all times.
6. Extinguish the ire a t10:00 p.m. for courtesy
7. If a complaint is received, the Fire Department may ask you to put out a very smoky fire.
8. If the event is open to children/minors, keep hot utensils out of reach of children so they do not get burned.

MARKETING & PROMOTION

Marketing & Publicity

The following advertising, marketing, and social media guidelines have been established to help student organizations promote the organization, events and activities. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purpose of this policy, publicity is defined as printed and electronic materials including, but not limited to: flyers, emails, posters, table tents, banners, and social media. All forms of advertising, marketing, and social media should be submitted for approval through the Office of Student Engagement before posting. Please allow three (3) business days for review and follow up.

Suggested Forms of Marketing

Bulletin Boards: Bulletin board space is available on a first-come-first-serve basis in various buildings across campus. If a student organization is unsure of what bulletin boards can be used, contact a staff member in the Office of Student Engagement. Flyers and event posters must be no bigger than 11 in. x 17 in. size. All event flyers and posters must be stamped for approval by the Office of Student Engagement.

Campus-wide Email Announcements**:** The Office of Student Engagement has the ability to send out campus-wide emails to students and all Lincoln College employees. If a student organization would like to have a message sent out to campus, they must submit the intended message and/or flyer 48 hours in advance and who the email should be directed to (e.g. all LC students).

Chalking Sidewalks**:** Using chalk designs/signs to promote your organization's events and/or meetings is only allowed on outdoor concrete sidewalk areas exposed to the weather and can easily be washed away by rain. No chalking is allowed on the exterior of campus buildings.

Event Flyers & Leaflets**:** All event flyers must be approved from the Office of Student Engagement before being distributed.

Table Tents**:** Table tents may be placed in the Meyer-Evans Student Center and lobby spaces across campus. Table tents may be displayed no more than 14 days prior to the event and removed the day after the event.

LCTV Channel 5 & WLNX (89.9)*:* If the event is open to the public, students may work with LCTV and WLNX to distribute their information.

Posting Policy

1. Publicity may be posted on general use bulletin boards in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
2. Publicity may be posted in any campus building on glass using transparent tape only.
3. Publicity must include name of the sponsoring organization.
4. Leaflets may be placed in student mail boxes and handed out in various locations on campus as long as they don't disrupt classes and normal business operations.
5. Persons who post are asked to be considerate of others who have posted. No publicity may cover previous posted material and only one item per event should be posted on each bulletin board.
6. Publicity may only be posted for three weeks and must be removed within 48 hours after the conclusion of the event. All campus community members are encouraged to remove any notices that are clearly expired. Publicity that is promoting a series or semester list of activities or events may post items for longer than three weeks.
7. The sponsoring organizations assumes the responsibility that all its notices will be posted and removed according to these regulations.

8. Publicity can NOT be posted on doors, walls, brick interior walls, any painted surface or floors, mirrors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs, or grassy areas on campus. Doors not in community walkways are an exception, such as faculty and staff offices, and restroom stalls.
9. Flyers or notices may not be placed in or attached to automobiles on campus.
10. Using duct tape is prohibited and may result in damage billing. The use of scotch tape, staples, nails, etc. in non-standard posting locations is also prohibited and may result in damage billing. The use of transparent tape or painters' tape is permitted.
11. Promotion of alcohol consumption or the use of drugs, and any other illegal activity is strictly prohibited. Furthermore, violent and/or vulgar imagery and words are also prohibited.
12. Materials to be posted in the residence halls should be submitted to the Office of Residence Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor and lobby areas.
13. All publicity must be approved by the Office of Student Engagement before being distributed across campus.

Social Media Guidelines

Students wishing to create social media accounts must meet with the Social Media coordinator and complete an orientation on social media usage before being approved and using a social media account for the organization.

Lincoln College Name, Logos, and Emblem

The Lincoln College name, logo, official College seal, athletics logos, and any other Lincoln College symbol or logo are controlled by the Marketing and Communications Department. Student organizations must receive written permission from the Director of Marketing and Communications or their designee to use the Lincoln College name, or any logo or emblem in their name or advertising and marketing materials.

Solicitation Policy

Solicitation for commercial, religious, or political purposes and for educational research is regulated by the College. Lincoln College will not allow any solicitation which could potentially infringe on the privacy of its students or disturb or interrupt the conduct of classes.

Solicitation means the sale or offer for sale of any property or service and/or receipt or request for any gift or contribution. Solicitation also includes the posting of posters and distribution of literature that advertises an off-campus event, product, and/or service which would benefit the sponsor.

1. No solicitation shall be conducted in any building or structure on the Lincoln College campus except by the agents or employees of the College acting in the course and scope of their agency or employment or by student government and/or recognized student organizations except when permitted under Sections 5 and 6 of this policy.

2. Recognized student organizations may collect membership fees or dues.

3. There may be a collection of an admission fee for an activity if it is sponsored by the College, a recognized faculty/staff group, or a recognized student organization. (See Fundraising Section)

4. Charitable fund raising campaigns may be conducted on campus if sponsored by a recognized college group and if the enterprise is consistent with the Lincoln College's educational mission. (See Fundraising Section)

5. Off-campus groups may solicit on campus with permission of the Director of the Student Engagement or designee only if the solicitation activity is determined to be a legitimate service to the LC student body. Facility rental fees may apply if the off-campus groups are requesting a room.

6. Posters and flyers advertising off-campus events, products and/or services shall be allowed on a limited basis if it is determined to be a legitimate student service by the Director of Student Engagement, or by the Director of Residential Life for residence halls distribution.

7. Recognized student organizations may not perform as on- campus agents for private or public concerns in direct sales, solicitations for advertising, commercial activities.

8. Lectures, concerts, demonstrations, displays or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.

9. Student organizations are allowed to solicit funds off- campus. However, this activity must be approved in advance by the Director of Student Engagement. The following conditions are to be met:
    - The funds must be used for an approved College activity that relates to the purpose of the organization.
    - The funds must be deposited in the organization's account.
    - Provisions must be made for disposition of the funds if the event is canceled.
    (See Fundraising Section)

10. Individuals or groups who purchase food items from Lincoln College or any other source may not resell those items on Lincoln College property unless specifically authorized by the College at or before the time of purchase.

11. Solicitation must be conducted under the following rules:
    - A recognized student organization may sell materials clearly related to the purpose of the organization.
    - Solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted on campus.
    - Solicitation will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, entrances to buildings or common areas of campus buildings.
    - No person will be harassed, embarrassed or intimidated by the person doing the soliciting.

12. Any questions/concerns related to solicitation, contact the Director of Student Engagement.

FINANCIAL MANAGEMENT

Financial Management

The Office of Student Engagement manages financial accounts and transactions for all student organizations and activities. Student organizations and activities will adhere to the financial procedures and purchasing policies and will exercise prudent judgement in expending the funds as approved by the Office of Student Engagement and Student Government Association.

Financial Policy Overview

1. All accounts open on the first day of classes and close on the last day of classes each semester.
2. Hours for conducting financial transactions in the Office for Student Engagement are Monday – Thursday from 8 a.m. – 5 p.m. and Fridays from 8 a.m. – 4 p.m. by scheduled appointment. Transactions that must be made outside this time frame must be pre-arranged with the Director of Student Engagement or their designee.
3. Student Organizations are required to have the following three Signatories to access and use funding: President, Treasurer, and Advisor. Financial Signatories are required to read and familiarize themselves with financial policies and procedures.
4. All financial transactions must be conducted through the Office of Student Engagement by the student organization's financial signatories.
5. No separate financial account may be maintained. This includes Venmo, CashApp, PayPal, or any other similar services.

Authorized Signatories

The authorized signatories for a student organization include the President, Treasurer, and Advisor when it concerns student organization finances. They are the three individual roles that have user permissions to access and manage Finance tools through the Lynx Life Portal (Presence).

When an expenditure request is made, the President, Treasurer, and Advisor approval is required.

When making expenditure requests on behalf of the organization, authorized signatories should use prudent judgement when expending organizational funds. When there is a conflict between authorized signatories that prevents an expenditure request from going through the approval process. Both officers, general members, and the advisor should make every attempt to resolve the conflict internally using the following procedure:

1. Officers place the expenditure in question on the next meeting agenda to be discussed
2. Authorized Signatories should each have an opportunity to express and explain their position on the expenditure request
3. Put the expenditure request up for a vote by all eligible voting members of the organization.
4. At the conclusion of the vote, the Authorized Signatories should act in the interest of the organization.
5. If there is still a conflict after this process has been followed, the Office of Student Engagement should be contacted to mediate the situation.

Organization Budgets

All student organization must utilize Finance on the Lynx Life Portal (Presence). Only signatories will have user permissions to access Finance to manage their organization's budget.

This dynamic tool allows student organizations to easily manage their own budgets, processes, and procedures in one streamlined space.

Finance allows you to organize your budget and budget structure as well as simplify and maintain current processes and procedures. With Finance, you will be able to:

- Deposit Funds
- Understanding Transactions
- Allocate Funds
- Request Expenditures
- Transfer Funds

Depositing Money into a Budget

A deposit is a sum of money that is placed in an account for future use. To create a deposit, you will go to the Finance tab from the administrative dashboard menu. From this screen click on the "Create" button in the top right-hand corner.

Select deposit and the "Create Deposit" form will load on the screen. Fill out the form, selecting the budget that you want to allocate money to and add the amount. Procedures for depositing money into your account are as follows:

1. Submit the form for approval using the green button in the top right-hand corner.
2. Fill out and place funds in a deposit envelope from the Office of Student Engagement located by the black drop box next to the Campus Safety office. If a Student Engagement staff member is not available to receive the envelope or you're dropping off funds outside of regular business hours, place the envelope in the black drop box next to the campus safety office.
3. Once your deposit has been received by the Office of Student Engagement and amount verified, your deposit will be approved. The funds will then be deposited into your RSO Business Office account for future use.

Best Practices: Deposits should only be used for initial disbursement of money into top accounts. Money should then be allocated down into sub-accounts. Deposits should also be used to deposit fundraising money or other revenue that is not allocated i.e. dues.

Expenditure Requests

Organizations must work with the Office for Student Engagement to use their organization funds or grant funds allocated from the Student Government Association. All expenditure requests must be made through the Lynx Life Portal (Presence).
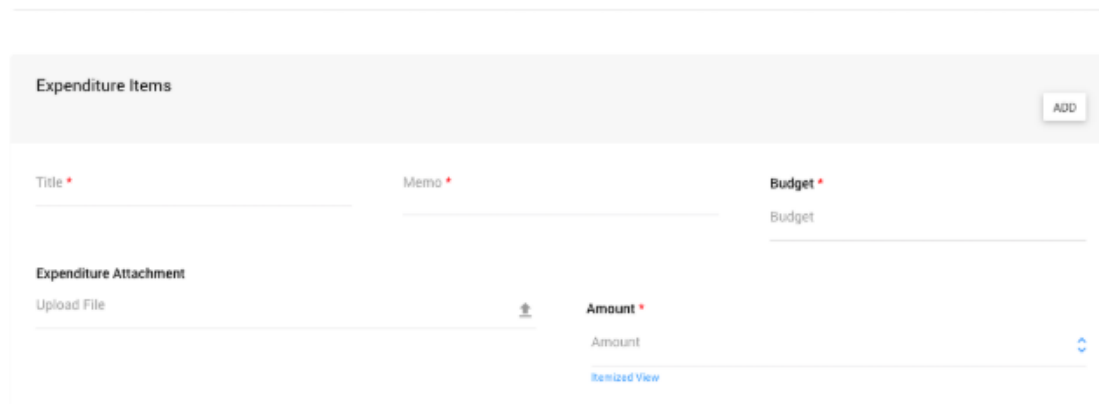
To complete an Expenditure Request form, hover over the left-hand menu and select the Finance Tab. Please note that you need specific access in order to view the Finance tools. If the Finance Tab is not an option on your left-hand menu, please reach out to a staff member in the Office of Student Engagement for access.

In the top right corner, you will find the "Create" button. This quick button allows for fast access to the forms you need! In this example, you will click on "Create" and select "Expenditure".
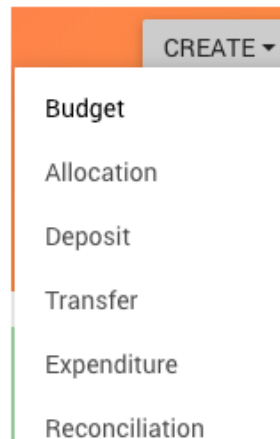
All fields with a red asterisk are mandatory and must be completed before submitting the form.

Let's walk through the Expenditure Items section of the form!

Purchasing Method

- Your options for method of purchase are by: check, online purchase w/ credit card, purchase order, visa credit card, or Walmart card. If you're unsure what method you should select, please contact the Office of Student Engagement.

Title

- The title is the name of the event/organization or title name of the purchase.

46

Memo

- The memo can contain a more detailed account or description of the purchase.

Budget

- The budget area allows you to select which budget the money should be spent from.

Attachment

- The attachment area allows you to upload a list of items to be purchased.

Amount

- The amount field is where you place the total amount of money to be spent.

The last section of the form is the vendor information field.

Here you can list exactly where the money will be spent and give a detailed description of the vendor. If there will be multiple vendors, you can click add at the top of the expenditures section to list multiple locations with different purchases per vendor.

Once the form is completed, click "Submit for Approval" button in the top right corner of the screen.

Tax-Exempt Purchase Policy

Lincoln College is organized and operates exclusively for educational purposes. As such, some purchases made by Lincoln College can qualify as a tax-exempt purchase, where Illinois (or WI, FL, NY) state sales tax is waived. Registered student organizations are viewed as part of the College. Thus, as a recognized student organization, when paying a vendor for a good or service directly through your RSO Business Office Account. The student organization can inquire about utilizing Lincoln College's tax-exempt status by contacting the Office of Student Engagement. If requested, a letter can be sent directly to the vendor for tax exemption consideration. Other than state sales tax, tax exemption does not waive financial responsibility for city, hotel or entertainment (amusement) taxes.

Purchasing Methods

Purchase Orders or Purchase Requisitions by Check

Purchase Order are used to generate College checks for vendors who are College approved vendors. A PO is an agreement between the College and a vendor stating that when the merchandise is received, the College will issue payment

After filling out an expenditure request form, and you've selected "Purchase Order Requisition", the Office of Student Engagement will work with you on completing a PO form. In order for a PO form to be completed their must be supporting documentation i.e., contract, invoice, W9 Tax Form, etc. Payment will not be submitted until all requested supporting documents have been submitted.

Once all supporting documents have been submitted and a PO form completed. Two of three signatories for the organization must sign the PO form before final approval.

All original paperwork (PO's, quotes, agreements, etc.) must be submitted to the OSELD for processing. **DO NOT SIGN ANY KIND OF PAPER WORK.** All contracts and agreements must be reviewed and entered into by authorized personnel approved by Lincoln College to enter in such agreements. If a student organization enters into a contract or agreement without proper approval, the organization members who've signed the contract/agreement may be personally liable for fulfilling the contract/agreement.

Steps to completing a P.O. Requisition:

1. Get estimate/quote, invoice, contract, W9 tax form etc. from vendor **before** services are rendered!
2. Complete a Purchase Order Requisition form. This form can be downloaded from the documents section on the OSELD profile on the Lynx Student Life Portal (Presence). Please indicate on P.O. Requisition if the check will be hand delivered (e.g. an entertainer after a performance) or mailed out.
3. Complete and submit the Expenditure Form and upload all required documents with the P.O. Requisition into the form.
4. The submitter will be notified with the form is approved. If there are questions before the form can be approved or more information is needed. A staff member from OSELD will contact the submitter.
5. Once approved, the PO and supporting documents will be submitted to Accounts Payable for processing.

Purchasing with a Credit Card or Walmart Card

A Lincoln College credit card can be checked out for in-person purchases. A credit card packet can be checked out from OSELD which will contain a credit card, a certificate for tax-exception, and tax-exception cards for businesses we have tax-exemption accounts setup with. Procedures for using the purchasing card are as follows:

1. A signatory must submit an expenditure request form on the Lynx Student Life Portal (Presence).
2. Once the expenditure is approved. The student organization advisor must arrange a time to check out the credit card packet the day of or day before the purchase is to be made from OSELD. The advisor must be the one to make the purchase or accompany the student organization members in making the purchase.
3. The purchasing card must be returned by noon the next business day after the purchase is made. If a member of OSELD is not available to receive the card, the organization advisor may place the card in the black drop box located next to the campus safety office in the Meyer-Evans Student Center.
4. The purchasing card packet must be returned with an itemized receipt inside the packet.

NOTE: If a Lincoln College credit card is lost or stolen, the advisor must report it immediately. If the incident happens outside of regular business hours, the advisor must contact Campus Safety who will contact the Director of Student Engagement.

Online or Over-the-Phone Purchases with a Credit Card

All online or over-the-phone purchases must be made from the OSELD. Procedures for completing an online purchase with a credit card are as follows:

1. Submit an expense form through the Lynx Student Life Portal. In your form, you may upload a document or screenshot from the online vendor detailing the item#, quantity needed, etc. Below is a list of commonly used online vendors we have tax-exempt accounts set up with:

- Amazon
- 4imprint
- School Specialty

- Vista Print
- Walmart
- Shindigz Party Supplies

- Webstaurantstore
- Stumps Party Supplies
- Andersons Party Supplies

2. Once approval stages have been complete a signatory may schedule an appointment with a staff member from OSELD to make your online or over-the-phone purchase.
3. OSELD will notify you with your purchase has been delivered.

Reconciliations Requests

Reconciliations occur once a purchase is completed and the money requested has been spent.

The reconciliation section of the form allows the spender to:

- Select what budget the money should come from
- The actual amount of money spent
- What was purchased
- Upload a scanned/photo copy of the receipt of purchase and the physical copy of the receipt has been submitted to OSELD.

Once this form is completed, click "Submit for Approval" at the top of the page and the form will go through its approval process. Once completed, this will appear as a transaction in the Finance Tab of the administrative dashboard and the money not spent will be credited back into the account of the organization/event it was to come form for future uses.

Reconciliations are crucial to the functioning parts of the Finance tool. Once reconciliations are completed, funds that were requested in the expenditures will be confirmed as spend and removed from the account.
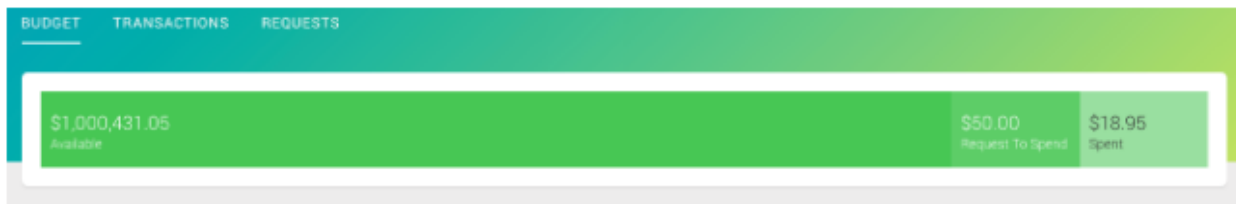
In the above example, $50.00 is requested to be spent through the expenditure form that has not been reconciled. This is compared to $18.95 that was spent and reconciled form the budget.

FUNDRAISING

Fundraising

Student organizations are permitted to sponsor fundraising activities. Only recognized and registered student organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions.

The Office of Advancement and Alumni Relations must approve all fundraising activities sponsored by student organizations through completion and acceptance of an Event Registration Form. Fundraising activities must be consistent with the mission of Lincoln College, and comply with all municipal, state, and Federal laws and ordinances.

Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)

1. Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the College's tax-exempt status in organizing or operating such an event and shall in no way imply that the College is a sponsor of the event.

2. The net proceeds of the fundraiser are to be dedicated to only to funding the organization's activities that comport with the organization's stated purposes(s).

3. No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please refer to the *Fundraisers Subject to Municipal, State, and Federal Laws*.

4. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.

5. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.

6. Fundraising Authorization Forms must be submitted to the Office of Advancement and Alumni Relations for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.

External Fundraisers

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the College.

The following policy allows student organizations to use College facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c) (3).

1. The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the Event Registration Form. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.

2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums budgeted or allocated out of the Student Government Allocations Budget or other operational budgets.

3. Contributions to external fundraisers must be made payable directly to the external charitable organization. Contributions may not be made payable to the College. The student organization and charitable organization shall in no way imply that the College is a sponsor of the event.

4. NO raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by municipal, state, and federal law. Please refer to the *Fundraisers Subject to Municipal, State, and Federal Laws*.

5. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.

6. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.

7. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

Solicitations, Donations, or In-Kind Contributions

Asking for funds or donation of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides means for student organizations to occasionally solicit funds or contributions (in contrast with conducting a fundraising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization's internal use directly related to its stated purpose, for an approved campus event, or in support of an approved internal or external fundraiser.

Requests for solicitation of monies by student organizations may be considered for approval by the Office for Development and Alumni Relations provided they meet at least the following requirements:

1. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s), or for a previously approved campus project.

2. No solicitations will be made or given for the benefit of political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.

3. Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.

4. Solicitation of a student organization's own members does not require approval from the Office of Development and Alumni Relations. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require a Fundraising Request Form to be submitted, reviewed, and approved by the Office of Development and Alumni Relations.

5. A Fundraising Request must be submitted for approval at least two weeks prior to the fundraising activity. The Fundraising Request Form is embedded in the Event Registration Form on Presence.

6. Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.

Fundraisers Subject to Municipal, State, and Federal Laws

In accordance with applicable Illinois and federal gambling laws, all forms of illegal wagering, bookmarking or unauthorized games or contests of chance on Lincoln College property is strictly prohibited. The following fundraisers require additional authorization by municipal or Illinois state agencies.

Charitable Games (Casino Nights & other related games of chance)

If a student organization wants to host a charitable games fundraiser (e.g. casino games.), a Charitable Gaming License must be obtained. Organizations eligible to hold charitable games must submit an application at least 30 days before the event. License fees must be paid when the application is filed. For more information on Charitable Games & License Fees, click here.

Bingo Event

Student organizations wishing to host a Bingo event, must complete an application with the Illinois Department of Revenue. Organizations eligible to hold a bingo event must submit an application at least 30 days prior to the event. License fees must be paid when the application is field. For more information on obtaining a Bingo Event license and filing fees, click here.

Pull Tab & Jar Games

Student organizations wishing to host a Pull Tab and/or Jar Game event must complete an application with the Illinois Department of Revenue. Organizations eligible to hold a pull tab and/or jar game must submit an application at least 30 days prior to the event. License fees must be paid when the application is filed. For more information on obtaining a pull tab and/or jar game event license and filing fees, click here.

Raffles, Poker Run, or Quarter Auctions

Student organizations wishing to host a raffle, poker run, or quarter auction must submit an *Application for Conducting a Raffle, Poker Run, & Quarter Auction in Logan County, IL*. Your request must be submitted at least one month prior to the Insurance, Legislative, & Liquor Committee meeting (the second Wednesday of every month). Requests must be approved by both the Insurance, Legislative, & Liquor Committee and the Logan County Board with an official vote on the third Tuesday of each month. After final approval, you will be mailed a signed copy of the Resolution. Download the application by clicking here.

Cashboxes

Cashboxes are available to be checked out by student organizations on a short-term basis for fundraising events or events where cash will be collected. If a cashbox or key is lost or damaged, a charge of $10 will be assessed to the student organization for the cost of replacement. Included in the cash box is a counterfeit money detector pen. It is recommended that the organization utilize this pen on all twenty-dollar bills or larger. Instructions are included with the cash box.

MODEL CODE FOR STUDENT ORGANIZATION CONDUCT

Model Code for Student Organization Misconduct

Section 1 - Jurisdiction

The leadership of a Recognized Student Organization (herein referred as "RSO") at the Lincoln College are provided a copy of the *Student Organization Handbook* annually in the form of a link that can be found on the main Lincoln College website or in MyLynx. Hard copies are available upon request from the Office of Student Affairs. Students who are part of recognized student organizations are responsible for having read and abiding by the provisions of the *Code of Student Organization Conduct*.

The *Code of Student Organization Conduct* and the student conduct process apply to the conduct of RSOs. RSO's that have lost Lincoln College recognition may still be subject to provisions in this code. Individual students who are members of a RSO are still subject as individuals to the Code of Student Conduct and may be held individually accountable for behaviors also attributed to the RSO. Individuals who are members of a RSO may, through their actions, subject the RSO to disciplinary action under this Code, whether or not those individuals are also adjudicated under the Code of Student Conduct.

The *Code of Student Organization Conduct* applies to behaviors that take place on the campus, at Lincoln College or RSO-sponsored events whether on or off-campus, and may also apply to other off-campus behaviors when the Dean of Students or designee determines that the off-campus conduct affects a Lincoln College interest. A Lincoln College interest is defined to include:

- Any situation where it appears that the RSO's conduct may present a danger or threat to the health or safety of individuals; and/or

- Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or

- Any situation that is detrimental to the educational mission and/or interests of the Lincoln College.

The *Code of Student Organization Conduct* may be applied to behavior conducted online, via email or another electronic medium. RSO members should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a RSO to allegations of conduct violations if evidence of policy violations is posted online. The Lincoln College does not regularly search for this information but may take action if and when such information is brought to the attention of Lincoln College officials.

The *Code of Student Organization Conduct* applies to guests of the RSO and the RSO may be held accountable for the misconduct of their guests. Visitors to and guests of Lincoln College may seek resolution of violations of the *Code of Student Organization Conduct* committed against them by a RSO and/or members of a RSO.

There is no time limit on reporting violations of the *Code of Student Organization Conduct*; however, the longer someone waits to report an offense, the more difficult it may become for Lincoln College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Lincoln College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students and/or to Campus Safety.

A RSO facing an alleged violation of the *Code of Student Organization Conduct* is permitted to dissolve/surrender recognition during the investigation/adjudication process. However, Lincoln College may continue the investigation/adjudication process even after the RSO has been dissolved.

Lincoln College email is the Lincoln College's primary means of communication with RSO representatives. Official Lincoln College correspondence related to this Code of Student Organization Conduct will be transmitted to the official Lincoln College email address of the RSO representative. RSO representatives are responsible for all communication delivered to their Lincoln College email address. In addition, the Lincoln College may notify the RSO Advisor and/or any inter/national governing body associated with the RSO.

Section 2 - Terms and Definitions

- **Appeal Officer –** An appeal officer is the person(s) or bodies designated by the Dean of Students or designee to hear appeals of findings associated with the Formal Resolution Process, or any assigned outcomes, or both, regardless of process. The appeal officer must not be the person who investigated the case and must not have been involved in the adjudication of the case.
- **Exigent Circumstances –** Any situation that demands unusual or immediate action and thus allows for the circumvention of usual procedures. Examples include, but are not limited to, process delays due to parallel criminal proceedings, behaviors that present a threat to the health and safety of members of the campus community, a request to delay proceedings in order to obtain outside counsel, a break in the academic calendar, etc.
- **Hearing Officer –** A hearing officer is the person(s) or bodies assigned by the Dean of Students or designee to be the deciding body in a case that involves a Formal Resolution Process. The hearing officer will be a neutral and objective decision-maker properly trained in due process, student development theory and restorative justice practices. The hearing officer must not be the person(s) who investigated the case and must not be involved in the appellate process.
- **Inter/National Organizational Governing Body** – Any known or designated association or body affiliated with any RSO. Examples may include: national headquarters of Greek-letter organizations, national governing bodies of sports organizations, national honor societies, etc.
- **Recognized Student Organization (RSO)** – Any group that has been recognized by the Lincoln College as a student organization or has applied for such recognition. This would include, but is not limited to, unchartered provisional chapters/interest groups.
- **RSO Advisor –** Any individual designated by the RSO as their advisor. If there is no RSO Advisor designated by the RSO, the institution may choose a designee.
- **RSO Representative** – The Lincoln College will generally direct communication to the student on file with the Lincoln College as the elected/appointed leader of the RSO (i.e. president or team captain). However, the RSO may choose any student member to serve as the official representative of the RSO at any time during the process as outlined in this Code. If the individual designated is no longer eligible to serve in that role (e.g. the student withdraws from the Lincoln College or is no longer a member of the RSO) or if the RSO dissolves prior to or during the investigation/adjudication process as outlined in this Code, the Lincoln College may designate a RSO representative of their choosing.
- **Responsible Employee** – A Responsible Employee is any person employed by the Lincoln College (in a full or part-time capacity) who:
  - o Has the authority to take action to address any violation of policy; or
  - o Has the duty to report any type of misconduct to appropriate officials; or
  - o Is someone a student could reasonably believe has this authority or responsibility.
- **Sponsored event** – Sponsored events, whether on or off-campus, include, but are not limited to:
  - o Any event that the RSO registers with the Lincoln College Office of Student Engagement or otherwise notifies the Lincoln College that it is sponsoring/hosting
  - o Any event that meets the criteria of an event that should be registered with the Lincoln College or that the RSO should have otherwise notified the Lincoln College Office of Student Engagement
  - o Any event that Lincoln College determines may qualify as a sponsored event based on, but not limited to, the following factors: the nature of the event, the number of RSO members in

attendance at the event, the level of organization/advertising undertaken by members of the RSO, etc.

Section 3 - Prohibited Behaviors

The behaviors listed below are specifically applied to the behaviors of RSOs by virtue of the conduct of the members of the RSO. As stated, individual students who are members of a RSO are still subject as individuals to the Code of Student Conduct and may be held individually accountable for behaviors also attributed to the RSO. Individuals who are members of a RSO may, through their actions, subject the RSO to disciplinary action under this Code, whether or not those individuals are also adjudicated under the Code of Student Conduct.

Abuse of Process – A RSO, or someone acting on behalf of a RSO, violates this Code by directly or indirectly abusing or interfering with the Lincoln College investigation/adjudication process by engaging in one or more of the following: falsifying, distorting, or misrepresenting information or colluding to do the same in the investigation/adjudication process; destroying or concealing information; attempting to discourage an individual's proper participation in the investigation/adjudication process; harassing or intimidating (verbally or physically) any person involved in the Lincoln College processes before, during, and/or following proceedings (including up to, throughout, and after any outcome); unauthorized disclosure of a reporting party's identifying information; failing to comply with a temporary measure or other sanction; distributing or otherwise publicizing materials created or produced during an investigation as a part of these policies or procedures, except as required by law or as expressly permitted by Lincoln College; or influencing or attempting to influence another person to commit abuse of process.

Aiding in Academic Misconduct - The RSO aids, abets, organizes, approves or otherwise participates in behaviors that would constitute cheating, plagiarism, misrepresentation (e.g. having another RSO member check into a class or take an exam) and/or other forms of Academic Misconduct. Evidence of a violation of this policy must demonstrate systemic participation and or knowledge of misconduct beyond 1-2 RSO members participating in the violation.

Alcohol - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College alcohol policy would constitute a violation of this policy.

Alleged Violations of Law – Any alleged violations of federal, state and local laws may be investigated and adjudicated under the *Code of Student Organization Conduct*. When an offense occurs over which the Lincoln College has jurisdiction, the Lincoln College conduct process will usually move forward notwithstanding any criminal complaint that may arise from the same incident.

Arrest Policy – RSO leadership fails to notify the appropriate Lincoln College official **[e.g. Dean of students or designee]** within 48 hours if a member of the RSO is arrested and detained as a result of any actions or behaviors taking place at or arising out of a RSO-sponsored event.

Bullying/Cyberbullying. The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute bullying and/or cyberbullying, which are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Civil Rights-Based Harassment/Discrimination - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College's policies on harassment/discrimination would constitute a violation of this policy.

Damage/Destruction of Property - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College damage/destruction of property policy would constitute a violation of this policy.

Disruptive Activity/Disorderly Conduct - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College disruptive activity/disorderly conduct policy **[insert hyperlink here]** would constitute a violation of this policy.

Drugs or Other Controlled Substances - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College's drug policy would constitute a violation of this policy.

Endangerment – The RSO aids, abets, incites, organizes, approves or otherwise participates in any activity that would constitute physical abuse or would endanger the safety, health or well-being of other individuals or groups or would cause reasonable apprehension of such harm, constitutes a violation of this policy**.** For the purposes of this policy, Endangerment would include observation of activities that might endanger the safety, health, or well-being of individuals by RSO members in a position to intervene but who fail to intervene.

Failure to Comply – The RSO or its representatives fail to comply with the reasonable directives of Lincoln College officials or designees or law enforcement officers during the performance of their duties. This would include failure to comply with any interim measures instituted during any investigation/adjudication process, or failure to comply with any outcomes assigned to a RSO at the completion of the conduct process.

Financial Obligations - Failure to promptly meet financial responsibilities to the Lincoln College, including, but not limited to; knowingly passing a worthless check or money order in payment to the Lincoln College or to an official of the Lincoln College acting in an official capacity or misusing funds obtained through the University (i.e. student activity fees).

Harassment - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College general harassment policy would constitute a violation of this policy.

Hazing – The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College hazing policy would constitute a violation of this policy. [1] For the purposes of this policy, "approved or otherwise participates" would include observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and condone or fail to prevent that hazing from occurring, regardless of their participation.

Retaliation -The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute retaliation under this policy. Retaliation is defined as any adverse action towards any person for reporting an alleged violation of this policy or for cooperating with or otherwise participating in any University investigation. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation. In addition, isolation may constitute retaliation

---

[1] It is the position of some leading hazing researchers that hazing be defined as: "any non-accidental, costly aspect(s) of group induction activities that: a) do not appear to be group-relevant assessments/preparations, and/or b) are excessive, dangerous, or degrading in their application or constitute violations of local, state or federal law or any other UNIVERSITY/COLLEGE policy regardless of the consent of the participants. Group induction activities are those tasks formally or informally required to obtain or maintain membership and/or participatory legitimacy for new, prospective or current members and/or to attain progressive membership status and/or leadership positions within the organization" (Adapted from Cimino, 2017). Others have chosen to have multiple tiers of hazing definitions depending on the severity of the alleged activity. Still others choose to utilize definitions as outlined in state law. We suggest a comprehensive review of state law and policy to determine your University/College's definition of hazing.

under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.

Sexual Misconduct - The RSO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Lincoln College sexual misconduct policy **see Lincoln College's Title IX & Sexual Violence Policy** would constitute a violation of this policy.

Trademark/Copyright Violations – The RSO engages in unauthorized use (including misuse) of Lincoln College or organizational names and images.

Violations of Lincoln College Policies – Violating, attempting to violate, or assisting in the violation of any other Lincoln College policy, contract, rule, bylaw and/or regulation of the Lincoln College may constitute a violation of the Code of Student Organization Conduct. Examples include, but are not limited to: the Code of Student Conduct, Title IX Policy, Academic Integrity Policies, Residence Life/Housing Policies, Technology Policy, Event Registration Policy, etc.

Section 4 - Procedures

Notice to the College

Lincoln College may receive notice of an allegation or potential violation of this or other related policies in a number of ways, including, but not limited to:

- The filing of an incident report with the appropriate Lincoln College department or official, including self-reporting.
- Any Responsible Employee is made aware of any potential violation of this or other related policies.
- Any Responsible Employee observes any potential violation of this or other related policies.
- Any Responsible Employee is aware of an RSO's climate or culture that may indicate a probability of violations of this or any other related policies.

Self-Reporting of Individual Misconduct and Amnesty

RSO leadership are encouraged to immediately report any violations committed by members of the RSO of this or other Lincoln College policies to the Dean of Students. This report should provide a detailed description of the events that transpired, the names of any individuals involved, and a description of any internal disciplinary actions taken by the RSO. If RSO chooses to self-report behavior in this manner, the Dean of Students or designee will only investigate the individual(s) implicated in the report. Unless information discovered in the investigation suggests that the incident was aided, abetted, sanctioned or organized by the RSO, the investigation will be limited to the individuals implicated in the self-report and not the RSO. However, if information is uncovered in the investigation that suggests that the RSO aided, abetted, sanctioned or organized the event, the Dean of Students or designee may launch a formal investigation of the RSO.

Students who make a complaint under this policy or who participate in an investigation related to this policy will not be charged with other minor University policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the incident(s) under investigation (i.e. students forced to consume alcohol as part of a hazing incident will not be charged with violations of the University's alcohol policy) as long as those behaviors do not represent a threat to the health, safety or well-being of others. The University reserves the right to follow up with students related to those issues as appropriate in a non-disciplinary setting.

Preliminary Inquiry

Upon receiving notice of an alleged violation of this or other University Policies involving a RSO, the Dean of Students (or designee), in consultation with the appropriate Lincoln College departments, will conduct a

preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of University Policies. This initial assessment will include a review of the information reported. This may include, but is not limited to:

- interview(s) with the person(s) who made the report.
- review prior conduct history of the RSO and relevant members.
- gather information that would corroborate elements of the report.
- review of any materials related to the report.

Once a determination has been made that the alleged violations warrant a more comprehensive investigation or response, the Dean of Students or designee will notify the RSO in writing to outline the alleged violations, the resolution options based on alleged violations, and to schedule an educational conference (if applicable). This notification will also be sent to RSO Advisor(s), any relevant Lincoln College departments, and if applicable, the RSO inter/national governing body.

If the Dean of Students or designee determines that no investigation is necessary, the report is documented and administratively closed. The Dean of Students or designee may, at their discretion, notify the RSO of the information received and that the matter is closed. In these cases, the Dean of Students or designee may choose, at their discretion, to maintain the confidentiality of any reporting party(ies).

Interim Measures

In cases where it is determined that certain continued operations of a RSO constitute a reasonable threat of harm to individuals, damage of University premises, or disruption to the educational mission of the Lincoln College, the Dean of Students or designee may issue interim measures, up to and including an interim suspension of all RSO activities, pending final disposition of the matter. Upon issuance of an interim measure, the Dean of Students or designee will notify the RSO representative and other appropriate parties in writing.

If a RSO wishes to seek a review of these interim measures, the RSO must submit a written request for an administrative review to the Dean of Students or designee. This administrative review should happen within five (5) business days of the Lincoln College's receipt of the request. This administrative review is not a hearing on the merits of the underlying allegations, but is merely a review to determine what, if any, interim measures are appropriate. The review may lead to a continuance, revocation, and/or modification of the interim measures, including modifications that may be more restrictive than the initial measures. The Lincoln College will notify RSO leadership of the outcome of the review in writing within three (3) business days of the review meeting. This notification will include the Lincoln College's decision and the rationale for that decision.

If the Lincoln College investigation lasts beyond 30 days (as outlined below, beginning from the date of the Educational Conference), the RSO may request another review of the interim measures, which will be handled similarly to the initial request for review as outlined above.

Resolution Options

Upon notice of a potential violation, the Dean of Students or designee will conduct an assessment of the allegations to determine the applicable resolution options available to address the alleged policy violations. The determination of resolution model will include consideration of the following:

- the severity of the alleged violations
- the risk of harm to other persons
- the conduct history of the RSO
- current status of the RSO
- any other relevant factors.

There are three levels of process associated with resolving alleged violations of this Code: Prescribed Resolution, Partnership Process Resolution, and Formal Investigation. An Educational Conference will be used when the Partnership Process Resolution or Formal Investigation options are utilized. The Dean of Students or designee may, at any time, determine that a case should be moved from a lower tier to a formal investigation.

Early Resolution

In certain cases, there may be a determination by the Dean of Students or designee that there is insufficient evidence to proceed with an investigation, and/or the information collected, even if true, would not constitute a violation of policy. Early resolution is not a determination of responsibility, and is not recorded as a prior determination of such. However, if the behavior may constitute a violation of policies of inter/national governing bodies with which the RSO is affiliated, and the Dean or designee is aware of this affiliation, the Dean or designee may, at their discretion, forward the information to the appropriate body.

In these cases, the dean or designee may choose to meet with the RSO representative and any other appropriate parties to discuss behavioral expectations. The Dean of Students or designee may suggest proactive educational and/or developmental measures designed to assist the RSO.

However, if Lincoln College receives additional information related to the matter that was resolved by early resolution, the Lincoln College reserves the right to reopen the matter and proceed with investigation and adjudication.

Prescribed Resolution Process

In certain cases, the Dean of Students or designee, in reviewing the allegations, may determine that the allegations constitute a violation of policy(ies), and these violations have prescribed outcomes associated with them. In these cases, the Dean of Students or designee may send an outcomes letter to the RSO representative and any other appropriate parties outlining the determination, the outcomes, and the rationale for both.

Upon receipt of this letter, the RSO may do one of the following:

- Accept the determinations and outcomes – in this case, the RSO will follow the directives outlined in the outcomes letter and the matter will be considered closed once the outcomes are completed. Failure to complete the outcomes may result in additional disciplinary action; or
- Decline to accept the determinations and outcomes – in this case, the matter will be forwarded for formal investigation and adjudication.

The RSO must notify the Dean of Students or designee of their choice from the above within two (2) business days of receipt of the letter.

In certain cases that might otherwise constitute a Level 1 violation, the Dean of Students or designee may determine that a different resolution option is warranted. This determination may be based upon the prior history of the RSO or its members, the RSO's current status, any patterns of behavior, or other factors as deemed relevant.

The Educational Conference

In those cases where the Violation Rubric would suggest a Partnership or Formal Adjudication Process, or in those cases that began with a Prescribed Outcomes Process but the RSO elects to have the case adjudicated through the Formal Adjudication Process, the Dean of Students or designee will schedule an Educational Conference with the RSO representative and RSO Advisor and other appropriate parties.

This meeting provides an opportunity for the leadership of the RSO, the RSO advisor(s) and the RSO inter/national governing body (if applicable) to discuss the nature of the allegations, the rights and responsibilities of the RSO, the resolution options available to the RSO based on the nature of the allegations, and the specific steps involved in the different resolution options. Participation in the Educational Conference is voluntary; however, the Dean of Students or designee, may proceed with the process in the absence of participation from the RSO.

In the event that the RSO needs additional time to select the preferred resolution option, the RSO will be given one business day following the Educational Conference to notify the Dean of Students or designee of the preferred resolution option. The Dean of Students or designee will make the final determination on the resolution option to be used in investigating and adjudicating the alleged violations.

Partnership Process

For this resolution process, the RSO is given the opportunity to conduct an internal investigation. The Partnership Process will include the following:

- The Dean of Students or designee will, in consultation with the RSO representative and RSO advisor and other appropriate parties, develop an investigation scope and timeline based on the nature of the allegations.
- The RSO must conduct an investigation and submit a written investigative report within the agreed-upon timeline, barring exigent circumstances as determined by the Dean of Students or designee, or as otherwise specified in writing by the Lincoln College.
  - Report should be detailed and specific, including the names of specific individuals involved in the alleged violation and any internal disciplinary action the RSO has implemented relative to those individuals.

Report Review by Dean of Students or Designee (note – the report should be submitted in writing electronically to the Dean or Designee. The review process does not typically require an in-person meeting).

The Dean of Students or designee will review the RSO's investigative report and will make one of the following determinations:
- The Dean or Designee agrees that the report is complete and will schedule a resolution meeting to discuss the report and findings and review next steps; or
- The Dean or Designee agrees that the report is complete, that the behavior in question is individual in nature, and the individuals implicated in the chapter report are forwarded for adjudication under the student code of conduct and the case involving the RSO is closed; or
- The Dean or Designee determines that the report is insufficient or incomplete, and provides feedback to the RSO and provides instruction for further investigation; or
- The Dean or Designee determines that the RSO has intentionally provided inaccurate or incomplete information, obstructed the process, or is otherwise non-compliant or uncooperative. The Dean of Students or designee will then determine whether to move forward with investigation and adjudication of the allegations under the Formal Resolution Process.

Partnership Process Resolution Meeting

Once the Dean of Students or designee has determined that the report is complete, the Dean or designee will meet with the RSO representative and/or advisor (and other parties as appropriate i.e. inter/national governing body) and one of the following determinations will be made:

- **No Policy Violation** – If the RSO report determines that no policies were violated by the RSO, and the Dean of Students or designee accepts this determination, the process concludes for the RSO. Individuals implicated in the report may be forwarded for individual adjudication as outlined in the Student Code of Conduct.
- **Responsibility Fully Accepted**: If the RSO report determines that the RSO was responsible for all policy violation(s) that were alleged, and the Dean of Students or designee accepts this determination, the Dean of Students or designee will initiate the Determination of Outcomes process.
- **Responsibility Partially or Not Accepted:** If the RSO report determines that the RSO was responsible for some but not all, or for none of the policy violation(s) that were alleged, the Dean of Students or designee will make one of the following determinations:
    - the Dean of Students or designee may accept the determinations from the report and will move forward to the outcomes process solely on the allegations for which the RSO accepted responsibility if applicable; or
    - The Dean of Students or designee may not accept the determinations from the report and will move forward in investigating and adjudicating the matter under the Formal Investigation Process.

If individual students are identified at any point in the partnership process to have potentially violated any Lincoln College policies, they may be individually referred to the Dean of Students or designee for investigation and adjudication.

Determinations of responsibility through the Partnership Process are final and may not be appealed.

Formal Investigation Procedures

If the Dean of Students or Designee determines at any point that a formal investigation is necessary, the Dean of Students or Designee may assign the case to an investigator(s) **[The Dean of Students/Designee may serve as the investigator; however, this would preclude them from serving as a hearing or appeal officer.]** for a formal investigation. The Dean of Students or designee will notify the RSO, the RSO advisor, and other appropriate parties that a formal investigation is being initiated.

During the course of the investigation, up to and including the five (5) day review period, the RSO may request to enter information into the record and may recommend specific witnesses to the investigator. Ultimately, determinations of relevance of information or witnesses will be determined by the investigator.

In completing the investigation, the investigator(s) may:

- Make contact (if possible) with the individual(s) who submitted the initial information.
- Interview any individuals with relevant information.
- Request relevant information from RSO members (i.e. screenshots of text messages or pictures/videos) and note whether or not RSO members were compliant in sharing requested information.
- Provide relevant information at any point during the investigation to the Dean of Students or designee related to interim measures.
- Require RSO members, or a select group of RSO members (i.e. all new members of the RSO) to participate in an interview and may restrict communication between RSO members during the interview (for example, sequestering RSO members in a room and prohibiting interview participants from using their cell phone or other devices during the interview/sequestration).
- Request students to undergo a physical examination by a campus health center staff member or other appropriate medical professional of the University's choosing and to sign a waiver allowing that medical professional to share a summary of the relevant results of that examination (e.g., physical abuse, BAC, drug usage, etc.). When possible, personally identifying information will be limited or redacted.

Students participating in a formal investigation process are expected to participate in an active, cooperative and truthful manner. Failing to participate in any fashion, including failure to provide requested information or testimony, may constitute a violation(s) of the *Code of Student Conduct.* Additionally, the investigators will document these failures and the Hearing Officer(s) may make any inferences based on these failures.

The Lincoln College will complete the initial investigation in a period of no more than 30 days, barring any exigent circumstances. In the event that exigent circumstances arise that will require a delay beyond 30 days, the Lincoln College will notify the RSO representative of the delay, including the reasons for the delay and the anticipated timeline for completing the investigation.

At the completion of the investigation, the investigator(s) will provide a written draft of the investigation report to the Dean of Students or designee. The Dean of Students or designee will review that report for accuracy or thoroughness and, once complete, will share the draft of the report (with necessary redactions) with the RSO representative, RSO advisor, and any other appropriate parties for review and comment. The RSO must provide any comments related to the investigative report in writing to the Dean of Students or designee within five (5) business days of the receipt of the report, barring exigent circumstances as determined by the Dean of Students or designee. Upon receipt of these comments (if applicable) the Dean of Students or designee will generate the final report and share it with the RSO representative, advisor and any other appropriate parties at least five (5) days in advance of any formal resolution. The Dean of Students or designee will make the final determination of the relevance of any information gathered during the investigation.

Upon completion of the final report, the Dean of Students or designee will schedule a meeting with the appropriate RSO representatives to determine the appropriate adjudication process. At this meeting, the RSO may choose one of the following options for adjudication:

- **Informal Resolution** – the RSO may accept the findings of the investigation and determinations of the Dean of Students or designee based on the investigation report. If this occurs, the process will move forward to the outcomes process.
- **Formal Resolution –** the RSO may not accept the findings of the investigation and/or determinations made by the Dean of Students or designee. If this occurs, the RSO may choose to have the matter resolved through either an Administrative or Formal Hearing. Regardless of the hearing body selected, the RSO will be given a notice of the time, date and location of the hearing at lest seven (7) days in advance of the hearing.
    - **Administrative Hearing** – the RSO may select to have the case adjudicated by a single administrator designated by the Lincoln College. **[The administrator in this case should be from the pool of candidates for any hearing body, and should not have been previously involved in the investigation or any other aspects of the case. The person appointed to hear the case should not be a subordinate to the person who made determinations in the case or who investigated the case.]**
        - The hearing officer may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO may question any witnesses called by submitting written questions to the hearing officer.
        - The RSO will be given the opportunity, in person or in writing, to submit or give a statement to the hearing officer and to respond to any information provided by witnesses.
        - The hearing officer may question the RSO representative.
        - The RSO may bring an advisor of their choosing to the hearing. The RSO advisor may not speak on behalf of the RSO, question witnesses, or actively participate in the hearing other than to advise the RSO representative.

- The hearing officer will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.
- **Formal Hearing Before Student Conduct Committee [or other appropriate LINCOLN COLLEGE disciplinary body]** – the RSO may request to have the case adjudicated by the Lincoln College Student Conduct Committee.

  - The hearing officer may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO may question any witnesses called by submitting written questions to the hearing officer.
  - The RSO will be given the opportunity, in person or in writing, to submit or give a statement to the hearing officer and to respond to any information provided by witnesses.
  - The hearing officer may question the RSO representative.
  - The RSO may bring an advisor of their choosing to the hearing. The RSO advisor may not speak on behalf of the RSO, question witnesses, or actively participate in the hearing other than to advise the RSO representative.
  - The hearing officer will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.

Section 5 - Outcomes

At the conclusion of the resolution process (including the conclusion of any appeals process), if an organization accepts responsibility for violation(s) through the partnership or formal resolution process, or if the organization is found responsible for violation(s) through the formal resolution process, the Dean of Students or designee will schedule an outcomes meeting with the RSO representative, advisor, and other parties as applicable. The purpose of this meeting shall be to determine the outcomes necessary to effectively address the behavior of the RSO related to the violation(s) and will include the solicitation of input from the RSO representative, advisors, and all other interested parties.

At the completion of the outcomes meeting, the Dean of Students or designee[2] will administer all Outcomes assigned to the RSO through the Partnership or Formal Resolution Process to the RSO representative and the RSO advisor in writing via an Outcomes Letter. The Outcomes may be assessed singly, in combination, or to follow consecutively **[e.g., an RSO may have its recognition rescinded and be allowed to return as an RSO on probation at the completion of the time of rescinded recognition]**. Outcomes will be communicated in writing by the Dean of Students or designee to the RSO and will list Outcomes assigned, including the length of any active status and/or rescission periods, the specific privileges impacted, and any and all other opportunities established as a part of the educational Outcomes.

The Dean of Students or designee will maintain the Outcome Letter in the RSO's record for a period of no less than seven (7) years. If a RSO loses campus recognition, the Dean of Students or designee will maintain the Outcome Letter indefinitely. If applicable, a copy of the Outcome Letter may be sent to their Inter/National Organizational Governing Body or other appropriate parties.

The Dean of Students or designee and/or the appropriate Lincoln College department will oversee the completion of Outcomes. If the RSO misses any deadlines, fails to complete any Outcomes, and/or has a subsequent violation(s), the RSO may be subject to additional Outcomes and/or disciplinary actions at the discretion of the Dean of Students/designee.

The Outcomes implemented at the conclusion of the disciplinary process may include Status Outcomes, Educational Outcomes, or Structural Outcomes.

Status Outcomes

Status Outcomes may include, but are not limited to:

- **Warning:** A Warning is given to notify a RSO that the behavior and conduct has been inconsistent with the expectations of the Lincoln College. A warning has no immediate effect upon an RSO's status at the University and may be specified for a period of time. However, once given a warning, a RSO should expect different Outcomes to result from any subsequent violations, especially while on a current warning status when/if similar behaviors occur.
- **Restriction of Privileges:** Restriction of Privileges precludes an RSO from participating in certain activities or may require an RSO to forfeit specific privileges. A RSO under a status of Restriction of Privileges is not in good standing with the Lincoln College. Restriction of Privileges may include, but is not limited to, loss or limitation of social events or limitation of ability to participate in Lincoln College events or activities.
- **Disciplinary Probation:** Disciplinary Probation serves to notify a RSO that it must avoid any further violations for a specified period of time in order to avoid additional disciplinary action. RSOs on probation are not in good standing with the University. An RSO may be prohibited from participating in certain activities or forfeit specific privileges while on probation. If a RSO on probation is found responsible for any subsequent violations, the outcomes may escalate. Disciplinary Probation may include Restriction of Privileges.
- **Deferred Suspension:** Deferred Suspension is a status for a specified period of time during which any subsequent finding of Responsibility for a violation of the Code of Student Organization Conduct or any other Lincoln College policy shall result in the Outcome of Suspension for the RSO. Deferred Suspension may include Restriction of Privileges.
- **Suspension:** Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the University's/College's registration of the RSO for a stated or an indeterminate period of time, cessation of Lincoln College funding, restriction of all operations at the University, and restriction of use of Lincoln College resources. If the RSO also holds a charter from a inter/national organizational governing body, the Lincoln College may also request that the inter/national organizational governing body, revoke the charter of the RSO.

  A RSO placed on Suspension is prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus. A suspended RSO may not solicit or initiate any new members. Suspension may also include the forfeiture of other specifically listed privileges. Suspension should be for a specific and determined period of time, and will include a written return agreement outlining specific conditions for return. The Suspension may be delayed at the discretion of the Dean of Students or designee.

  If the RSO dissolves or loses recognition, as a result of organizational conduct, and then attempts to seek recognition under the guise of a different organizational name, the Lincoln College reserves the right to deny the request for recognition or withdraw the recognition. This conclusion may be based on any of multiple factors, including but not limited to, overlapping membership, similarity of purpose, and the timing of the dissolution or prior loss of recognition and the request for new recognition.

  Continued operation of the RSO after suspension or loss of recognition will result in a violation of Failure to Comply and may result in additional outcomes or restrictions, up to and including an extension of the Suspension beyond the terms originally outlined in the initial Outcomes Letter/return agreement.

A RSO that has completed a period of suspension and has met conditions for return as outlined in the return agreement may seek reinstatement by complying with the registration requirements of the appropriate Lincoln College department.

Educational Outcomes

Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other Outcomes determined to help develop the culture and community of the RSO. The Dean of Students or designee will determine Educational Outcomes after consultation with the appropriate Lincoln College Office(s), the governing body and/or affiliated organization of the RSO, organizational leadership, advisors, and/or other appropriate stakeholders as necessary.

Structural Outcomes

Structural Outcomes are related to the structure, membership or governance of the organization. Structural outcomes, developed in collaboration with the inter/national organizational governing body (if applicable), may include, but are not limited to, changes to RSO operating procedures, a review of RSO membership/leadership, an external RSO review, and changes to RSO advisor support. Structural Outcomes may be included alongside any Status and Educational Outcomes, but only after consultation with the appropriate Lincoln College department(s), the RSO inter/national governing body (if applicable), the RSO representative, RSO advisors, and/or other appropriate stakeholders as necessary.

Section 6 - Appeals

Requests for Appeal

Requests for appeals must be submitted in writing to the Dean of Students or designee within ten (10) business days, barring exigent circumstances as determined by the Dean of Students or designee, of the delivery of the written determination from the Adjudication and Resolution or the Outcomes Letter. No person involved as an original hearing officer or investigator may serve in this review capacity. The College/University's presumed position is that all sanctions will be implemented during the appellate process. The Dean of Students or designee may consider, upon request in writing, to stay or modify a sanction during the appellate process. Any stay or modification should be exercised only under exigent circumstances.

The Dean of Students or designee will review all requests to determine if the requests adequately meet the grounds for appeal (below).

The Appellant must meet one or more of the grounds below in order for the request to be passed on to the appellate body for consideration on the merits. The burden is on the Appellant to show the grounds are met using the preponderance of the evidence standard.

If there is another party involved in the matter (e.g., in matters where the incident involves Title IX or other civil rights discrimination), the Dean of Students or designee may share all or part of the appeal with the party to allow them to respond or submit their own request for appellate consideration. They will be required to respond within five (5) business days, barring exigent circumstances as determined by the Dean of Students or designee, of notice of the request for appeal.

If there is a challenge to any member of the process (e.g. a challenge of bias by an investigator or hearing officer), the Dean of Students or designee may share all or part of the appeal with party in question to allow them to respond. They will be required to respond within five (5) business days, barring exigent circumstances as determined by the Dean of Students or designee, of notice of the request for appeal. If any new grounds for

appeal are raised in any response, the Dean of Students or designee will determine whether to allow a short time for the RSO to submit a response.

The Dean of Students or designee serving in the reviewer role will issue their decision to allow the appeal to proceed in whole or in part or to deny the appeal within five (5) days of receipt of all information and responses, barring exigent circumstances.

Once forwarded, the Appeals Officer(s) will issue their decision within five (5) days of receipt of all information and responses, barring exigent circumstances. In instances where the appeal officer(s) needs additional time, the appeal officer shall notify the RSO representative, within the allotted time for issuing a decision.

Grounds for Appeal

The RSO may file an appeal, as may an aggrieved party in the matter as determined by the Dean of Students or designee (e.g., a Sexual Misconduct matter covered under Title IX), to either the Finding issued in the Formal Resolution Process, or the Outcomes of either the Partnership or Formal Resolution Process, or both, but all appeals are limited to the following grounds:

- **Procedural Error**: A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.). Any challenge for bias must include: a) what the bias was, b) how the bias manifested itself, and c) how the bias significantly impacted the outcome. A mere allegation or determination of bias will not be sufficient to meet this ground for appeal.
- **New Evidence**: New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence, how it was previously unknown or unavailable, and its potential impact must be included.
  - If a person or RSO representative refused to testify or participate in the investigation and now wishes to submit their testimony as new evidence at the appellate level, that testimony will <u>not</u> be considered "new evidence" under this ground. The Dean of Students or designee serving as the reviewer of requests for appeal may determine if the matter will be sent back for further investigation based on this request for appeal.
- **Appeal of the Outcome(s):** The Outcome(s) imposed is clearly outside the parameters for the violation(s) or are of such nature that the RSO could not reasonably complete them within the allotted timeframe.

General Appellate Considerations

The original finding and Outcome(s) are presumed to have been decided reasonably and appropriately.

In cases where there are other parties involved, if the Dean of Students or designee during the review phase or the Appeal Officer during the appellate phase, wishes to meet with a party or RSO representative, the other party will be notified and granted the same opportunity.

Appeals are not intended to be full re-hearings of the original allegation(s). In most cases, appeals are confined to a review strictly limited to the matters being appealed.

Appeal Conclusions

An appeal that affirms the finding of the Formal Resolution process is final. An appeal that affirms the Outcomes is final.

An appeal that is granted for the appellant (or other party, when appropriate) based on new evidence should be remanded to the Dean of Students or designee or Hearing Officer for reconsideration, for rehearing, or for further investigation.

An appeal granted for the appellant (or other party, when appropriate) based on other grounds may either be remanded to the Investigator, Dean of Students or designee, or the original hearing officer(s), with instructions to further investigate, clarify findings, or remedy errors.

When an appeal is granted for the appellant (or other party, when appropriate) based on inappropriate Outcome(s), the appeal officer may alter the Outcome or remand with recommendations, to the Dean of Students or designee or the original Hearing Officer(s), as appropriate, to modify the Outcome(s). Such Outcome determination shall be final.

Once an appeal is decided, the decision is final; further appeals are not permitted.

FLOW CHART
Model Code of Student Organization Conduct

INCIDENT

NOTICE TO THE COLLEGE

Interim Measures with Review Meeting

INSUFFICIENT EVIDENCE TO PURSUE INVESTIGATION
(Possible Referral to RSO)
CLOSED

FORWARD FOR OTHER RESOLUTION
(Send Notice of Allegations)

EARLY RESOLUTION
CLOSED

PRESCRIBED PROCESS
ACCEPT
DON'T ACCEPT
(Goes to Formal Investigation)

PARTNERSHIP PROCESS
(RSO Self-Investigates)

FORMAL INVESTIGATION

FORMAL HEARING
PANEL
ADMIN
NOT RESPONSIBLE CLOSED
RESPONSIBLE

NOT RESPONSIBLE CLOSED

NO APPEAL
CLOSED

RSO FINDS NO EVIDENCE OF VIOLATION
(Not Responsible)

RSO FINDS EVIDENCE FOR SOME, BUT NOT ALL VIOLATIONS

RSO FINDS EVIDENCE OF ALL VIOLATIONS

Appeal on Determination of Responsibility

DOS ACCEPTS
CLOSED
NO APPEAL

DOS REJECTS
(GOES TO FORMAL INVESTIGATION)

DOS ACCEPTS
OUTCOMES

DOS REJECTS
(GOES TO FORMAL INVESTIGATION)

NO APPEAL

INFORMAL RESOLUTION

RSO ACCEPTS ALL OUTCOMES

OUTCOMES → INPUT FROM STAKEHOLDERS → APPEAL

AWARDS & RECOGNITION

Louie Awards

Organization Awards

Outstanding Organization of the Year Award

Student Organizations serve an important role in the campus community and we would like to recognize their contributions by awarding an Outstanding Student Organization of the Year Award to one recognized student organization who has gone above and beyond to create a quality experience for it's members and campus community.

Commitment to Leadership & Service Award

At Lincoln College we strive to create students who want to lead and serve their communities. Student Organizations have the opportunity through a variety of capacities to help shape the lives of their members and help mold them into people who live to lead and serve others. Organizations can show a comprehensive commitment to leadership and service through the many endeavors such as; conference attendance, executive board positions, program creation & implementation, community service, and much more. This award will recognize a recognized student organization who has demonstrated a commitment to leadership and service.

Greatest Strides

This award will recognize a student organization who has demonstrated an evident amount of improvement in varied student organization management affairs. The student organization recognized will have made significant contributions to the Lincoln College community while experiencing an intentional overhaul of focused support and development towards reaching new heights as a student organization.

Academic Excellence Award

This award will recognize student organizations who have demonstrated academic excellence by achieving a semester group grade point average of 3.0 or higher.

Programming Awards

Outstanding Program of the Year Award

Each year our students create new, innovative, educational and entertaining events to share with the campus community. These programs take many hours of planning and great deal of communication to execute. We would like to recognize these efforts by awarding Outstanding Program of the Year to a recognized student organization for planning and implementing a program, event, or project that demonstrates leadership, community engagement, collaboration, and relevance for Lincoln College students.

Collaboration Program of the Year Award

Teamwork and collaboration often help foster a more innovative and creative atmosphere and help elevate programs and initiatives to a higher level. We would like to recognize those organizations that have worked together to create a successful campus event or program by awarding the Outstanding Collaboration Award to recognized student organizations who displays outstanding teamwork, dedication and involvement.

Diversity Achievement Award

Challenging students, faculty and staff to learn and grow in our ever changing and diverse world is something our student organizations help with each year. We would like to recognize these efforts by awarding one program or initiative with the Outstanding Diversity Achievement Award. Eligible programs must demonstrate substantive diversity-related achievements that are above and beyond typical organization activities, duties and expectations.

Community Impact Award

Through programs and initiatives, student organizations have the opportunity to have a real and meaningful impact on both the campus and local community. This award will be given to recognize a program/initiative hosted by a recognized student organization at Lincoln College that contributed to the broader mission of Lincoln College and encouraged students to participate in activities that made an impact on the community. Programs/initiatives that had a significant impact on the community at large, both within the campus community and outside the college, will be considered for this award.

Outstanding New Initiative

Every year student organizations implement new initiatives and programs. Student organizations have the ability to change the landscape of the campus by addressing student needs through these new programs and initiatives. This award will be given to recognize new program or initiative created and implemented by a recognized student organization that contributed to the overall student experience.

Individual Awards

New Member of the Year Award

Without a growing and strong membership our student organizations would not have such a powerful impact on our campus community. It takes a great deal of time and dedication as a new member to make a significant and positive impact on an organization. This award is given to an outstanding new member of a registered student organization who displays tremendous organizational leadership, dedication and involvement to their organization.

Outstanding Graduating Member

Continued leadership and dedication are key to the overall success of our student organizations and to the positive influence organizations have on the campus community. Our graduating members often have given endless hours of their time and dedication to the advancement of their organization and we would like to recognize their commitment. This award is given to a graduating student of a recognized student organization who displays outstanding organizational leadership, continual commitment over several years, dedication and involvement on campus.

Outstanding Officer of the Year

As the leaders of our student organizations, it is the officer's duty to help their organization reach goals, empower others and engage the campus community. Our student organization officers often dedicate much of their time and effort to ensure that their organization is successful and tirelessly give themselves to the projects and events associated with their organization. This award is given to an Officer of a recognized student organization who displays outstanding organizational leadership, dedication and involvement to the overall success of his/her organization.

Advisor of the Year

Student Organization advisors often go far beyond their assigned duties to advance the students they work with. This award will be given to the adviser of a registered student organization who displays outstanding leadership, dedication and involvement with the organizations they advise.

RESOURCES FOR STUDENT ORGANIZATIONS
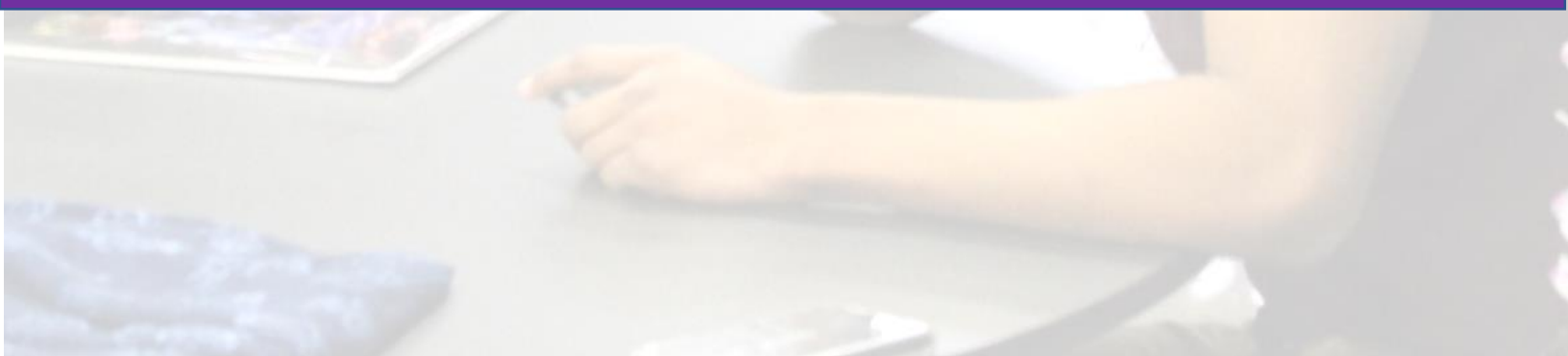
Resources

Elements of an Organization Constitution

This Constitution Writing Guide assists student organizations at Lincoln College to use when writing/revising their constitution. Student organizations may govern and structure themselves in any way deemed appropriate, as long as it does not violate College policy. In other words, articles may vary from this form, but should follow the basic pattern. All registered student organizations MUST have a constitution available in their Lynx Student Life Portal profile under the "Documents" tab. Organizations will have varying restrictions and requirements on membership, different officers, and a myriad of committees, so these guidelines are intentionally general and may need to be adjusted for specific student organizations. **Verbatim language is indicated in PURPLE while language in grey is optional.**

Article I. Name of Organization

The name of the organization should be unique from any other currently registered student organization and should reflect the nature and activities of the organization. In addition, any organization abbreviations or acronyms must be formally referenced in this article. Use of "Lincoln College" or "LC" as part of the organization name must receive approval. If the organization is affiliated with a local or national organization, that information must be stated in this article of the constitution.

> *Example: The name of this organization is Lynx Leaders. This organization will utilize the acronym LL in all publicity materials and correspondence. Lynx leaders is affiliate with [affiliate organization (if applicable)] operating in [city, state]. The website of [affiliate organization] is [www.affiliate organization].*

Article II. Purpose Statement

The purpose of the organization must be clearly stated and must be unique from all other currently registered student organizations.

> *Example 1: Lynx Leaders is established for the purpose of developing leadership skills and encourage LC student to participate in community service projects.*

Article III. Compliance Statement

Upon approval by the Office of Student Engagement, [name of organization] shall be a registered student organization at Lincoln College. [Name of organization] shall comply with all local, state, and federal laws, as well as Lincoln College regulations, policies and procedures. Such compliance includes but is not limited to the College regulations related to Non-discrimination, Sexual Harassment (including sexual misconduct, dating violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Article IV. Lincoln College Regulations

> **Section A. Non-discrimination:** [Name of organization] agrees that it will not discriminate on the basis of race, color, creed, religion, age, disability, sex, sexual orientation, gender identity, and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran statues as protected under the Vietnam Era's Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment: [Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing: [Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report: If this organization becomes aware of any such conduct described in this article, [name of organization] will report it immediately to the Director of Student Engagement; the Dean of Students and Deputy Title IX Coordinator; or the Director of Human Resources, Risk Management, and Title IX Coordinator.

Article V. Membership

Additional stipulations regarding active membership (e.g., GPA requirements, attendance requirements, etc.) may be added.

Membership in this organization is open to all enrolled students at Lincoln College.

Article VI. Officers

Registered student organization are required to have a minimum of a President and Treasurer as elected officers. This article must contain the following information: titles of elected organization officers; titles of appointed organization officers (including appointment process—e.g., appointed by whom?); term of office; the general duties of each officer; and the procedures for handling vacancies (e.g., resignations, officer ineligibility, impeachments, similar occurrences).

Example:

Section A: The elected officers of Lynx Leaders shall be President, Vice President, and Treasurer.

> *Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.*

> *Part 2: The Vice President shall serve as an aide to the President and shall perform the duties of the President in their absence or inability to serve.*

> *Part 3: The Treasurer shall receive all monies of Lynx Leaders; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization.*

Section B: The appointed officer of Lynx Leaders shall be Secretary

> *Part 1: The Secretary shall be appointed by the Vice President*

> *Part 2: The Secretary shall record the minutes of all meetings of Lynx Leaders and shall perform other duties as may be delegated.*

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section D: Any officer of Lynx Leaders may be removed from the office through the following process:

> *Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.*

> *Part 2: A two-thirds majority vote of member's present is necessary to remove the officer.*

> *Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.*

Article VII. Election

This article must contain the following information: the month of elections; officer eligibility; the nomination process; balloting producers; election rules and procedures (including required margin of victory); and runoff procedures in the event of a tie.

> *Example: Nominations for all officers will take place annually from the members starting in January. Any member may nominate any other voting member, including himself, herself, or themselves. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a runoff vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April.*

Article IX. Finance

This article must include information about the organization will be funded. If an organization requires membership dues, the maximum dollar amount and/or other financial obligations of members, as well as when payment is due, must be clearly stated in this article. If an organization does not require membership fees or other financial obligations, a statement to that effect should be included in this article.

> *Example: Lynx Leaders will be funded through the collection of annual membership dues in the amount of $100 to be paid during the month of September. This fee covers the cost of T-shirts, travel to leadership conferences, and other operational expenses of the organization.*

Article X: Dissolution of Organization

Requirements and procedures for the dissolution of the student organization must be stated in this article. Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally. A specific charity must be designated as the recipient of any remaining assets at the dissolution of the organization.

> *Example: In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to [name of charitable organization].*

Article IX: Amendments to Constitution

All constitutions must conclude with this article. The article must include: the process for amending the organization's constitution; and the necessary vote to approve the change(s). All amended constitutions must immediately be uploaded to the student organization's portal on Presence for review and approval.

> *Example: Amendments to this constitution may be made at any regular meeting of Lynx Leaders provided notice of the proposed amendment was given one week prior to a vote. Amendment requires a two-thirds vote of the voting members in attendance at the meeting.*

List of Parliamentary Motions

(Listed in Order of Precedence)

Motion	Debatable	Amendable	Vote Required
To adjourn	No	No	Majority
To recess	No	Yes	Majority
Question of privilege	No	No	May be raised any time
Call for the orders of the day	No	No	May be raised any time
To lay on the table	No	No	Majority
Previous question	No	No	Two-thirds
To limit, extend, or close debate	No	Yes	Two-thirds
To postpone definitely	Yes	Yes	Majority
To commit/refer	Yes	Yes	Majority
To amend	Yes	Yes	Majority
To postpone indefinitely	Yes	Yes	Majority

OTHER PARLIMAENTARY MOTIONS

Motion	Debatable	Amendable	Vote Required
To suspend the rules	No	No	Two-thirds
To adopt special rules of order	Yes	Yes	Two-thirds
Use vote records for final roll call	No	No	Two-thirds
To order a roll call vote	No	No	One-fifth
To take up from the table	No	No	Majority
To divide a question	No	Yes	Majority
Object to considering a question	No	No	Two-thirds
Call for division	No	No	Raised following a vote
To open the floor for nominations	No	No	One-fifth
To close nominations	No	No	Two-thirds
Adopt a committee report	Yes	Yes	Majority
Discharge a committee	Yes	Yes	Two-thirds
Point of order	No	No	May be raised any time
Appeal the decision of the chair	Yes	No	Majority
Point of information	No	No	May be raised any time
Point of parliamentary inquiry	No	No	May be raised any time

Sample Meeting Agenda

[NAME OF ORGANIZAITON]
LINCOLN COLLEGE
[MEETING DATE] | [MEETING TIME]
[MEETING LOCATION]

1. **Call to Order (President)**

2. **Roll Call (Secretary)**

3. **Approval of Minutes (President)**

4. **Officer and Adviser Reports**
    a. President
    b. Vice President
    c. Treasurer
    d. Secretary
    e. Adviser

5. **Committee Chair Reports**
    a. Events
    b. Fundraising
    c. Community Service

6. **Old Business** *discuss topics that were not resolved from previous meeting or action items*
    a. Item 1
    b. Item 2
    c. Item 3
    d. And so on…

7. **New Business** – *new topics for this week's meeting*
    a. Item 1
    b. Item 2
    c. Item 3
    d. And so on…

8. **Date of Next Meeting**

9. **Announcements**

10. **Adjournment**

[NAME OF ORGANIZAITON]
LINCOLN COLLEGE
MEETING MINTUES FROM
[MEETING DATE] | [MEETING TIME]
[MEETING LOCATION]

Call to order: 5:15 p.m.

Roll call: 14 present | 15 absent -

Officer and Adviser Reports
- President: submit nominations for Louie Awards if eligible; accepting applications until April 1
- Vice President: Received a letter from the President inviting [organization name] over for dinner
- Treasurer: We presently have $500 in our account; after our upcoming fundraiser I estimate we'll be adding another $300.
- Secretary: Sign-up to volunteer for our information booth in the Student Center

Committee Reports
- Events: We're planning a weekly trivia night series, please send me ideas on themes
- Fundraising: We are planning a Car Wash fundraiser, hoping to raise $XXX; please sign-up to help after the meeting
- Community Service: I need a list of volunteers for our campus-wide cleanup event; also send me ideas on what community service or volunteer activities we should do next month

Old Business
- Still need to update our organization portal on Presence
- Need to submit event registration form to Student Engagement

New Business
- Need to start talking about our end-of-the-year party

Date of Next Meeting
- Our next meeting will be on Thursday of next week at 8 p.m.

Announcement
- The BSU is hosting a BHM trivia event next week
- Student Engagement emailed out the event schedule for February

Programming Checklist Example

When	What	Who	Due Date	Status	Notes
TWO MONTHS OUT	Choose the event's theme				
	Choose the event's date and time				
	Research and reserve the venue				
	Set a budget				
	Request your budget; make expenditure requests in Presence				
	Develop a marketing plan				
	Research catering options				
	Research specialty vendors				
	Identify staff and students who will have roles during the event				
	Identify campus and community partners				
	Create a draft of the event itinerary				
	Identify which pre- or post-assessment you'll use tools to measure the event's success				
	Develop learning outcomes				
	Register your event in Presence				
SIX WEEKS OUT	Confirm supplies and food				
	Reach out to vendors				
	Tour the venue, noting how its layout and features will affect the program				
	Identify any supplies you'll be able to make yourself (DIY for the win!)				
	Reach out to emergency personnel (such as Campus Security), if needed				
ONE MONTH OUT	Confirm staff and student roles and responsibilities for during the event				
	Confirm vendors				
	Confirm campus and community partners				
	Confirm the venue				
	Place online orders				
	Place catering orders				
	Begin payment processes				
	Launch marketing				
	Create your pre- and post-assessment tools				

CONTINUED….

When	What	Who	Due Date	Status	Notes
TWO WEEKS OUT	Reconfirm staff, vendors, and venue				
	Send out marketing reminders				
	Start creating DIY items				
	Purchase any local supplies				
ONE WEEK OUT	Conduct a final supply/inventory check				
A FEW DAYS OUT	Pick up non-perishable food and beverages				
	Pick up any last-minutes supplies				
	Review your budgeting progress				
THE DAY OF THE EVENT	Start setting up at least hour before the event's start				
	Meet with your full team and confirm that everyone understands their roles				
	Meet with outside vendors and assist with last minute-questions or instructions				
	Meet with any emergency personnel (such as Campus Safety) to give them an overview of the event, including the timeline				
	Pick up catering				
	Track attendance using the CheckPoint App				
	Breakdown, clean up, lock up, and send out assessments				
AFTER THE EVENT	Review the budget, aligned with your actual spending				
	Review vendors and partners				
	Reconcile your expenses in Presence				

Expense Tracker Example

Event Expense Tracker				Spent	Remaining	Cost/Person
				$250	$750	$5.00
Item Purchased	**Cost**	**Vendor**	**Form of Payment**	**Purchase Date**	**Receipt**	**Approved by**
Example Item	$150	Walmart	Credit	Jan 18, 2021	Yes	J. Doe
Example Item	$100	Amazon	Credit	Jan 25	Yes	J. Doe
				Variables		
				Budget	$1,000	
				Attendance	50	

Supplies Inventory Example

Item	Quantity	Purpose	Location	Notes
Paint Brushes	5	Mural painting	Supply closet	Joe might not have washed these since last time

Event Contact Info Sheet Example

Role	Name	Email	Phone#	Notes
Event Coordinator				
Co-Host				
Team Member				
Team Member				
Team Member				
Team Member				
Vendors				
Campus or Community Partners				
Emergency Services				