



**DEPARTMENT OF STUDENT ACTIVITIES AND LEADERSHIP**

**DEVELOPMENT**

**Student Organizations Handbook**



**Mission Statement**

The department of Student Activities is committed to the ideal of student leadership and development, a commitment which forms the basis of all our endeavors. Our mission is to foster student success and a University community.

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## **INTRODUCTION**

Students are required to comply with all university regulations in addition to city, county, state and federal laws. All students should adhere to the policies and procedures as set out in this handbook. Any act that violates or attempts to violate any policy or procedure may establish cause for disciplinary and/or legal action by the University.

Membership in student clubs and organizations is open to all students. NSU Clubs and organizations must be officially registered through the Office of Student Activities and Leadership Development in order to use university facilities. All are subject to the rules and regulations of Nova Southeastern University, including but not limited to the Student Handbook, Campus Safety & Traffic Handbook, and the Policies & Procedures for Registration of Student Organizations. The right of a student club or organization, including a fraternity or sorority, to exist at the University may be promptly revoked if it fails to comply with any of the University's rules or regulations. The Office of the Dean of Student Affairs has final disciplinary jurisdiction over student clubs and organizations.

NOTE: Nova Southeastern University may from time to time alter or amend any of its policies or procedures. Reasonable notice shall be given to the University community of any material changes. These policies and procedures apply to all student clubs and organizations. The accorded rights and responsibilities take immediate effect upon publication of this document.

The Department of Student Activities and Leadership Development of Nova Southeastern University provides the University community with programs and services that enhance student development and life-long learning. Students are encouraged to become involved and engaged in campus clubs and organizations, student government,

student committees and boards, and campus community events. NSU's Leadership Development program strives to develop responsible citizens and ethical decision-makers who embody character, commitment, and purpose.

The Nova Southeastern University *Student Organization Advisor's Handbook* is a publication designed to assist you in your role as an officer or advisor of a student organization at NSU. From registration to program planning, we have included it all! This handbook will not only help you become familiar with the policies and procedures that govern student organizations, but also help you to lead your organization successfully.

All members of your organization should review the information contained herein because each person is responsible for adhering to all policies and procedures governing student organizations.

Wishing you every success!

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## **STUDENT ORGANIZATIONS**

### **What is a Student Organization?**

A Student Organization is defined as a registered group of currently enrolled Nova Southeastern University students who unite to promote a common interest. A student organization may include other members of the University community, such as alumni, faculty, staff and administrators, without affecting its status as a student organization. However, only currently enrolled students may serve as officers or vote on organizational matters. Student organizations make a vital contribution to the quality of campus life. NSU recognition of a student organization should not be interpreted as an endorsement or approval of the purpose and/or activities of the organization.

If it is alleged that a student organization or any of its members have failed to comply with the University's policies or procedures, the University may conduct an investigation and impose sanctions as is appropriate. Failure to comply with university policies and procedures may result in disciplinary action, including but not limited to suspension or the revocation of recognition. A student organization whose registration has been suspended or revoked loses all privileges and benefits granted the organization.

### **Categories**

#### **Service**

The primary mission of these organizations is to serve the campus and local communities. Volunteer within the campus and surrounding communities.

#### **Educational/Interest**

The mission of educationally-based and interest-based organizations is to showcase and provide information on a specific area of interest and/or to raise awareness.

### **Religious**

The mission of religious organizations is to create a safe environment where students can practice and discuss their faith with others who share similar beliefs, backgrounds, and values.

### **Cultural Heritage**

The mission of cultural heritage organizations is to promote cultural awareness and to create a family-like atmosphere where students can embrace various cultural celebrations and traditions.

### **Pre-Professional**

The mission of pre-professional organizations is to provide support, professional growth, and networking opportunities for those interested in specific careers.

### **Recognized Groups**

The primary mission of these groups is to govern the development of campus life as well as to provide guidance, accountability, promotion and support for various areas of campus life.

### **Social Greek Organizations**

The mission of social Greek organizations is to promote friendship, leadership, scholarship, and community service through local chapters of national fraternities and sororities.

### **NSU Campus Community Awards**

At the close of each academic year, qualifying clubs, organizations, and societies are recognized for their achievements for the year. Categories include: Best Cultural Organization, Best Activist Organization, Best Professional Organization, Best Professional Organization, Best Service Organization, Best Social Organization, Most Spirited Organization, Best New Organization, Most Improved Organization, and Most Outstanding Organization. The recipient in each category is awarded \$200 except for Most Outstanding Organization which is awarded \$500. Individuals are also acknowledged at the end of each year for various accomplishments that they have done as student leaders. Categories include: Outstanding President, Outstanding Vice President, Outstanding Secretary, Outstanding Treasurer, Rookie of the Year, Most Committed, Most Influential, and Student Leader of the Year.

### **Organization Standards Board**

The Organization Standards Board (OSB), under authority from the Nova Southeastern University Student Government Association (NSUSGA), is dedicated to serving student organizations and their members. It approves new student organizations; registers existing student organizations annually; implements, develops, and improves services and resources for student organizations; enforces policies and procedures related to student organizations; coordinates Fall and Spring Orientation Fairs; and recognizes the achievements and accomplishments of student organizations. The OSB also facilitates on-going professional development for such organizations.

### **Registration**

Student organizations are not recognized until they are registered and approved by the NSUSGA. A condition for approval is that the organization must be determined to be in

the best interest of the NSU community. All returning organizations must renew their registration each academic year. Registration forms may be obtained from the Office of Student Activities and Leadership Development or at [www.sald.nova.edu](http://www.sald.nova.edu). Each student organization must have an academic advisor who is a full-time faculty member of Nova Southeastern University. The advisor cannot be on “leave of absence” or “sabbatical leave”.

### **Responsibilities**

All student organizations and their members are required to:

- Comply with all Nova Southeastern University policies and procedures, including but not limited to, those detailed in the Student Handbook, Campus Safety & Traffic Handbook, Student Organization Advisors’ Handbook, as well as local, state and federal laws.
- Ensure that all Executive Board Officers are enrolled students during the term or semester in which they are in office.
- Have an advisor who is a full-time faculty or staff member at NSU.
- Adhere to the guidelines as are outlined in the NSUSGA Constitution.
- Keep the Office of Student Activities and Leadership Development informed of current contact information for all officers.
- Furnish the OSB with a current copy of the organization’s Constitution, and National Constitution for affiliated organizations.
- Open membership to currently enrolled NSU students who are in good academic standing and have paid their Student Activity Fee.
- Develop and maintain honest and open lines of communication with their advisor.
- Include advisor in all organizational decisions.

- Sponsor and supervise programs in a safe and responsible manner and ensure that these activities do not interfere with the normal operations of the University.
- Utilize university facilities for the purpose for which they were scheduled.
- Reimburse the University for damages to property or facilities.
- Comply with all university fiscal policies.
- Pay all organization bills and debts in a timely manner.

### **ACADEMIC ADVISORS**

Each student organization must have an academic advisor who is a full-time faculty or staff member of Nova Southeastern University. The advisor is required to assist the assigned organization on an ongoing basis. He/She is expected to provide guidance and support, share his/her expertise and historical perspectives, and provide continuity. The advisor and student organization members will maintain open and honest lines of communication. It is strongly encouraged that the organization's officers, members and advisor discuss expectations at the start of each academic year. The advisor should be kept informed of the organization's activities, oversee financial matters, and ensure that all NSU policies and procedures are adhered to, including guidelines for advisors.

Advisors may not be on leave of absence or sabbatical leave, and may not use the organization's resources or benefits for personal, professional, or departmental gain. The Office of Student Activities and Leadership Development reserves the right to request that a student organization replace its advisor if the advisor is unable to fulfill his/her responsibilities, is overstepping her/his role or causing harm to the organization, and/or is not adhering to the University's policies and procedures.

The advisor is responsible for the organization's financial status and is the ultimate supervisor of the organization's budget. All requisitions (purchase requisitions,

interdepartmental requisitions, business expense reimbursement forms, etc.) must be signed by the advisor.

## **Responsibilities**

The responsibilities of academic advisors to their student organizations include, but are not limited to:

- Attending meetings, activities, and programs.
- Assisting in program planning.
- Assisting in officer transition and training.
- Sharing thoughts and ideas.
- Providing feedback.
- Helping to resolve intra-group conflicts.
- Helping to maintain organization records.

The responsibilities of student organizations to their academic advisors include, but are not limited to:

- Discussing expectations with the assigned advisor and his/her role in the student organization.
- Notifying advisors of all meetings, activities, and programs.
- Providing copies of meeting minutes to advisor in a timely manner.
- Meeting regularly with the assigned advisor to discuss organizational matters.
- Consulting advisor prior to making significant changes to the policy or structure of the organization.
- Allowing advisor to share his/her thoughts and ideas.

## **Agreement**

The following worksheet is a useful tool for communicating the expectations of the organization-advisor relationship. The organization's officers and advisor should review each item. Officers are to check off what is expected of the advisor in the organization column; the advisor is to check off his/her expectations in the advisor column. From this, both parties will discuss why they checked each box and arrive at an agreement.

<b>Expectations</b>	<b>Organization</b>	<b>Advisor</b>	<b>Agreement</b>
Attend all organization meetings			
Attend all officers' meetings			
Call emergency officers' meetings			
Explain university policies as is appropriate			
Explain university policies to the membership once per year			
Assist the president to prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Intervene during discussions when it is felt that the group is about to make a poor decision			
Be a "silent partner" during general meetings unless specific input is requested			
Share resources and ideas with the group			
Actively participate in setting goals for the group			
Participate as a member of the group, except in voting exercises and the holding of offices			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in his office			
Allow the group to work through problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activity which it is believed has been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check officers' GPA			
Be actively involved in officer transition and training			
Represent the group in any conflict with members of the university's staff			

Generally serve as mediator in conflict resolutions			
Veto a decision when it violates a by-law or the constitution			
Keep the group focused on its purpose, goals and objectives			

**FUNDING**

**Student Government Association (SGA)**

There are a number of ways that student organizations can obtain funding including: sponsorships, fundraisers, co-programming, and membership dues. Organizations may also request additional funding from the Student Government Association (SGA).

Organizations must be registered with the Office of Student Activities and Leadership Development in order to apply for and receive funding from the SGA. Funds must be used for the purpose for which they were allocated. The SGA monitors student organization accounts and requires submission of documentation verifying account transactions.

Student organizations and advisors are responsible for maintaining their accounts and depositing any funds received in their organization’s account in the Office of Student Activities and Leadership Development. Organizations must reimburse any debts incurred and may not profit from any event which is funded fully or partially by the SGA.

The SGA acts under authority from the NSUSGA Constitution and the Dean of Student Affairs, and represents various campus constituents. The SGA reviews regular funding requests each Fall and Spring, and requests for Supplemental & Capital Expenditure Funding throughout the academic year.

**SGA Funding Requirements**

To be eligible for funding through the SGA, a student organization must be a registered organization and in good standing with the Office of Student Activities and Leadership Development. Membership and programs must be open to all NSU students. Recognized student organizations may apply for funding for programs which are open to the entire University community.

The SGA will allocate funding to organizations with at least 75% undergraduate student membership. All unused funds are automatically returned to the SGA at the end of each allocation term (December 15 and March 30).

Funding from the SGA represents a subsidy to organization expenditures. Organizations are encouraged to seek alternative sources of funding (that is: membership dues, sponsorships, co-programming, fundraisers) to complete their budget. SGA funding expenditure needs for the successful completion of programs that benefit the entire NSU community. The Dean of Student Affairs or his or her designee and the SGA President must approve all funding decisions.

## **Budget Guidelines**

### **Quotations from the NSUSGA Constitution:**

#### **Preamble:**

We, the Undergraduate students of Nova Southeastern University, in order to establish a more **dynamic and diverse campus**, pledge to **promote and protect the rights of the Undergraduate students**, promote cooperation and communication between the Undergraduate activity-fee paying students, and the administration, *encourage unity among University students by* **advancing the quality of academic and social life**, and provide a form of government for and by the students, and do hereby establish this

Constitution, for the Undergraduate activity-fee paying students of Nova Southeastern University.

### **Section 3: Affiliation, Franchise, and Office**

The NSUSGA is affiliated with the Office of Student Affairs and the Nova Southeastern University Farquhar Center for the **sole purpose of uniting the Nova Southeastern Community.**

#### **COMMENTARY:**

If we extrapolate from this, the priorities of the SGA, both in existence and determining funding, are:

- 1) To create a more dynamic and diverse campus;
- 2) To promote and protect students' rights;
- 3) To advance the quality of social and academic life; and,
- 4) TO UNITE THE NSU COMMUNITY**

Therefore, there are certain priorities we ought to follow in determining funding:

#### **PRIORITIES:**

- Co-sponsored events (which will build **UNITY** on the NSU Campus)
- Open events (the right of all students to a dynamic campus)
- Annual events (the right of students to a feeling of history on the campus)
- Successful events (the right of students to attend well-planned events)
- Diversity enhancing (i.e. cultural days/weeks/events)
- Academic events (events that promote academia)

- Dynamic (events where students can socialize/learn/question, not just eat)
- Events reflecting a particular club/organization's mission statement (i.e. speakers for pre-professional groups, social activities for social groups, educational for informative groups)
- Dynamic philanthropic events

Beyond these priorities, we have certain **RULES** which will encourage students to plan creative, new, and exciting events, as well as hold **US**, the **NSUSGA**, to certain standards of fairness, equality, and objectivity. These rules will apply differently to different organizations, but will be observed throughout. Some rules are designed with a single category of organization in mind, and will be found later under the section titled "Suggested Group-Specific Guidelines."

#### **GENERAL RULES FOR ALLOCATIONS AND BUDGETS**

- **All Budget Decisions are made at the discretion of the NSUSGA.**
- Barbeques will only be funded at a maximum of **\$150 EACH**, for up to **THREE** per semester.
- Funding for decoration fees should be included in the budgets. Requests for funding for these types of costs must be presented with an itemized invoice, including specific price and item lists.
- Funding for large, one-time costs (such as cooking equipment, prayer sheets, books, etc.) **should not** be included in budgets. Requests for funding, for these types of costs, are encouraged to be presented in the form a **bill** to the NSUSGA.
- Funding for organizational travel costs **should not** be included in budgets. Requests for funding for these types of costs are encouraged to be presented in the form a **bill** to the NSUSGA.

- Funding for conference and competition fees, as well as related travel costs, **should not** be included in budgets. Requests for funding for these types of costs are encouraged to be presented in the form a **bill** to the NSUSGA's Leadership Development Committee.
- Funding for banquets **should not** be included in budgets. Requests for funding for these types of events are encouraged to be presented in the form of a **bill** to the NSUSGA.
- Funding for t-shirts will be granted in the Fall semester of every school year.
- **Closed Events will not** be funded by the NSUSGA.
- National and local organizational dues **will never** be funded by the NSUSGA.
- Fees associated with Public Relations **will not** be funded by the NSUSGA.
- **No funding** will be provided by the NSUSGA for donations.
- All receipts for NSUSGA allocated money must be presented to the office of Student Affairs and Leadership Development (SALD) **no later than TEN BUSINESS DAYS** after an event.

The debate and decision-making process surrounding budgets makes the pre-conceived judgment regarding particular spending very challenging. Without knowing what specific events will be proposed and what those events will entail, it is nearly impossible to create more general rules. However, there are group-specific guidelines that follow.

### **SUGGESTED GROUP-SPECIFIC GUIDELINES:**

#### **1) Pre-Professional/Informative/Educational Groups:**

\*The priorities of these groups are generally educational, and range from helping members and non-members pursue/learn about higher education to

political/social/cultural awareness activities. Therefore, funding events with speakers will be a high priority for these groups.

- Open events with speakers will be funded up to a maximum of **\$50** for **Six** meetings per semester.
- Clubs and organizations may approach the Leadership Development Committee of the NSUSGA for certificates of appreciation to be given to speakers as gifts.
- **Phi Alpha Delta** is a special Pre-Professional Organization because they fund NSU's **ONLY ACADEMIC TEAM**, the Mock Trial Team.

Therefore, \$1,500 should be given to Phi Alpha Delta **ANNUALLY** to help them pay for the Mock Trial Team. This money will be **SEPARATE** from money for national conferences **NOT** having to do with the Mock Trial Team. This money **MAY NOT** be spent on anything other than the Mock Trial Team.

## **2) Social Fraternity/Sorority Groups:**

- The members of these groups are organized around academic, social, and philanthropic excellence. As such, all of these types of events should be considered, with the exception of **CLOSED SOCIALS/MIXERS**, which are not open to the student body and should not be funded.
- Each recognized social fraternity/sorority will be considered (up to but not exceeding **\$500** per event) for **ONE OFF-CAMPUS SOCIAL EVENT/PARTY** per semester, per budget. However, if fraternities/sororities wish to hold a second event, they must present a bill. As these events are costly both for the NSUSGA and the organizations themselves, co-sponsoring these types of events may encourage on-campus events or more successful, well-attended, well-

publicized off-campus events. This does **NOT** restrict groups from hosting events they fund from non-SGA money.

\* The **IFC** and **PHC** will also be funded for one party per semester if they choose, because the groups work toward inter-organizational unity.

### **3) Cultural/Religious Organizations:**

\*These groups are dedicated to preserving and expressing their cultural/religious heritage. Therefore, events that educate/entertain/introduce students to the diversity present on campus will be priority events.

With these budget guidelines adopted, the NSUSGA will be able to conduct fair yet flexible budget hearings. It is crucial that we adopt consistent, rational, and helpful guidelines to ensure a smooth budget process, a satisfied student body, and a fresh, exciting, productive campus life.

## **ACCOUNT STATEMENTS**

Each organization has an account with the Office of Student Activities. It is the responsibility of the Treasurer to keep records and make sure that the account balances on file are correct. All funds in an organization account belong to that organization and are not swept. Funds used from an organization account must be managed according to Internal Revenue Regulations. Treasurers are required to submit Budget Allocation Requests twice each year. The first budget allocation will be at the beginning of the Fall term no later than September 1. For the winter term, Budget Allocation Requests must be submitted by December 15, no later than January 2. These dates are subject to change. It is advised that the Treasurers be proactive in completing the Budget Allocation Requests to avoid conflict with course projects and exams. All funds received from SGA are swept each December and April.

## **POLICIES & PROCEDURES**

These policies and procedures are in accordance with the provisions of the Student Handbook and Campus Safety & Traffic Handbook.

### **Alcohol and Drug Use**

Nova Southeastern University has established rules and regulations regarding the use and abuse of drugs and alcohol on the University's campuses and at NSU events. The unlawful manufacture, distribution, dispensation, possession, and/or use of drugs and the abuse of alcohol are prohibited in and on all NSU-owned or controlled property and as a part of any activities. Neither employee nor student of NSU is to report to work or school while under the influence of drugs or alcohol. The enforcement of federal, state, and local laws pertaining to underage drinking; possession, use, and/or sale of drugs; and any other criminal offenses is referred to the law enforcement agency having jurisdiction. NSU has adopted the Drug-Free Schools and Campuses Policy. This policy complies with the Drug-Free Schools and Communities Act (Pub.L.No.101-226, title 34 C.F.R., part 86) and includes a description of drug and alcohol abuse education and resource programs and agency locations.

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the University community— students, faculty members, employees, and administrators. Because of the University's concern of the misuse of alcohol and other drugs (both licit and illicit), it is the policy of NSU to endeavor to prevent substance abuse through programs of education and prevention. The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and adopts a policy of working with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to

seek help. NSU also recognizes that the possession and/or use of certain substances is illegal.

The University is further obliged to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida which prohibit the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The University recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by persons less than 21 years of age.

- The University will not authorize the use of student activity fees or other student funds collected and administered by the University to provide alcoholic beverages for any student event.
- The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU are strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
- Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.
- The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

- The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the University.

Guidelines for the use of alcohol at university student events are as follows:

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through the Office of the Dean of Student Affairs.
- An entry fee may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
- No advertisement for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) may advertise alcohol. These advertisements must display the following information: “Beverages will be available. Must have valid state-issued picture identification for verification of age”.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization hosting the event. The amount of food and beverages that is appropriate for the size of the event will be determined by the Director of the Student Union or his or her designee.

- No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. No other alcohol is permitted.
- The Director of the Student Union or designee will be present during an event at which beer and wine are served. If the Director is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organization contact of the event must be present during the entire event as a point of contact for the director of the Student Union or designee.
- The sponsoring organization is responsible for ensuring that all university policies are strictly adhered to. These guidelines do not override existing university policies, but rather, should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening persons entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. Any staff member has the right to refuse service to individuals deemed to have consumed alcohol before or during the event.
- Under no circumstances should anyone be coerced into drinking alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly adhered to.

- It shall be at the discretion of the Office of the Dean of Student Affairs whether or not to make arrangements and pay for any security necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Dean of Student Affairs for review. The University can take disciplinary action as a result of violations of these guidelines.

### **Anti-Hazing**

Hazing is strictly prohibited. Hazing is defined as an action or situation created on or off campus, which accidentally or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating within Nova Southeastern University. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced physical exercises, exposure to the elements, forced/encouraged consumption of any food, liquor, drug or other substance, or other forced/encouraged activity which would result in physical or mental stress, such as sleep deprivation. Encouraged exclusion from social contact, forced/encouraged activity which would adversely affect the mental health or dignity of a student, or any other activity which is inconsistent with the policies & procedures/rules & regulations of the University is also prohibited.

### **Contracts**

All contracts and agreements for goods and services that are in excess of \$5,000.00 or contain provisions relating to liability, default, indemnification, or insurance must be approved by the NSU counsel. Insurance requirements will be handled by the Risk

Management Office. All such contracts and agreements must be submitted to counsel for review and approval prior to execution.

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the University. Students who attempt, or enter into, a contract on behalf of the University without proper authorization, are subject to disciplinary action that will result in a hold placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the University by a student without proper authorization is void.

### **Demonstration**

Peaceful and orderly demonstration is considered to be one of the many legitimate avenues for the free expression of ideas. The right to freely express ideas carries with it certain responsibilities, including the obligation to refrain from interfering with the right of other members of the academic community to pursue legitimate educational objectives.

A demonstration is defined as a public gathering of two or more persons for the purpose of sharing ideas, opinions, and/or feelings towards a person or cause. Questions regarding the restriction of demonstrations should be directed to the Department of Public Safety. All students are advised that they are responsible for complying with all rules and regulations regarding demonstrating on campus. Students or other persons who violate the rules and regulations governing demonstrations on campus may be subject to disciplinary action and/or arrest or other action by the appropriate authority. Whenever possible, demonstrators or spectators who are found to be in violation may be warned by recognized officials, and given an opportunity to cease and desist before any disciplinary charges are invoked or other action taken. Student organizations that are

charged with violations will be referred to the Organization Standards Board (OSB) and the Office of the Dean of Student Affairs.

It is a violation, when acting alone or in consort with others, to impede or impair the University's mission and operations or interfere with the rights of others. The following, while not intended to be conclusive, illustrate the offenses that would be considered violations:

- Unauthorized occupation of any university building, property, or part thereof.
- Unauthorized blocking of the entrance or exit of any university building or corridor, or room therein.
- Setting fire to, or by any means, damaging any university building or property, or the property of others.
- Any display of, attempt, or threat to use firearms, explosives or other weapons on University property.
- Prevention of the commencement, continuation or orderly conduct of any university class or activity or any lawful meeting or assembly on university property.
- Blocking normal pedestrian or vehicular traffic on university property.
- Failure to vacate premises when ordered to do so by university personnel.
- Any display or act of any nature that violates the Anti-Discrimination Policy.

Nova Southeastern University also recognizes Florida Statute 877.13 regarding penalties for disruption of educational institutions or school boards.

### **Film Viewing (Policy on Showing VHS/DVDs)**

Individuals or groups wishing to show a VHS or DVD in rooms reserved by The Student Union may do so only if:

- The event is closed to your members only (no advertisements opening the event to others).
- Written copyright permission has been granted.\*
- The event is educational (i.e. for a class).

\*An admission or viewing fee cannot be charged unless written copyright permission has been granted.

### Information on copyright regulations

The Federal Copyright Act makes it unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing a cassette at a local video store or elsewhere gives the customer the right to view the film, but not to show it in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered". Several major production and distribution companies have arranged for university campuses to show their films publicly by calling [Swank Motion Pictures, Inc.](#) at (800) 876-5577 to obtain/purchase rights. All interested parties who wish to show films under circumstances that are likely to be considered "public" are urged to call this organization to arrange for appropriate permission.

### **Grievance Procedures for Nonacademic Disputes**

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school.

Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University.

Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution. For further information regarding NSU's grievance procedures, please see of the NSU Student Handbook.

### **Letterhead**

Student organizations may create their own letterhead, but may not use the Nova Southeastern University corporate logo or seal. A student organization letterhead must include the organization's official name and the statement "A Student Organization of Nova Southeastern University." Student organizations may use the following address: 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

### **Logo**

The NSU Logo is the property of the University and must be used in an appropriate manner. Only official versions should be used. The logo should never be altered or modified in any way. Copies of the official web versions are available at the following URL:

<http://www.nova.edu/common-lib/styleresources/logousage.htm>.

The use of the University seal is restricted to the Office of the President.

### **Noise & Nuisance**

The University noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the

Office of the Dean of Student Affairs or designee for a special event, is not allowed.

Students are held responsible for the actions of their guests.

### **Non-Discrimination Policy**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities.

NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. The NSU Non-Discrimination policy can be found in NSU Student Handbook under Student Rights and Responsibilities. For more information please visit

<http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf>

### **Organizational Activities & Risk Management**

Advisors must be informed at least four weeks in advance of all on-campus or off-campus events, including field trips. In many instances, participants may be required to sign a waiver or purchase additional insurance. If you are planning an activity (field trip, fundraiser, event, etc.) you must consult with the Office of Student Activities and Leadership Development and the Office of Risk Management four weeks prior to the activity.

All students who participate in any student organization field trip must complete and sign both a “Release of Liability and Assumption of Risk” and a “Consent to Admission and Treatment” form. Completed forms must be submitted to the Risk Management Office on or before the deadline specified by the student organization. Students who are under the age of 18 must have each form signed by a parent/guardian.

Example:

- Your student group wants to attend a conference in New York City.
- Your student group wants to take a field trip to Tallahassee to see Congress in action.
- Your group wants to host a retreat at a local park.

Any student organization that needs to rent a vehicle for a university activity must contact the Department of Student Activities and Leadership Development (SALD) for approval. The organization should decline the Collision Damage Waiver (CDW) for travel in the United States, Canada and Puerto Rico. If this coverage is not declined, the organization will be responsible for the charge. Insurance coverage, including CDW, must be purchased for travel outside of these territories. The name of the designated driver must be submitted to SALD; he/she should be at least age 25 years.

Example:

- Your student group wants to participate in a volunteer event in Orlando.
- Your student group has won a local sporting/academic competition and

has been invited to participate in the regional competition in Georgia.

- Your student group wants to sponsor a club outing to Jacksonville for a long weekend.

### Accidents/Injury:

#### *Policy:*

The University is covered for claims brought against it by third parties alleging personal injury or lost or damaged property. Such claims are covered arising out of the regular business activities of the University or other special activities sanctioned by the University.

#### *Procedure:*

When an injury occurs:

- Call 911 first, then NSU Public Safety Office at 954-262-8999.
- Refrain from making any statements regarding liability or payment of bills.
- Do not remove anything from the premises, unless it creates a safety hazard.
- Call 911 if injury occurs off campus and report the occurrence to the Public Safety Office. Public Safety will complete an incident report and forward the report to the Risk Management Office.

For additional information, please go to the NSU Public Safety website:

[www.novaedu/cwis/publicsafety](http://www.novaedu/cwis/publicsafety)

### Automobile Policy:

#### *Driver Policy*

All drivers of university owned, leased, or borrowed vehicles must have a valid driver's license. Driving records will be checked for the past three years. If the Department of

Motor Vehicle's report reflects an adverse driving record, such as a DUI conviction or moving violation (over three points), the employee or student will not be allowed to drive any NSU vehicle. Licenses will be checked on a yearly basis through the Motor Vehicle Department.

### *Procedure*

All employees and students who will be driving NSU vehicles must have their licenses cleared through the Risk Management Office. The following information should be sent to the Risk Management Office:

- Full Name
- Date of birth
- Driver license number
- State of issuance
- Employee/student NSU department

### Accidents:

#### *A. University Vehicles*

##### *Policy:*

The driver of a university owned, leased, or borrowed vehicle involved in an accident on or off campus must notify the proper authorities and file any required reports. Also, university vehicles must have an insurance identification card in the vehicle.

##### *Procedures:*

- Notify NSU Public Safety.
- If accident occurs off campus, contact the local police department.

- Obtain the names and addresses of any witnesses to the accident and drivers' exchange of information for each vehicle involved.
- If such party needs additional information, refer him/her to the Office of NSU Risk Management.

Contact the Office of Human Resources if an employee is injured. A Worker's Compensation report must be filed.

For additional information, please go to the NSU Public Safety website:

[www.nova.edu/cwis/publicsafety](http://www.nova.edu/cwis/publicsafety)

### *B. Rental Vehicle*

#### *Policy*

Any employee/student driving a rental vehicle for university business is responsible for reporting accidents and damages to the rental agency.

#### *Procedure*

The employee/student must file a report with the rental agency. This must also be filed with the Risk Management Office, accompanied by a signed written report detailing the facts surrounding the accident.

### *C. Personal Vehicle*

#### *Policy*

The insurance of an employee/student involved in an accident using his/her own vehicle for university business is primary. NSU insurance will respond for liability only, once the primary coverage of the employee/student is exhausted. The University does not cover collision/comprehensive damage on employees'/students' vehicles.

### *Procedure*

The individual must report the accident to his/her insurance company, as well as to the Risk Management Office.

### Special Events/Activities

#### *Policy*

The Risk Management Office should be notified of all official events and activities that are held on campus to ensure that insurance requirements are met. The Office of Public Safety should also be informed of such events. The Risk Management Office should be made aware of any activities/events that will be sponsored by NSU off-campus.

#### *Procedure*

The Risk Management Office must be contacted with the specifics regarding the event/activity, such as the date, location, and type. If a contract and/or release needs to be signed, a copy of the contract and/or release must be sent to the Risk Management Office for review with counsel.

### Theft of NSU Property

#### *Policy*

The Risk Management Office, as well as the Office of Public Safety, should be notified of any theft or vandalism of NSU property on or off-campus.

#### *Procedure*

Contact the Risk Management Office and the Office of Public Safety with the following information:

- Circumstances of the theft
- Description of the equipment

- Cost of equipment and proof of purchase
- Serial number and tag number

For equipment that is going to be replaced, a copy of the purchase order or invoice must be sent to the Risk Management Office for submission to the insurance carrier for reimbursement.

The Fixed Assets Department, should also be contacted so that the stolen equipment can be taken off the NSU inventory.

For additional information, please go to the NSU Public Safety web site,

[www.novaedu/cwis/publicsafety](http://www.novaedu/cwis/publicsafety)

## Travel

### *Domestic and Foreign Travel*

#### *Policy*

The Risk Management Office needs to be notified when a department schedules a trip for students or employees to ensure that all of the proper paperwork is completed.

#### *Procedure*

With respect to any student field trip involving an overnight stay (within or outside the United States) or student participation in special activities, other than the normal day-to-day activities, a release needs to be signed by the student (or parent if the student is a minor). Releases should be sent to the Risk Management Office for review with counsel. When a program arranges for/or is involved in a trip to a foreign country the center or school must submit the following information to the Risk Management Office:

- Name of country
- Number of employees traveling

- Number of students traveling
- Reason for trip
- Length of stay
- Who will be making the travel arrangements

## **Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the University provides sufficient editorial freedom for student publications to maintain their integrity of purpose as manifestations of free inquiry and free expression in the NSU academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

## **Publicizing On Campus**

### Flyers & Posters

NSU strives to support an engaging, dynamic campus community. The publicity guidelines for campus events and organizations are as follows:

All flyers and posters must be approved by the Office of Student Affairs in the Rosenthal Building, Room 100. Organizations should submit five copies of the article for posting to Student Affairs at least seven business days prior to the event. Flyers and posters are posted by Student Affairs on Tuesday and Friday each week. Approved and stamped

flyers are posted for two weeks, after which they are discarded. The event must be scheduled at least a week in advance in order for the flyer to be posted.

A. Alvin Sherman Library, Research, and Information Technology Center:

The Alvin Sherman Library must approve all signs (including flyers, leaflets, handbills, posters, advertisements, and other similar announcements/ publicity, etc.). Approval for signs will be granted through the Coordinator of Events and Facilities. The Alvin Sherman Library maintains the right to reject or remove any sign. Signage will be posted by the Coordinator of Events and Facilities. Priority will be given to materials for Alvin Sherman Library events, NSU events, and partnering agencies. Signage requests from commercial or unaffiliated organizations will not be considered for posting. For further information, please visit: <http://www.nova.edu/library/about/policies/signs.html>

B. Athletics and Student Affairs Building:

All signage to be posted in the ASA building must be approved by the Office of the Dean of Student Affairs which is located in Rosenthal.

C. Carl DeSantis Building:

All signage and postings must be displayed on the west side of the reception desk area. There are plastic sign holders at the entrance of every classroom where you may post flyers. Tape (of any kind) is not to be used on the wall or doors of the Carl DeSantis Building. If you have any questions or require any further information please contact the Assistant Director of Operations at (954) 262-5010.

D. Health Professions Division:

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose. Prior to posting flyers and posters, students must visit the admissions office on the first floor of the Terry Building and fill out a Student Activities Request Form. For more information please review the NSU Student Handbook at: <http://www.nova.edu/cah/forms/handbook.pdf>

**E. Mailman-Hollywood Building:**

All signage may be posted on the third (3<sup>rd</sup>) floor on bulletin boards throughout the hallways. Both the first (1<sup>st</sup>) and second (2<sup>nd</sup>) floors are restricted from publicity posting.

**F. Maxwell Maltz Psychology Building:**

Any publicity or marketing to be posted in the Center for Psychological Studies by student organizations must be reviewed and approved by the Dean's Office. For further information regarding posting policy in the Psychology building please contact the Office of the Dean.

**G. Parker Building:**

Publicity can be displayed on the Clubs and Organizations Publicity Board outside of the Parker Building, on your student organization's bulletin board and on another student organization's bulletin board with their permission given through an e-mail for documentation purposes, on the walls and bulletin boards in the Parker Building Stairwell, on the Web Calendar, through buttons or stickers that individuals wear on

their belongings, hand out flyers at events the week before your event (with the event coordinator's permission), banner can be put up outside of a Parker during an event but should be taken down when the event ends, if your event is academic in nature, your Faculty Advisor can e-mail [berner@nova.edu](mailto:berner@nova.edu) or [ada@nova.edu](mailto:ada@nova.edu) by the 20<sup>th</sup> of the month before the event and it will be posted on the calendar in the Parker Building lobby. Posting is restricted in the following areas: posts railings, etc. outside of Parker, inside the classrooms, and on hallway walls.

#### H. Residential Life and Housing:

According to the NSU Student Handbook, any publicity or marketing to be placed in the Residence Halls must be approved by the Director of Residential Life and Housing or designee. All approved publicity must be in compliance with certain guidelines found in the Residential Living Guide. Further information can be on the NSU Residential Life website at: <http://www.nova.edu/reslife/forms/resguide.pdf>

#### I. Shepard Broad Law Center:

Any publicity or signage to be posted in the Law Center must be approved by the Facilities Manager or his or her designee. All student organization information will be posted on the bulletin boards in the Student Organization Rooms (Rooms 162-166). The Student Bar Association assigns space and is generally responsible for these bulletin boards. For further information please visit:

<http://www.nsulaw.nova.edu/students/documents/studenthandbook.pdf>

#### J. The Student Union:

Only NSU departments and recognized student groups may request publicity items to be displayed. These items must be submitted to The Student Union Office in Rosenthal

Student Center Room 202 for approval. If approved, our staff will display your items in our designated areas. Any items displayed without approved will be removed and discarded. Up to five (5) flyers and one (1) poster per event may be submitted for approval. For the Student Union Policy on posting policy, please visit:

<http://www.union.nova.edu/policies/index.html#posting>

**K. William and Norma Horvitz Administration Building:**

In order to post flyers and posters in the Horvitz Administration Building, administration requires the documents to be submitted to the Public Safety officer on duty during University business hours. The officer must be made aware of what is being advertised and where the organization would like to have the items posted. For further information about publicity guidelines in the Horvitz Administration Building, please visit the Office of Student Affairs.

**L. In the Newspaper**

Student organizations may advertise in The *Knight* at discounted rates.

Student organizations may also submit calendar events and news briefs to be published at no cost. Organizations interested in advertising in the newspaper should contact the Business Manager at (954) 262-8461; for all other items, the Editor-in-Chief may be contacted at (954) 262-8455.

**M. On the Radio Station:**

Student organizations may publicize on *WNSU Radio X 88.5 FM* at discounted rates.

Public service announcements are also accepted without any cost. Organizations interested in publicizing on the radio station should contact the Business Manager at (954) 262-8457.

#### N. On the Web:

Student organizations can advertise events on the University's web calendar. Events information should be submitted to <http://www.sald.nova.edu>.

Official student clubs or organizations sponsored by the University may create and maintain web pages with the organization as the focal point. A designated club member possessing the requisite computer skills must be appointed by the club or organization to serve as the webmaster. The webmaster will be responsible for creating and maintaining the organization's web page with approval from the Office of Student Activities. The webmaster may obtain a copy of the Information Provider Agreement (IPA) form online at <http://www.nova.edu/common-lib/policies/ipa.html>.

It is expected materials found on the web are copyrighted unless a disclaimer or waiver is visibly stated. An organization may not place any materials owned by others (i.e., copyrighted works) on its web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other web pages, articles, video, audio, photographs, software, or images scanned from published works). Short quotations of text may be included provided that the author and the work from which any quotation is taken are properly referenced through the use of footnotes or other forms of citation. If an organization wants to include something from another web page in one of its web pages, the item should be linked rather than duplicated.

Written consent must be obtained from the copyright holder and kept on file, whenever necessary, for the use of any and all copyrighted materials not belonging to Nova Southeastern University or to a faculty member utilizing his/her material. Copyright permission may be necessary for photographs, graphics, audio, video, compiled statistics, graphs or otherwise and mirrored websites to supplement the required consent for text. However, copyright materials that are in public domain or that

may be used within “fair use” guidelines may be displayed as permitted. Appropriate copyright notices must be prominently displayed as necessary and access to such materials must be limited as required by the conditions of the license for use obtained from the copyright owner. See the following for more information on copyright notices and on “fair use”:

Policy on the Use of Material in Web Pages:

<http://www.nova.edu/common-lib/policies/copyright.html>

Policy on Copyright and Patent:

<http://www.nova.edu/cwis/hrd/emphanbk/copyright.html>

For assistance with print and non-print copyright clearances, please call Media Services at (954) 262-4920.

Individuals and departments creating web pages must secure rights to all material copyrighted by others, including but not limited to, text, images and sounds, before using such material for their web pages. A digital library collection of NSU photo images is available for the use of NSU web developers. The office of publications must approve the use of any images from the library; instructions on how to obtain approval are given within the library pages at:

<http://www.nova.edu/cwis/ia/publications/dglibrary/>

Photographs and images must not be scanned from Nova Southeastern University publications (or any other published material) for use on the web without determining that the university owns or has licensed that photograph or image. The University does not own the rights to all of the photographs or illustrations in University publications. Such a situation may arise if the University may have license to a

photograph only for use in a single publication or within the United States. Because photography contracts are complex and vary from one publication to another, university ownership must not be assumed. If there are any questions regarding copyright permission of photographs, contact the Publications Department at (954) 262-8850 for guidance.

The occurrence of plagiarism on an organization's web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: "Copyright 2004 by (name of the copyright owner). Used with permission". Although a copyright notice is not required to assert one's rights to one's own original material, one may want to include a minimal notice of copyright in web page footer when appropriate. When used, the copyright notice should appear as follows:

➤ Web pages:

Copyright 2004 (your name). All Rights Reserved.

➤ Organization Web pages (examples):

Copyright 2004 *Cornell Law Review*. All Rights Reserved.

Copyright 2004 Nova Southeastern University. All Rights Reserved.

Copyright 2004 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to web pages are as follows:

- General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement.
- Student-related: Code of Student Conduct and Academic Responsibility.
- Faculty/administrator-related: *Faculty Policy Manual*
- Staff-related: *Employee Handbook*

### NSU e.Bulletin

The e.Bulletin is an online newsletter received by faculty and staff on campus and is done through the Office of Public Affairs.

### **Sales Tax Exemption**

Nova Southeastern University is exempt from state sales and use taxation for purchases of items and services used during the normal course of university business. Since the exemption is for university business, the goods and services must be paid for with university funds in order to be granted the exemption by the vendor. According to Florida statute, “purchases by the exempt organization are only exempt when the Consumer’s Certificate of Exemption is presented to the vendor and the payment is made directly by the organization. Purchases made by individuals on behalf of the organization are taxable, even if the individual is reimbursed by the organization.” Therefore, in order to be exempt from tax, payment must be made with a university issued check, or a purchase order. If a personal credit card or cash is used, the vendor is entitled to charge tax.

### **Solicitation**

Solicitation is defined as the approach of one person to another for the purpose of buying, exchanging, or sale of goods/services; recruitment of members or support for an

organization or cause; distributing literature to cause a person to buy, exchange, or sell goods/services or to join an organization or to support a cause.

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls. The Office of the Dean of Student Affairs must approve sales and solicitations in all other areas on campus.

The Office of the Dean of Student Affairs must approve all posters, flyers, and solicitations on campus. Solicitation includes the distribution of flyers, posters, and announcements. The Office of the Dean approves and posts flyers on designated campus bulletin boards and other areas on campus except in the residence halls.

The following flyers are acceptable:

- Selling a car, book, furniture, etc.
- Events or information associated with NSU clubs and organizations.
- Events or information associated with NSU administrative offices or academic programs.
- Academic services and programs associated with NSU.

The following flyers are not acceptable:

- Publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language.
- Outside vendor or company promotions.
- Outside vendor health insurance information.

Approval of all information to be posted is at the final discretion of the Office of the Dean of Student Affairs. Flyers posted without the approval and stamp of the Office of the Dean of Student Affairs will be removed from the posting area. All posters should be removed from the posting area by the sponsoring organization after the event has ended.

Flyers (maximum of five per event) will be approved in the Office of the Dean of Student Affairs, Room 100, in the Rosenthal Student Center.

Academic centers, colleges, and schools may have their own specific solicitation and posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school for their specific policies and procedures.

## **Speakers**

Nova Southeastern University is committed to providing a forum for free and open expression of divergent points of view by campus speakers. Use of university facilities by outside speakers is not to be construed as an endorsement by the university of any speaker's views. Any student organization, after consultation with the advisor, may invite speakers of its choice to address gatherings on campus. In keeping with university rules and regulations, all students and student organizations must observe the policy governing outside speakers. A copy of this policy may be obtained at the Department of Student Activities and Leadership Development (SALD) in the Rosenthal Building, Room 204.

SALD provides the following resources for student organizations:

- Assistance with organizational issues and program planning.
- An up-to-date organization file maintained by the Office of Student Activities
- Listing in the involvement guide, NSU Student Handbook.
- Listing on the Department of Student Activities and Leadership Development web site.
- Balloons/Helium Tank.
- Facsimile Machine.
- Photocopier.
- Mailbox in The Flight Deck.

- Use of university facilities and equipment (student organizations may incur a fee for some services).
- Use of university banner space and bulletin boards.
- Eligibility to promote the organization and its activities on campus.
- Eligibility to publicize events on the SALD Calendar of Events on the web.
- Eligibility to open an account through the office of SALD.
- Eligibility to apply for funding through the Student Government Association.
- Eligibility for discounted rates to advertise in The *Knight* and on *Radio X*.
- Eligibility to apply for an email listserv.
- Eligibility to apply for an NSU website account.
- Qualification for a Student Life Achievement Award nomination.

### **RESOURCES FOR STUDENT ORGANIZATIONS**

#### **Facsimiles**

Student organizations may receive facsimiles at (954) 262-3537. The name of the student organization must be on the document. All facsimiles will be placed in the student organization's mailbox. Organizations may send local facsimiles from the Office of Student Activities and Leadership Development in Rosenthal, Room 204. Organizations are limited to one facsimile day.

#### **Student Orientation**

The Office of New Student Programs and Orientation sponsors club and organization fairs throughout the summer. At the beginning of the Fall semester, the Campus Entertainment Committee sponsors "Got Wood." All organizations are encouraged to participate, advertise their events, and recruit new members. In the Spring, "NSU

Community Fest” is another opportunity for clubs and organizations to showcase the diversity and eccentricity that their organization brings to the NSU community.

## **Mail**

Each student organization has a mailbox located in the Rosenthal Student Center, Room 204. Mailboxes should be checked at least twice per week. Student organizations may use the addresses below to receive mail through the Office of Student Activities and Leadership Development:

For interoffice mail delivery, address as follows:

Organization Name  
c/o Contact Name  
Rosenthal  
Room 204  
Mail code: STU

Package delivery address:

Organization Name  
c/o Student Activities and Leadership Development  
3301 College Avenue  
Davie, FL 33314

## **The Student Organization Network (Listserv)**

An electronic mailing list is a list of names and email addresses of people who usually share a common interest and wish to communicate with each other. One email address is used to send a message to all persons on the electronic mailing list. A program called a *listserv* is used to manage this process. Organizations desiring to have an electronic mailing list must have their advisor fill out the Electronic Mailing Request form at <http://www.nova.edu/common-lib/docs/listserv.html> . Student leaders are required to handle all administrative matters regarding the list including adding and removing subscribers. Listservs that are inactive for six months or more will be deleted.

To subscribe/ unsubscribe one must send an email to [listserv@list.nova.edu](mailto:listserv@list.nova.edu) with the subject left blank. If subscribing, the body must include the following in the stated order: “Subscribe, name of listserv, first name, and last name.” If unsubscribing, the body must include the following in the stated order: “Unsubscribe, name of listserv, first name, last name”

To report your unwanted or inactive list, send email with the list name to:  
[sysadmin@solar.nova.edu](mailto:sysadmin@solar.nova.edu).

### **Facility Reservations**

The Department of Student Activities and Leadership Development encourages student organizations to plan ahead and start making reservations and preparations for events at least three months in advance. For assistance contact the Department of Student Activities and Leadership Development at (954) 262-8459.

### **Student Union Reservations**

Rosenthal Student Center is NSU's Student Union, which serves as the central location bringing the University community together by providing facilities, programs, events, and services that enhance the quality of campus life. If a registered NSU student group Or NSU department needs meeting or programming space on campus, there isn't any place better than the Rosenthal Student. The Department of Student Activities & Leadership Development processes reservations for student organizations for all facilities *except* Rosenthal Student Center and ASA. Informal use of the facilities for social and recreational activities and events planned by student groups is considered to be a priority. To reserve space in these facilities, simply complete the University's Online Room Reservation form found on the Student Union website at [www.union.nova.edu](http://www.union.nova.edu)

under the “Forms”. Every effort will be made to accommodate group preferences for meeting rooms.

Student organizations must be registered with the Department of Student Activities and Leadership Development in order to make a reservation. Reservations may not be made on behalf of any other organization or be made for purposes not consistent with the mission of the University or the organization making the facility reservation. A current executive officer of the student organization must complete the request form, acknowledging full understanding of all Student Union policies, procedures, rules, and guidelines as well as the University’s Code of Conduct. The Student Union reserves the right to limit the number of reservations an organization makes, and reserves the right to move or reassign meeting space to best facilitate all campus organizations; however, confirmed reservations are a priority. The Student Union also reserves the right to cancel facility reservations. Student organizations may be charged a fee for failing to cancel a reservation at least 24 hours in advance and will be fined \$50.00 (and cost of security officers) for canceling a reservation for The Flight Deck within 72 hours prior to the date reserved. Organizations are, however, expected to pay fees for services including, but not limited to, rental equipment, extended hours of operation for private functions, technicians, and extra set-up help.

Groups having events in The Flight Deck are encouraged to use The Flight Deck official logo in advertisements, available at <http://www.union.nova.edu/logos.html>. The logo states, "In The Flight Deck" so that you can easily insert it to your flyer or poster.

**Athletic and Student Affairs Room Reservations:**

To reserve rooms, the ASA Patio (including the patio's barbeque grill), please complete the University's online form available on The Student Union website at

<http://www.union.nova.edu/spacereservation/index.html>

### Food Services

To purchase food for an event, please contact ARAMARK to place the order. For bulk food and beverage items for the purpose of non-catered functions, such as picnic and barbeques, visit the Student Union website at [www.union.nova.edu](http://www.union.nova.edu).

### **Passenger Van Requests**

The following are the correct procedures to reserve passenger vans from the Physical Plant office. In order to schedule the use of a passenger van(s), please follow these procedures:

- Only NSU employees and NSU students are eligible drivers.
- All drivers must complete a driver-training course through Public Safety, coordinated by the Department of Student Activities & Leadership Development.
- Drivers are responsible for refueling the passenger vans to full capacity after use.
- All drivers must submit a copy of their Driver's License and complete a Personal Information Release form permitting the university to obtain a Driver's License Background Check and Authorization.
- All passenger van requests must be completed and submitted in a timely manner. It is recommended that requests be submitted at least two months prior to the requested date.
- All requests will be acknowledged by an email or faxed confirmation with approval or denial.

- Van keys may be collected between the hours of 8:00am and 4:00pm, Monday thru Friday at the Central Services Building in the Physical Plant Administration office. Passenger van keys should be dropped off at the Physical Plant Key Box located in the main entrance of the Central Services Building. Keys must be returned within the time specified.
- Passenger vans are to be picked-up from and returned after each use to the field located on the northwest corner of 36th and 75<sup>th</sup>.
- All damages to vehicles and improperly working equipment must be reported to the Physical Plant office immediately. It is recommended that an inspection report be completed at the time of pick-up.
- Plant Facility reserves the right to cancel reservations.

## **Center for Student Leadership**

### **Co-curricular Transcript Program**

The Department of Student Activities and Leadership Development provides an opportunity for students to directly add extra curricular activities to their official academic transcript. This enhances the marketability of the student as a more well-rounded candidate for scholarships, graduate admission, or employment.

All students attending Nova Southeastern University are eligible to participate in this program. Students should include each activity on the Co-curricular Transcript form and have the supervising faculty, staff member (i.e. organization advisor) or community service project coordinator verify the information. Co-curricular Transcript forms should be submitted to the Office of Student Activities and Leadership Development at the end of each semester. There is no charge for this service.

Students requiring a copy of their academic transcript may contact the Office of the University Registrar at (954) 262-7225. There is a request form and a fee of \$5.00 per official academic transcript. Any questions regarding the co-curricular transcript program should be directed to the Office of Student Activities & Leadership Development at (954) 262-7290.