



Lander University
CLUBS & ORGANIZATIONS FIELD GUIDE
2026-2027



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GENERAL POLICIES AND PROCEDURES FOR ALL STUDENT ORGANIZATIONS

Introduction

This handbook is for all registered student organizations (RSO) at Lander University. The information in this document is vital for all presidents, executive boards, advisors, and members of student organizations. All student organization leaders, members, and advisors should take the time to review all the material in this handbook. This information will be useful as the student organization makes decisions throughout the academic year.

Department of Campus Engagement

Grier Student Center (Rooms 336-340)

Phone: 864-388-8499

Email: campusengagement@lander.edu

Our team would love to schedule time to meet with any students regarding student organizations. To book a meeting with our team, please email campusengagement@lander.edu.

Handbook Notice

Please understand that this handbook does not supersede the [Lander University Student Handbook](#), nor does it include all of the information outlined in the Student Handbook. We expect all students, student leaders, advisors, faculty, and staff to review all policies and procedures outlined in the Lander University Student Handbook, in addition to this handbook. This handbook provides specifics regarding student clubs and organizations. Please be advised that the University and the Department of Campus Engagement reserve the right to update, make revisions or changes to this document at any time. Student organization presidents will be notified via email of those changes.

Who's Who within Campus Engagement

Name	Position	Email
VACANT	Director of Campus Engagement	
Ariel Wingard	Assistant Director of Campus Engagement and New Student Experience	Awingard@lander.edu
Molly Sutton	Coordinator of Campus Involvement	msutton@lander.edu
Darby White	Coordinator of Fraternity and Sorority Life	darby.white@lander.edu
Zac Banks	Coordinator of Student Experience	Wmcinerney@lander.edu
Katie Littleton	Coordinator of Student Engagement	katherine.walenceus@lander.edu

Tucker Hipps Transparency Act

The Tucker Hipps Transparency Act states that all public institutions of higher education, excluding technical colleges, shall provide a public report of actual findings of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally/currently affiliated with the institution. Included in the Lander University report are violations of the Conduct Code for

Student Organizations for offenses involving: alcohol, drugs, sexual assault, physical assault, and hazing. This report must contain: name of the organization, when the organization was charged with misconduct, the dates on which the citation was issued or the event occurred, the date the investigation was initiated, a general description of the incident, the charges, findings and sanctions placed on the organization, and the date on which matter was resolved. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act.

Lander's report may be accessed at the following link: <https://www.lander.edu/campus-life/clubs-organizations/fraternity-sorority-life/tucker-hipps-transparency-act.html>

Please contact staff members below to obtain additional information related to findings, sanctions, and organizational sanction completion that is not protected under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C 1232g.

Matthew Hammett
Interim Title IX Coordinator
mhammett@lander.edu

Ariel Wingard
Interim Assistant Director of Student Conduct and Community Standards
awingard@lander.edu

Registered Student Organizations (RSOs)

Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university co-curricular activities. The University, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization.

Registered Student Organizations: A registered student organization is one that has completed the registration process outlined by the Department of Campus Engagement. A registered student organization is one that has a file in the Department of Campus Engagement and may be considered active, inactive, not approved or no longer recognized.

RSO Privileges

Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility
2. The opportunity to participate in the student organization fairs.
3. Advertising on the Bearcat Den Involve Page for all students; this includes the organization purpose, current officers, how to join, and upcoming events.
4. Access to Lander services, equipment and facilities, depending on availability of space and personnel.
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars.

- The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

Types of Registered Student Organizations

Lander University has different types of registration for Student Organizations based on their membership, purpose, and mission.

Club Sports	Organization that is designed to serve individual interests in different sports and recreational activities.
Honors Society	*Organizations that have criteria for recognizing excellence for a variety of students.
Special Interest	*Organization that focus on specific interests or topic that differs from all other organizations.
Fraternity/Sorority	*Social and service organizations historically gender specific and established at Lander University.
University Sponsored Programs	*Organizations of any topic or interest that receive direct financial support from a university office or department.
Graduate Student Organization Status	Organizations that are classified specifically for graduate students. GSOs are not open to undergraduate students unless specifically stated otherwise. Leadership positions within GSOs are only for those who are considered full-time graduate students.

RSO Responsibilities

The following are the responsibilities of all registered student organizations:

- Acceptance of a Registration:** Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state, local laws, university policies, procedures, rules, and regulations.
- Changes within the Organization:** While student organizations are required to review and update their roster and constitution/bylaws, organizations should update their information on Involve with any organizational changes as soon as possible.
- Attendance:** While organizations are generally self-governing and self-sustaining, there are several required meetings for student organizations and leadership as scheduled by the Department of Campus Engagement. These include, but are not limited to, officers' meetings, organization town halls, and organization trainings. They are also required to meet with their Student Involvement Consultant twice each semester (one to plan the semester and expectations, one to review the semester).
- Ongoing Communication:** The organization president (and in some case other officers) will be included in an email group. The Coordinator of Campus Involvement will share reminders, updates, deadlines, and campus events. Organizations can also share any events open to all students in the same email group, which will share the details with all other registered student organizations. Presidents will be expected to check their Lander emails regularly throughout summer as well.
- Marketing Communication:** Student organization social media is the responsibility of the student organization. Be mindful of what you post, comment, like, or share on the account. Please be sure to share the social media log in information with each officer. Please also share the log in information with your advisor, as they will be consistent individuals within your organization.

- Please review the [posting policy](#).
- **Additional Notes:** Sports Clubs, as well as Greek Letter sororities and fraternities, are recognized as student organizations at the University. However, additional recognition criteria (such as insurance, travel, regulations, Title IX, etc.) may be established for these organizations based on their unique relationship to the institution. Any organization that desires to sponsor a regional or intercollegiate meeting must have sponsorship from the Department of Campus Engagement prior to hosting this meeting on campus.

Membership Requirements

Registered Student Organizations must meet the following requirements:

- The organization must be comprised of Lander University enrolled students.
- The student organization must be in good standing with the University.
- The organization must maintain the student membership requirement of five (5) enrolled full-time students (12 hours-Undergraduate; 9 hours-Graduate).
- Members of any student organization must maintain a minimum GPA of 2.0, but national organizations may have a higher GPA requirement.
- The organization must not have illegal goals and objectives.
- The organization should not propose or participate in activities that would violate regulations of the board of trustees, the university or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the university.
- The organization should not advocate incitement of imminent lawlessness.
- The organization should not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.
- Only groups that are registered will have access to campus facilities and/or services.

Student Organization Leadership Requirements

1. Any student member of a registered student organization who has been elected, selected, or appointed as an officer, as defined by their organizational constitution, must maintain the cumulative GPA requirement of 2.5, or the organizational GPA requirement for an officer position, and remain in good standing within the university before being eligible to assume that role.
2. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. If a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Department of Campus Engagement about the change in officers within two weeks. Exceptions may be offered, as approved by the Department of Campus Engagement (exceptions must be requested the same semester as their election process).
3. Graduate student organizations should only have graduate students in leadership positions. Undergraduate student organizations are open for members of graduate students.
4. Student organization leaders are required to meet with the Coordinator of Campus Involvement or their Student Involvement Consultant (SIC) at least twice a semester.

Registration Processes

Registration Statuses

Lander University registered student organizations fall into one of the following statuses:

<u>Type of Status</u>	<u>Defined</u>
*Pending	Registration is in-progress and the window is still open. All organizations are listed in pending status during their registration process as requirements are being completed.
*Active	Registration requirements are fully completed before the registration window is closed. Below are two designations of active status: <ul style="list-style-type: none"> New/Reactivated Status: Organizations that have been registered and active for two or fewer continuous years and have at least 7 members; all registration requirements completed before the window is closed.
*Inactive	Registration is not fully completed, and the window is closed. This may include organizations that are no longer operating as groups on campus. Failure to register an organization by the deadline will put the organization in an inactive status with the Department of Campus Engagement. To return to active status, the organization leaders will need to meet with the Coordinator of Campus Involvement for Organizations (Molly Sutton, msutton@lander.edu) and complete the registration process. After one semester as inactive, the organization will be no longer recognized. While inactive, organizations do not receive any University privileges, including reserving campus facilities.
No Longer Registered	Organizations that have not registered with the University or completed all registration requirements within a specific amount of time. After one semester as an inactive organization, the organization will be considered no longer registered. This may also include but is not limited to organizations that may be in violation of federal, state, local laws or in violation of university policies and/or procedures and the outcome was determined that they are no longer registered for a specific amount of time. Organizations in this category do not receive any University privileges, including reserving campus facilities.

Active: The organization has registered in [Involve](#), has an updated roster with at least 5 (five) members, one listed president, and an advisor. The organization must update their roster and bylaws/constitution each year in April to remain active.

Inactive: Organizations that no longer meet the requirements to be an active organization. They have one semester to become active again by updating their Involve page. After one semester as Inactive, they will be no longer recognized.

Not Approved: Once an organization has submitted the Organization Registration form on Involve, the organization will either be approved or not approved. If it is not approved, they will need to edit and resubmit the form. This is a temporary status for organizations working to be active.

No Longer Recognized: An organization that remains inactive for more than one semester will be considered no longer recognized. They will have to resubmit the Organization Registration form on Involve as a new organization.

How to Start a New Student Organization

The Department of Campus Engagement welcomes any unique new student organization. Students who want to form a new student organization should meet with the Coordinator of Campus Engagement prior to submitting the Involve Organization Registration form. The student(s) will then complete a “Organization Registration” form on [Involve](#).

Registration Application

Registration of new groups requires approval from the Department of Campus Engagement. To register a student organization, students should first meet with a Coordinator of Campus Engagement to review the expectations and requirements. After that meeting, the student leaders may submit this form on [Involve](#).

It is important to have the following materials completed before beginning the form above:

- **Membership:** Student Organizations need at least 5 full-time Lander students who are interested in joining the organization. They will need to list their first and last name, L number, Lander email, and their signature before they can be considered members. This document will not be submitted to the Department of Campus Engagement but will need to remain on file with the potential organization.
- **Bylaws/Constitution:** All organizations must have a constitution or bylaw document on file in Involve. This will outline the organization’s purpose, membership requirements, officer requirements and duties, financial obligations, elections and the amendment process. A template for this document is available upon request.
- **Advisor:** Each registered student organization must have a full-time Lander faculty or staff member as an advisor. This advisor must review the constitution/bylaws to approve of their role within the organization. The advisor will serve as support for the organization.

Pending Approval

Once an organization has met with the Coordinator of Campus Engagement and has submitted the Organization Registration form on Involve, they will enter the pending status. While pending, the student organization can meet up to three times on a campus facility to gather interest, organize, and plan. They may not fundraise, host events, or invite guest speakers. This organization may market meetings and recruit for membership. All marketing materials should be approved by the Department of Campus Engagement.

Once the organization has been approved by the Department of Campus Engagement, they will become a registered student organization.

Annual Student Organization Registration Process (Transition)

All student organizations must complete the annual student organization registration process to remain active as a university registered organization.

- All student organizations must renew their registration annually by the deadline established by the Department of Campus Engagement.
- An informal letter outlining the registration process will be emailed to all organization presidents 14 calendar days prior to the registration deadline. Organizations who have not met the meeting requirements (2 meetings with their SIC each semester) will have until the deadline to meet that requirement.

- Failure to renew an organization by the deadline will put the organization in an inactive status with the Department of Campus Engagement. To return to active status, the organization leaders will need to meet with the Coordinator of Campus Involvement for Organizations (Molly Sutton, msutton@lander.edu) and complete the registration process. After one semester as inactive, the organization will be no longer recognized.

What is Transition? Organization Transitioning requires organization officers to edit and update their organization details, along with selecting new officers and confirming rosters. During the transition process, officers can mark old members as "former", update any position changes to current members, and add in any new folks that joined. *Transitioning is a requirement for staying active as an organization at Lander.*

For more information about Transitioning, please visit Modern Campus/Involve's website:

<https://involve-support.moderncampus.com/hc/en-us/articles/16510532483853-How-To-Transition-Your-Organization>

Please note: While an organization is in transition, they cannot make changes to their roster; those changes must be made by completing the transitioning process.

Student Organization Advisors

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the student organization. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

*Definition from Agnes Scott (agnesscott.edu)

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus advisor. The advisor must be selected from full-time faculty or administrative staff members at Lander University. Graduate students are not eligible to fulfill this requirement. We highly encourage faculty and staff members not to advise more than two student organizations. Any faculty and staff members' advisor should speak with the Department of Campus Engagement prior to advising more than two registered student organizations. The Department of Campus Engagement will assist advisors with questions concerning their registered student organizations.

Advisors are required to follow any guidelines set by the Department of Campus Engagement.

Appointment of Advisors

1. The digital signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition to signify their willingness to serve as advisor to that organization.
 - a. On Involve, this means that the advisor has accepted the invitation to join the organization.
2. The advisor must confirm annually that they will continue in their role as advisor during the registration process.
3. Should an advisor vacate from their advisor position at any time during the year, the Department of Campus Engagement should be contacted immediately, and a replacement

acquired within three weeks. Failure to do so puts your organization in an inactive status until an advisor has been selected.

Requirements of Advisors

Advisors of registered student organizations should:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their advisor's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
 - a. Provide the officers with the elements of good organizational practice.
 - b. Teach the techniques and responsibilities of leadership and membership.
 - c. Teach the principles of effective group operations.
 - d. Develop procedures and plans for action.
 - e. Keep the group focused on its goals.
 - f. Develop self-discipline and responsibility in the group.
 - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organizational affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.
6. Attend as many meetings and functions as possible and attend any on-campus social events or fundraisers open to all Lander University students.
7. Attend all events held in the Horne Arena, PEES Gym, or CC Auditorium.
8. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
9. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
10. Sign or co-sign appropriate university forms, such as travel requests.
11. Serve until a successor is appointed, if for any reason you are unable to continue as advisor to the organization.
12. Contact the Department of Campus Engagement when questions or problems arise.
13. Maintain an updated record of banking information, social media passwords, and other pertinent information during the transition of officers.
14. Complete any other duties and responsibilities outlined in the organization's bylaws/constitution.

Campus Security Authority

Students are encouraged to report criminal offenses to campus law enforcement or to a Campus Security Authority (CSA). The individual reporting the crime to the CSA may remain anonymous. **All Lander employees are considered to be CSA's.** Any employee notified of a crime is responsible for contacting the Lander University Police Department at 864-388-8222 or 388-8911. Information provided by the CSA will be used for statistical purposes in Lander's Annual Security Report. Counselors and nursing staff members are considered CSA's; however, any information reported to

them remains confidential and only non-identifiable statistical data is reported. As an organization advisor, you will serve as a CSA.

Event Planning, Registration, and Reservations

Registered student organizations must register ALL programs, meetings, events, etc., whether on or off campus, through Involve. Events must be held at the appropriate time, the appropriate place, and in a manner consistent with the mission of the University.

An event may be deemed as an organizational event if ANY of the following criteria are proven:

1. Event is paid for by the organization (with organizational funds).
2. Event is endorsed by the organization (i.e., announced on Facebook, Twitter, or other social media accounts that are managed by the group).
3. The average person would associate the event with the organization in question
4. Evidence of the event could be found in organization documentation
5. A large (majority) portion of the attendees of the gathering associate themselves with the same organization.

Other helpful information:

As a student-ran organization, it is the expectation that *students/student leaders are running the registration process for all their events, required forms, and other expectations, not the advisor.* All active & registered student organizations are eligible to reserve rooms/spaces, supplies (tables, chairs, etc.), and media (laptop, speakers, etc.) through the university, free of charge. There are some exceptions. See reservation form for details.

Event Registration Process

All reservations must be submitted through the [Involve Event Registration Form](#) at **least 2 weeks prior to the event**. Events submitted within 2 weeks of the event date will be denied. This is the same for on and off campus events.

Any space your organization utilizes on campus must be reserved prior to use. Please see the section below about reserving a space for more information.

To fill out the Event Registration Form:

1. Visit <https://lander.presence.io> and log in using your university credentials.
2. Navigate to the “Forms” tab in the top right of the screen.
3. Click “Event Registration” to be redirected to the form.

When you submit an Event Registration Form, you will be prompted for the following information:

ABOUT THE EVENT

- Title of the event
- Type of event
- Description of the event
- Any speaker(s) or performer(s)
- Day and Date
- Time (setup/clean up and event time)
- Requested location
- Alternate locations if your desired location cannot be reserved (drop down menu)
- Target Audience
- Attendance Numbers
- Additional times and dates and locations
- Security?
- Food?

SELECTING A DATE & TIME

- Please check the calendar of events for potential conflicts.
- Consider audience availability.

SPACE RESERVATIONS & NEEDS

- A/V Equipment
- Sound needs (mics, speakers)
- Lighting needs
- Room set up
- Chairs, tables, etc.

BUDGET

- Identify source of funds.
- If this is a fundraiser, please make sure to follow all guidelines and it is approved before moving forward.

Events will be reviewed within 72 hours, and events submitted on weekends (beginning Friday at 12:30pm) and holidays (or breaks) will not be processed until the next business day. Events can take up to 2 weeks to be approved.

[Steps to Planning an Event on Campus](#)

Step 1: Complete an [Event Registration form](#) on Involve at least 14 days before your event.

- You can find this form using the link above, or under the “Forms” section in Involve.
- Please include as much detail as possible in this request!

Step 2: Await approval from the Department of Campus Engagement.

- You may be asked for clarification about your event details by a member of this office.
- A Student Involvement Consultant will be assigned to your request. You may contact them with questions or concerns. Please be aware that it is imperative that the requestor and the President check their Lander email frequently for updates.
- The SIC will serve as the liaison between your request and campus partners (i.e. Tech Crew, Facilities Management, Physical Plant, LUPD-Security). **Not checking or responding to emails will delay the approval of your request.** If the SIC needs clarification about the event or the event needs, the request will be put on hold until we receive more information.
- DINING SERVICES: Please be aware that if you are planning to have food at your event, you must seek approval from Dining Services. Please contact Brantlee Coward (coward-brantlee@aramark.com) for more details.
- If your set-ups/special requests (i.e. tables, chairs, audio-visual equipment) are not listed on the facility request, accommodations will not be made. If you move any tables or chairs in the

room, you must return them to their original set up. Please leave the space better than you found it (push in chairs, wipe down tables, etc.).

- **YOUR EVENT REQUEST IS NOT APPROVED UNTIL THE ORGANIZATION PRESIDENT RECEIVES:**
 - A confirmation email from Elizabeth McCune, the Coordinator of Facilities Scheduling.
 - An email stating your event has been approved in Involve.

Step 3: Market your event

- You can utilize social media, posters in approved posting locations on campus, and other marketing tactics to promote your event. Need help? Reach out to you student involvement coordinator (SIC) for ideas!
 1. You may advertise your event or meeting only after you receive the email confirmation from Involve (**please refer to posting policy**). You may need to present the facility confirmation when getting flyer approved.
 2. Security fees may apply for your reservation. University police will make this determination. The SIC will reach out to LUPD to review event requests.
 3. The Bearcat Lounge may **not** be closed for student organization events/meetings and can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set up or the duration of the event. The Bearcat Lounge serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage.
 4. If you no longer need a facility, please contact campusengagement@lander.edu or Elizabeth McCune to cancel your request, preferably 48 hours in advance. All facilities must be left in clean condition with furniture in its original location.
 5. All University policies and regulations apply when using facilities.
 - a. Use of a space without following the proper procedures (Facility approval and Involve approval) may result in loss of privileges.
 - b. If a space is left unclean or tables and chairs are not returned to their proper placement, the organization may lose the privilege of using facilities. Remember, the spaces that you use for events and meetings are also used for classes.

Special Event Considerations

Special events require added permissions and planning than regular weekly club meetings. Lander University aims to help our student groups plan events that are fun and safe for all. Please use the following considerations when planning special events.

Recurring Meetings

Requests for recurring club/org meetings only need to be submitted one time through the Event Registration Form in Involve. **Include all dates you wish to have the meeting in the “Event Notes” section at the bottom of the form.** Once approved, a Campus Engagement member will duplicate the event for you in Involve. You should receive one facility reservation confirmation with all the listed dates.

Campus Dining Services

ARAMARK Dining Services has an exclusive contract to provide all the university’s food services, including food items for bake sales or for any other fundraising events. Brantlee Coward, Director of Dining Services, and staff provide professional event planning, food production, food safety and

assurance in carrying out all food services on the Lander campus. Regarding event planning, ARAMARK's professional staff works hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus and any special arrangements needed.

Menus can be customized to any budget and range from basic to premium.

Food safety is a major concern for everyone. ARAMARK adheres to all local and state DHEC regulations for food production, transportation and storage. Their facilities are regularly inspected by the local agencies that monitor food safety, and they always maintain a grade A. Be assured that to minimize the likelihood someone is affected by a foodborne illness, ARAMARK uses only vendors that have met strict requirements for food handling and transportation.

Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering at 388-8078 or <https://oldmain.catertrax.com/> when your department or student organization is planning food for any event on campus.

If an organization intends to have food at their event not provided by Aramark, they will need to request a waiver from Aramark. Simply check the "Yes" box on the Event Registration form when asked if you plan to have food at your event, and an email will be sent to Brantlee Coward for approval.

Movie/Streaming Events

Lander University Movie Screening Policy

Purpose

This policy establishes guidelines for the public performance and screening of motion pictures at Lander University. The purpose of this policy is to ensure compliance with U.S. copyright law, protect the University and its community from legal liability, and provide clear expectations for students, student organizations, faculty, and staff who wish to show films on campus.

Scope

This policy applies to all motion picture screenings held on Lander University property or sponsored by Lander University entities, including but not limited to: - Student organizations and clubs - Academic departments - University offices and programs - Residence halls and common spaces - Campus-wide or open-to-the-public events

This policy applies regardless of whether admission is charged.

Definitions

Public Performance: Any showing of a motion picture outside of a private residence, or any showing that is open to individuals beyond a normal circle of family and friends.

Motion Picture: Any audiovisual work, including feature films, documentaries, television programs, streamed content, or short films.

Public Domain: A work that is not protected by copyright and may be used without permission; however, individual elements within a public-domain work (such as music or underlying literary works) may still be copyrighted.

Policy Statement

All motion picture screenings at Lander University must comply with applicable copyright laws. Showing a film in a public or campus setting generally requires permission or licensing from the copyright holder, unless a specific legal exemption applies.

Ownership of a DVD, Blu-ray, digital file, or streaming subscription (e.g., Netflix, Amazon Prime, Hulu, Crunchyroll, etc.) does not grant the right to publicly perform a film.

Licensing and Permission Requirements

1. **Commercial Films:**

- Most commercially produced films require a public performance license to be shown on campus.
- Licenses are typically obtained through authorized licensing agencies or distributors (such as Swank Motion Pictures).

2. **Streaming Services:**

- Films streamed from personal or institutional streaming accounts may not be shown publicly unless the service explicitly grants public performance rights.

3. **Public Domain Films:**

- Public-domain films may be shown without a public performance license.
- Event organizers are responsible for ensuring that all elements of the version shown (including music, narration, restored audio, or added content) are also in the public domain or properly licensed.

4. **Educational Exemption:**

- Films shown as part of face-to-face classroom instruction may qualify for an educational exemption under U.S. copyright law.
- This exemption does not apply to extracurricular events, social programs, residence hall screenings, or entertainment-based showings.

Responsibilities

Event Organizers: - Confirm whether a film requires a public performance license. - Secure all necessary licenses or permissions prior to advertising or screening the film. - Use only approved and legally obtained versions of films.

Advisors and University Departments: - Assist student organizations in understanding and complying with this policy. - Verify that required licenses have been obtained when approving events.

Campus Offices: - Offices responsible for event approvals may require proof of licensing before authorizing a film screening.

Enforcement

Failure to comply with this policy may result in:

- Cancellation of the event
- Loss of event privileges
- Disciplinary action in accordance with University policies.

Questions and Assistance

Questions regarding movie screenings, licensing requirements, or copyright compliance should be directed to the Department of Campus Engagement prior to planning or advertising a film event.

This policy is intended to support responsible programming while ensuring legal and ethical use of copyrighted materials at Lander University.

Speaker Events

Lander University chartered student organizations shall be allowed to invite and hear any person of their own choosing. If an organization wishes to invite a speaker who is not a Lander faculty or staff

member, approval for the speaker is to be requested through the Department of Campus Engagement. Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparation and scheduling.
2. Inappropriate facilities.
3. Prior commitments to another student or faculty organization that would conflict.
4. Inability to provide security precautions necessitated by the speaker.

The sponsorship of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the University.

Student Sales/Farmers Markets

Lander University permits sales and events on campus under one of the following structures, depending on how proceeds are collected and distributed. The appropriate structure must be determined before advertising or conducting a sale.

Lander University Sponsored Sale

Purpose

Used when proceeds are intended to support a Lander University department, program, or registered student organization.

Process

1. Visit the Business Office so they can create a TouchNet storefront and QR code to accept credit card payments.
2. Funds are deposited into a Lander University Index.
3. Proceeds may be transferred to an appropriate index for approved program or organizational expenses, in accordance with State procurement policies.

Important Notes

- This option **may not be used to pay individual students directly**.
- Students receiving proceeds would be considered vendors, which creates sales tax and income reporting obligations.
- This structure is not designed for sales where proceeds go directly to individual artists or sellers.

External Entity Event/Sale

Purpose

Used when proceeds are intended to go directly to individual students or artists.

Process

- The event or sale must be treated as an external entity activity, not a University-sponsored sale.
- Lander University may rent space to the individuals or group hosting the sale.
- The hosting entity may be required to provide:
 - Proof of insurance
 - Proof of PCI compliance for credit card processing
 - Payment for space rental (fees may be waived at the University's discretion)

Important Notes

The sale must not be advertised as a "Lander University" or University-sponsored event. All marketing materials must clearly state that it is a **student art sale** (or similar) and that **proceeds go directly to the artists**.

Any waiver of requirements or fees must be approved in advance by the appropriate University authority.

Social Events (With and Without Alcohol)

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University Student Handbook. ***If your organization intends to host a social event with alcohol, you must meet with the coordinator of campus engagement for organizations before submitting the event registration in Involve.***

Social Events Without Alcohol

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/ staff advisor must always be present during dances or similar social functions.
2. Social events, dances and other entertainment activities will require approval from Lander University Police Department.
3. Charges may be made for custodial services, University Police, building-use fee and other services as needed for fundraisers.
4. Any social events hosted off Lander property must be registered and approved in Involve 14 business days prior to the event date.
5. The sponsoring organization will be required to hire and pay for one or more security officers. Organizations should request officers through LUPD prior to seeking outside security teams. University Police, in conjunction with the Director of Campus Engagement or their designee, will determine the number of officers necessary to ensure the safety of those attending the event.
 - a. Security officers must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.
6. The organization advisor and security, as well as one elected officer of the organization will monitor the check-in process.
 - a. All individuals entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event.
 - b. Lander University students are responsible for the conduct of their guests.
 - c. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the advisor.
7. All elected officers will serve as event monitors throughout the event. They will help with transportation (if needed), check in, monitoring the event activities, and check out.
8. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.
9. Lights will flash 30 minutes before the end of the event and then turned on immediately at the end.
 - a. Event Monitors are to assist the advisor and University Police in clearing the building, parking lot and adjacent street parking. Ensure that all attendees receive their ID card before leaving the building.
 - b. Event Monitors are expected to clean the space, including the parking lot and restrooms.

10. Events must end at the agreed-upon time, but no later than midnight (12:00AM). When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.

Social Events with Alcohol

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/ staff advisor must be present at all times during dances or similar social functions.
2. Social events, dances and other entertainment activities will require approval from Lander University Police Department.
3. Charges may be made for custodial services, University Police, building-use fee and other services as needed for fundraisers.
4. Any social events hosted off Lander property must be registered and approved in Involve 14 business days prior to the event date.
 - a. Complete the FIPG [Third Party Security Vendor](#) form.
 - b. Hire security for the event, as well as thirty minutes before and after the event.
 - c. Identify an approved transportation system for the event if it will be off campus. This includes designated drivers, Ride Share (Uber, Lyft, cab, etc.), or a bus.
 - i. Designated drivers and sober monitors must be identified in the event registration form on Involve. They will need to sign a sobriety and safety contract with the Department of Campus Engagement prior to the event. There must be one seat with a seatbelt available for each attendee of the event.
 - d. Upload a guest list for the event in the registration form. This does not have to be a complete list, but please send a final guest list 24 hours before the event begins.
 - e. Upload the event venue invoice or contract signed by all appropriate parties.
 - f. Upload the third-party vendor contract, signed by all appropriate parties (the alcohol agreement from the vendor).
 - g. Upload the transportation invoice or contract, signed by all appropriate parties. If the group uses designated drivers, the driver's ID cards should be scanned and uploaded in a document instead of a contract.
 - h. Upload the security invoice or contract, signed by all appropriate parties.
 - i. The sponsoring organization will be required to hire and pay for one or more security officers. Organizations should request officers through LUPD prior to seeking outside security teams. University Police, in conjunction with the Director of Campus Engagement or their designee, will determine the number of officers necessary to ensure the safety of those attending the event.
 - i. Security officers must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.
5. The organization advisor and security, as well as one elected officer of the organization will monitor the check-in process.
 - a. Doors will not be opened until 30 minutes before the event. The advisor and security officers must be present for the doors to be opened.
 - b. All individuals entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event.
 - c. Lander University students are responsible for the conduct of their guests.

- d. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the advisor.
 - e. Anyone who appears under the influence of alcohol or other substances will not be permitted to enter the event.
 - f. Those who are 21 years old or older must receive a wrist band or marking to be able to purchase alcohol at the event. If wristbands are not available, those under 21 years old will draw an X on the back of both hands with permanent marker.
6. Alcohol may not be served on campus without the approval of the Vice President of Student Experience and Quality Assurance or their designee.
 7. Alcohol may be served through a third-party vendor using a cash bar of beer and wine only. Only guests 21 years old or older may purchase alcohol. Only one drink can be served to an individual at a time.
 - a. Any individuals under 21 years old seen drinking alcohol will be escorted from the event by LUPD or the security team. Student Conduct discipline will follow.
 - b. Organizations must follow the social event sober monitor policy. 20% of the organization's members must remain sober and will be expected to support check-in and check-out, transportation if necessary, and the event space. All organization elected officers must be sober monitors for each event.
 - c. For more details about the alcohol policies, click [here](#).
 8. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.
 9. Lights will flash 30 minutes before the end of the event and then turned on immediately at the end.
 - a. Event Monitors are to assist the advisor and University Police in clearing the building, parking lot and adjacent street parking. Ensure that all attendees receive their ID card before leaving the building.
 - b. Event Monitors are expected to clean the space, including the parking lot and restrooms.
 10. Events must end at the agreed-upon time, but no later than midnight (12:00AM). When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.
 11. IF YOUR ORGANIZATION INTENDS TO HOST A SOCIAL EVENT WITH ALCOHOL, YOU MUST MEET WITH THE COORDINATOR OF CAMPUS ENGAGEMENT FOR ORGANIZATIONS BEFORE SUBMITTING THE EVENT REGISTRATION IN INVOLVE.

Volunteerism/Community Service

Lander University strongly encourages volunteer and community service projects for all registered student organizations. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus.

**NOTE: If money is exchanged it is considered a fundraiser; please see fundraising section.*

The Department of Campus Engagement requires that all volunteer/community services be documented for approval in our office by completing the Event Registration form on Involve, if the service is to be held on campus. Event Request forms can be accessed [here](#). This form should be completed and turned in at least two weeks prior to the project taking place. For a volunteer/community service activity to be approved, the student organization must be in good standing with the university, and the activity must conform to university regulations and policies.

Organizations are not limited to a certain number of volunteer/community service projects each semester.

Facility Reservation Information

To simplify the event request process, **student groups no longer need to fill out a facility request form**. Simply fill out the Event Registration form on Involve with your top 4 locations.

To request use of a university facility, registered student organizations must be in good standing with the University (refer to organization policy of good standing). Lander University will make every effort to provide facilities to accommodate university departments, divisions and registered student organizations through the facility reservation process.

Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities to gain the most efficient use of the facilities.

Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc. In addition, the university may deny requests for facilities due to conflicts with class schedules, special events or activities or other university-wide events such as Welcome Week, Family Day and Homecoming. Student Organizations may not hold events after the last day of classes for the fall and spring semesters.

Important Information

1. Economy of scale: The facility coordinator will attempt to match organization membership numbers to the appropriately sized room, providing the room is available. Ensure that your roster in Involve is up to date and that you have listed a reasonable expected attendance number on the request.
2. The facility request must be for a registered student organization only.
3. **The university reservation policy states that student organizations will be responsible for any damage that may occur to a facility during the time that they have it reserved.**
4. Student organizations may not sponsor any program that is open to the general public unless there is previous authorization by the Department of Campus Engagement. Programs or activities at which admission fees are charged or money is collected or donated, is considered a fundraiser and may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, lifeguards, etc. (Refer to fundraising section.)
5. For some events, University Police officers are required to be in attendance. The Department of Campus Engagement will notify the student group when this is required. There may be instances when the university will charge for clean-up, security, special lighting, musical instruments, etc. The coordinator of facilities scheduling will determine charges when the request is reviewed. **NOTE: Faculty or staff advisors must be present at all events held in the Horne Arena, CC Auditorium, and PEES Gym**
6. All facilities must be left in clean condition with furniture in the original location.
7. All University policies and regulations apply when using facilities.

Canceling an Event/Facility

If you no longer need a facility, please contact campusengagement@lander.edu or Elizabeth McCune to cancel your request, preferably 48 hours in advance.

Tabling in the Plaza or CC Commons

Tabling events must be reserved a minimum of 2 weeks in advance through the [Event Registration form](#) in Involve. Upon approval, a table will be set up for you before your event. If you wish to have your table set up in a specific location in the plaza, please write detailed notes in the “Event Notes” or “Special Requirements” section of the Event Registration form. If you are serving or selling food, please be sure you have the proper permissions to do so.

Please note: only 5 tables are allowed to be in the CC Commons at one time. Tabling is reserved on a first come, first served basis.

Bearcat Lounge Reservations

The Bearcat Lounge may not be closed for student organization events/meetings and can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set up or the duration of the event. The Bearcat Lounge serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage

Firepit Reservations

The Department of Campus Recreation oversees the reservations of the Firepit located by Centennial Residence Hall. Please review the guidelines below and complete the student facility request room (below in *How to Reserve a Facility*). If you should have any questions, please contact Campus Recreation at campusrec@lander.edu.

Review the guidelines below. When you sign the document, you are complying to the following:

Guest Policy: As stated in the Lander University Student Handbook, Lander University students are responsible for the conduct of their guests.

By completing a facility request for the firepit, the organization releases Lander University and their agents and employees of all liability, on any legal theory, including negligence, concerning any injury or death resulting from the use of this equipment. The organization promises not to sue or attempt to impose such liability. The organization will be liable for any injury to any person resulting from recklessness or negligent use of this property. Because of this, the organization is responsible for informing all attendees of the policies and appropriate behavior regarding the fire pit.

Alcohol Policy: Alcohol is not permitted on the grounds of the fire pit as per the Lander University Student Handbook. Firepit users must also not have consumed any alcohol prior to using the pit as well.

Fire Management Protocols:

Only firewood is allowed to be burned in the fire pits and all accelerants are prohibited unless used by Safety and Security personnel. These accelerants include (but are not limited to) gasoline, diesel fuel, kerosene and lighter fluid. Fires shall be contained in the permanent fire pit. Periodically check the fire throughout the event and clean up the pit immediately afterwards.

Allow ashes to cool in fire pit for as long as possible. Once the ashes are no longer glowing or red, cover pit with lid and lock both locks onto pit/stand. Under no circumstances are you to dump ashes or coal into vegetated areas including the forest, bushes and grassy areas. While coal may appear to be cool it is possible for them to reignite.

By completing the facility request form, the organization agrees to be responsible for the costs of any repair or replacement that may be done to keep the equipment in the same condition it was in when it was reserved. The organizations also agree to abide by the fire management protocols detailed above.

Greenwood City Ordinances:

- Sec. 18-52. Unreasonably loud, disturbing or unnecessary noise. It shall be unlawful for any person to create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing or unnecessary noise in the city.
- Sec. 18-60. Playing after 11:30 p.m. It shall be unlawful for any person to play any radio, phonograph or musical instrument in such a manner or with such volume, particularly between 11:30 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence.

Marketing and Communications

Posting Policy

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY. Posting on walls and windows will not be permitted and will be taken down with no warning. Lander University has a strict non-solicitation policy and, as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus. All posters, flyers, announcements, etc., must be approved and stamped by the Department of Campus Engagement to be posted on campus. You may need to present the Event/Facility confirmation when getting flyer approved. Organizations not in good standing will not be allowed to post any materials on campus. Additional rules for the posting policy are as follows:

1. Items being posted may be no larger than 12"x18".
2. All posters, flyers, announcements, etc., must include the organization's name or department name that is sponsoring the event, time of the event and place of the event.
3. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation from Elizabeth McCune. The event must also be approved on Involve.

4. Space requests for posters and flyers will be taken on a first-come, first-serve basis and no space is guaranteed.
5. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization-sponsored fundraiser for philanthropy (car wash, etc.). Social events may not be advertised, even for philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Department of Campus Engagement.
6. Flyers, posters, announcements, etc., may not use images or texts of alcohol to advertise an event or publicize an event where alcohol is being served. Sexually explicit, offensive or otherwise suggestive flyers or posters will not be approved.
7. The use of sidewalk chalk must first be approved by the Department of Campus Engagement.
8. All posters, flyers, announcements, etc. must be stamped and approved by the Department of Campus Engagement before displaying.
9. Marketing materials must be removed within 72 hours following the event.

The following sanctions may apply for failure to comply with the posting policy:

- First offense — Letter from the Department of Campus Engagement outlining the posting policy and the nature of the infraction; a written warning.
- Second offense — Temporary loss of posting privileges for 3 months (during the academic year).
- Third offense — Temporary inactivation of organization (effective for 6 months during the academic year).

City of Greenwood - Ordinance on Handbills

All students and/or student organizations are responsible for abiding by the City of Greenwood ordinance related to handbills. In this context, a handbill is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced original or copies of any matter of literature. Specific to the City of Greenwood, the complete list of handbill ordinance codes may be accessed at the following link:

https://library.municode.com/SC/greenwood/codes/code_of_ordinances?nodeId=COOR_CH10BURE_SOSA_ARTVIIHA.

Social Media Guidelines

These social media tips for Registered Student Organizations are designed to help student orgs find success in their social media efforts. This document is not a set of rules governing what student organizations can and cannot do, but rather a guide to best practices and considerations that student organizations may follow.

Why Social Media?

Social media, when used effectively, can benefit your student organization in a variety of ways. You might find that social media is useful in:

- recruiting new members
- communicating with current members
- advertising programs, initiatives, and events
- sharing information about a cause your organization values
- spreading general awareness of your organization

Best Practices

These best practices are suggestions designed to help you use social media in a way that benefits your organization.

Be strategic

Before you create your social accounts and begin posting, consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes. Will you use social media to communicate with potential new members, or will you focus on reaching current members? Do you want to promote events, or spread a particular message? Who will manage the accounts, and what is the process for transitioning ownership as students graduate? It is recommended that you share the log in information with the organization advisor as well for ease of transition. If you would like to request help with building or enhancing your organization's social media strategy, contact your organization advisor or the Department of Campus Engagement.

Be accurate

Check your facts before posting. Is the event location listed correctly? Is the statistics you're sharing verified? Proof spelling and grammar errors as well. When you do make a mistake, correct it right away, publicly, without being defensive or trying to hide the error.

Be active

Rather than spreading yourself too thin across every available social network – which can result in inconsistent or infrequent posting and even totally dormant accounts – focus on being active on just one or two networks. Choose the platforms that will most effectively help you reach your goals and target audience and try to post a set number of times per day or week.

Be respectful

What you share on social media is up to you, but it's always best to be respectful – not only of the organization and members you represent, but of the larger community you're reaching.

Be responsive

Include your organization's contact information in your social media profiles and have a process in place to ensure you are responding to messages, mentions and comments as quickly and professionally as possible.

Be smart

Keep in mind that when you create a social media account, you agree to the network's terms and conditions, including those related to copyright and privacy rights and responsibilities. University rules, policies and guidelines, including but not limited to the Code of Conduct, apply to behavior conducted online, via email, text or other electronic media, and may apply to off-campus conduct. It is your responsibility to familiarize yourself with relevant rules and to follow them.

Considerations

These are items to consider as you start or continue using social media for your student organization.

Copyright

If the content you are posting is not owned by your organization, be sure to credit sources. Copyrighted content might include information, quotes, music or photos. If you're unsure, ask your advisor for assistance.

Trademark and Licensing

Familiarize yourself with rules and regulations surrounding use of the [Lander University brand](#) on any materials you create and share on social media.

Representation

As a Lander University student organization, you represent your organization, its members and yourself in all you do. Just as you are responsible for the content posted on your personal social media profiles, you are responsible for what you choose to post on your student organization's profiles. Have fun with social media and be authentic – always keeping in mind the groups and individuals you represent.

Terms and Conditions

Understand the terms and conditions laid out by the social networks you choose to use for your student organization.

Sharing to @landerstudents

As a club, @landerstudents (Instagram and TikTok) can repost your posts at their discretion. The accounts will only share posts to their stories, unless it has been approved by the Department of Campus Engagement to collaborate on a post.

Student Organization Travel

We advise all student organizations to have waivers when traveling for organization sponsored events.

Special trips require a release form to be signed before students leave Lander University's campus. Examples below include but are not limited to:

- University funds are used to fund the trip;
- If an advisor is accompanying students on the trip;
- If the advisor provides any transportation to and from (vans, cars, or used University funds to purchase transportation) and/or
- If the advisor requires the students to attend the trip (University Sponsored Programs only).

Waivers can be obtained by reaching out to the Department of Campus Engagement. Waivers must be kept with the advisor for at least seven years. The Department of Campus Engagement will not be responsible for keeping or storing waivers.

Campus Partner Resources for Event Planning

Name	Department	Email	Office Location	Additional Info
Elizabeth McCune , <i>Coordinator of Facilities Scheduling</i>	Special Events	emccune@lander.edu	Grier Student Center, Room 382	Confirmation of Facility Requests and Needs
Brantlee Coward , <i>Director of Dining Services</i>	Dining Services	coward-brantlee@aramark.com	Grier Student Center-1 st Floor	Food and Catering Needs
Dena Gossett , <i>Captain</i>	Lander University Police Department	mgossett@lander.edu	LUPD – Hampton Ave.	Security and Events
Molly Sutton , <i>Coordinator of Campus Involvement</i>	Campus Engagement	msutton@lander.edu	Grier Student Center Room 339	Organization Related Questions, Event Planning, Family Involvement
Darby White <i>Coordinator of Fraternity and Sorority Life</i>	Campus Engagement	darby.white@lander.edu	Grier Student Center Room 336	Greek Life questions
Blake Sweezy <i>Production Manager</i>	Special Events	ksweezy@lander.edu	Abney Cultural Center CC389	Special Event Requests (sound, lighting, auditorium use, plaza use, etc.)

Funding and Banking

Bank Accounts

A student organization that needs to set up an off campus checking account should first obtain a Federal Tax ID number (sometimes referred to as an Employer Identification Number or EIN). This ensures no one individual is personally responsible and helps the organization leadership to more efficiently transition. Organizations can obtain a Federal Tax ID number by calling the IRS at 800–4933 or by applying online at <http://www.irs.gov>. Once the number is received, the current president and advisor should contact the desired financial institution to find out the necessary documentation needed to set up an account.

Fundraising Policies

Use of University facilities or grounds for fundraising must be approved by the Student Organization Fundraising Committee or the Campus Engagement Team, depending on the nature of the event.

Only registered student organizations shall be permitted to hold fundraising activities. To request fundraiser approval, an organization must be in good standing with the University (refer to the Policy of Good Standing) and must comply with the following guidelines:

1. **Event Request** Submit a completed event request form for approval by the committee no less than two (2) weeks prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.

- a. A separate [Event Request](#) must be submitted for every fundraising activity.
- b. Registered student organizations are allowed the use of university facilities once per month, or no more than four (4) per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium. There is no limit to how many off-campus fundraisers your organization can host.
- c. Dances and entertainment events may require security by University Police.
- d. Charges may be made for custodial services, building fee use, security, and other services as needed for fundraisers.
- e. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.

2. **Contracts** The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing University-operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.

3. **Sponsorship/Donors** If the student organization is planning or attempting to gain funds through sponsorships or external donors, the organization will need explicit consent of approval from the Fundraising Committee before moving forward. We highly encourage the organization's President to schedule a meeting with a member of the University Advancement team prior to submitting the fundraising form.

4. **Purpose** In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held. For instance, is the activity educational in nature and/or directly related to the curriculum? Is the activity for philanthropic purposes? Will the fundraiser provide supplies for relevant group use or travel for relevant group opportunities? Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, university tuition, etc.

5. **Food** Any bake sale food items must be purchased through ARAMARK. Refer to Food Services.

6. **Drawings** Lotteries, raffles, and games of chance must be in accordance with South Carolina state law. Please see the Director or Associate Director of Campus Engagement or their designee for more information. All lotteries, raffles, and games of chance will be reviewed by the University general counsel prior to approval. Alcohol and firearms are prohibited as prizes.

7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following:

- a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.
- b. Door-to-door residence hall contact is prohibited.
- c. Use of campus mail services is prohibited.
- d. Fundraising may be conducted only in such areas as approved by the facilities scheduling process.
- e. An organization may not use coercive acts that might intimidate persons from whom support is sought.

9. Marketing Advertising and marketing materials may only be displayed in appropriate places and platforms (social media, etc.) after these criteria have been met:

- a. Organization president has received an email confirmation from the facilities coordinator that the room or area has been approved.
- b. Organization president has received an email confirmation from the Fundraising Committee that the fundraiser has been approved.
- c. Organization has obtained approval from the Department of Campus Engagement for any posters/flyers advertising the event. Each poster, etc. must be stamped by this department. Refer to the Posting Policy for further details.

10. Event Summary Once the fundraiser is completed, a summary form can be found on [Involve](#) and must be submitted to the Department of Campus Engagement within five (5) days of the completion of the event. Receipts must also be attached. If a summary is not submitted within this time frame, the organization will be placed on a probationary status with the university until the summary form is submitted. The organization will not be able to participate in any fundraisers or university-wide events, and all future room reservations will be canceled.

Fundraiser Forms

Fundraising forms are located on Involve under forms. Go online to: <https://lander.presence.io/forms>.

All fundraiser requests should be submitted through the Event Form on Involve. Students are not required to differentiate between types of fundraising during the submission process. Fundraisers will be handled either by the Fundraising Committee or the Campus Engagement Team based on the nature of the event:

1. Fundraisers that involve outside vendors, community partners, or partnerships with external organizations will be routed to the Fundraising Committee for review and approval. This ensures proper coordination and prevents overextending the university's relationships with external partners.
2. On-campus fundraisers that do not include outside vendors – such as button sales, T-shirt sales, coffee sales, or similar activities – will be routed to the Campus Engagement Team for approval. These types of fundraisers are generally reviewed quickly to maintain efficiency.

All fundraiser requests must be submitted at least 14 business days in advance. Any fundraiser request form that is not completed within 14 business days of the proposed event date will be automatically denied and will not be reviewed.

Fundraising committee

This committee consists of three University faculty/staff representatives. Fundraising, as it pertains to Lander University student organizations, is defined as any event in which an organization solicits money from its members or other members of the campus community.

Examples of fundraisers include:

1. The selling of items, materials, products, or services; and/or
2. The sponsorship of events where financial admission is charged.

Office Of Fraternity and Sorority Life Policies and Procedures

General Policies

- 1) To be eligible for membership in any Greek letter organization, a student must have a 2.5 overall GPA.
- 2) Greek Letter organizations are expected to follow all rules and guidelines laid out in the Student Organization handbook.
- 3) An organization may not take up more than five nights a week with designated chapter programming.
- 4) An organization may not mandate members to attend more than three events in one calendar week (Sunday-Saturday).
- 5) Organizations may not schedule mandatory chapter events during university sanctioned academic testing periods or university sanctioned competitive events. This includes midterms, exams, and reading day.
- 6) Organizations must maintain an updated roster on file with the Office of Fraternity and Sorority Life.

Academic Performance Standards

- 1) Purpose
 - a) It is necessary that fraternities and sororities remember that education is the primary purpose of attending Lander University. In alignment with our values, the Office of Fraternity and Sorority Life has established academic performance standards for all non-honorary social Greek organizations.
- 2) Grade Release Form
 - a) Each member is required to sign a grade release form authorizing the release of grades to the Office of Fraternity and Sorority Life for the purpose of monitoring the academic performance of chapters and members or other appropriate purposes.
 - b) The Office of Fraternity and Sorority Life will calculate the cumulative and term GPA for overall, chapters, and councils, at the end of the fall and spring term and will be made publicly available online with the Greek Scorecard.
- 3) Minimum GPA Standards
 - a) Individual members must maintain a minimum of a 2.0 to remain an active member of a Lander University social Greek letter organization.

- b) Organizations must have a cumulative GPA of at least a 2.50
- c) Organizations that are below a 2.50 will be subject to loss of privileges, as determined by the Office of Fraternity and Sorority Life, until the GPA meets or exceeds the minimum standard.

Recruitment/Intake

1) Introduction

- a) The purpose of this document is to provide fraternities and sororities of Lander University, their advisors, and prospective members with rules regarding membership recruitment, intake, and new member activities, to ensure a successful and positive experience for all involved.
- b) In order for the Department of Campus Engagement and Fraternity and Sorority Life to assist chapters with the recruitment or intake process, and mitigate potential risks, chapters must adhere to the following rules if they are to conduct recruitment or intake activities at Lander University.

2) Definitions

- a) "Recruitment" means a time of mutual selection between chapters and potential new members generally characterized by a series of planned activities in which potential new members are introduced to chapters. Recruitment activities include two types: primary and informal. Primary recruitment is a process organized by a governing council which involves a series of rounds or events for potential new members to meet chapters. Primary recruitment concludes with Bid Day in which potential new members receive a bid, or an official invitation to join an organization. Informal recruitment is a process organized independently by a chapter, including continuous open bidding, which introduces potential new members to a specific chapter, typically in an informal manner.
- b) "Intake" means a process organized independently by a chapter, generally characterized by the chapter holding an informational or interest meeting, followed by an application process which may include an interview or series of interviews of interested candidates and whereby selected candidates participate in a new member education process.

3) Recruitment

- a) Chapter recruitment cannot begin until the documentation required in this section is submitted to the Office of Fraternity and Sorority Life and is approved. In the event that the recruitment or new member activities begin without the knowledge and signed approval, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member activities must cease immediately, and the chapter may be placed on probation or suspension. Sanctions will be administered at the discretion of the Assistant Director of Student Activities and Greek Life.
- b) Chapters participating in informal recruitment should submit recruitment calendar items with date, time, location, event name, and event topic/description. Activities must be approved before they commence. Activities to provide on the calendar include:
 - i) Recruitment events/interest meetings
 - ii) Selection dates/extension of bids
 - iii) Formal acceptance of bids (new member pinning/ceremony)
 - iv) Start date for new member process/education
 - v) New Member Education Calendar
 - vi) Initiation Date
- c) Chapters participating in Panhellenic Primary Recruitment do not need to turn in a list of recruitment events.

- d) Chapters participating in informal recruitment must have potential new members grades checked by the Department of Student Activities via a signed grade release form.
- e) New Member Education Calendar

All chapters conducting recruitment must submit a new member education calendar for approval before beginning any activities. A new member education calendar must include a timetable of any activities exclusive to, or expected of new members with dates and times. **No activities may take place during reading days, midterms, or final exams or outside of the hours of 9:00 a.m. to 11:00 p.m. without prior approval.**

No new member education program should extend beyond 10 weeks unless extenuating circumstances arise. This period include campus breaks and holidays. Activities to indicate on the calendar are as follows:

- f) Formal acceptance of bids (new member pinning/ceremony)
 - g) Start date of the new member's official process/education
 - h) New member education meetings
 - i) New member retreat
 - j) New member teambuilding activities
 - k) Study Hours (may not exceed 6 hours per week without approval)
 - l) Final week activities
 - m) Initiation Date
- 4) Amendments or Updates to Calendar
- a) If any event details need to be changed on the calendar(s), the chapter must notify the Assistant Director or designated staff member for approval, in writing, no later than two (2) University business days prior to the event.
- 5) Requirements for Conducting Recruitment Activities
- a) No alcoholic beverages will be permitted.
 - b) Chapters must follow all national policies of the organization and governing council.
 - c) All activities are subject to the Student Handbook and Lander University Community Guidelines.
 - d) Any activities that pose a threat of danger to individuals who participate will not be allowed.
 - e) Activities should focus on the organization, its members and potential members. Any activity planned with or co-sponsored by another organization should demonstrate acceptance of that organization's participation prior to advertising of the event.
 - f) Any event that would be perceived by a reasonable observer as a recruitment activity is subject to these rules.
 - g) Chapters found in violation of these requirements will have their activities stopped immediately and be referred to the Office of Student Conduct.

Recognition, Expansion, and Reinstatement

- 1) National social fraternities and sororities must be recognized to operate on campus and are subject to additional registration policies and procedures approved by the Department of Campus Engagement.
- 2) For expansion the interest group should contact and consult the Department of Campus Engagement and Fraternity and Sorority Life to best prepare for future expansion. The potential colony will then be forwarded the application for extension and the specific requirements needed to join the appropriate governing council.

- 3) All expansion efforts should follow the guidelines of the appropriate national governing council and Lander University Department of Campus Engagement. Failure to do so will jeopardize the expansion project.
- 4) A fraternity or sorority that receives a sanction of Suspension shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the sanctions.

Policy on Anti-Discrimination

No illegal discriminatory criteria may be used as criteria for membership. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. No hazing or illegal discrimination will be used as a condition of membership.

Lander University Club Sports Program Policies and Procedures

The Lander University Club Sports Program consists of registered student organizations within the Lander University's Department of Campus Engagement and are supervised by the Department of Campus Recreation & Intramurals. The Club Sports Program compliments the University's intercollegiate athletic programs, intramural activities, and physical education course offerings. The Club Sports Program is administered by professional and student staff members within the Department of Campus Recreation & Intramurals and the Department of Student Activities.

Each club is formed, developed, governed, and administered by the student membership of that particular club, working in conjunction with the Department of Campus Recreation & Intramurals and the Department of Campus Engagement. The key to the success of this program is student leadership, interest, involvement and participation.

Each club is responsible for assuming leadership activities including, but not limited to: scheduling, event planning, fiscal management, and ensuring compliance with all federal, state, and local laws as well as the policies and procedures as outlined in the Lander University Student Handbook. The structure of "student-governed and student-administered" sports clubs will allow for student leaders to have the opportunity for growth in the areas listed above, as well as valuable life skill such as decision-making, communication, problem solving, and much more.

Situations involving club sport business or any activities that are not covered in this Field Guide should be referred to and discussed with the Department of Campus Recreation & Intramurals or the Department of Campus Engagement. Information in the *Field Guide* is subject to change. New policies, procedures, or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2021-2022 academic year shall be deemed official even though not printed in this publication. Club Sports will be officially notified of any policy changes/additions via email and an updated copy of this manual will be posted online.

This Field Guide is designed to be a tool to assist club members in the administration of their programs.

Club officers are held accountable for understanding and adhering to the policies and procedures outlined in this Field Guide, and for educating their members appropriately. Please contact the Campus Recreation or Student Life staff if you have questions.

What is a Club Sport?

A Club Sport is defined as a registered student organization that is designed to serve individual interests in different sports and recreational activities. A club may be instructional, recreational and/or competitive in nature. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's overall education experience while living in the University setting. Club Sports are expected to fulfill all the pertinent obligations with/to the Department of Campus Recreation & Intramurals. All club sports must be considered registered student organizations by the Department of Campus Engagement and hold an affiliation with the Department of Campus Recreation & Intramurals. To distinguish a club sport from a varsity sport, all clubs must make a name designation of "Club _____" or "____ Club".

Department of Campus Recreation & Intramurals Mission, Vision, and Values Statement

Department of Campus Recreation & Intramurals Mission

The Department of Campus Recreation engages students and the Lander community in experiential learning through vast recreational and leisure activities that equip individuals to live balanced and healthy lifestyles.

Department of Campus Recreation & Intramurals Vision

The Department of Campus Recreation at Lander University is committed to being the very best at programming with distinctive purpose. We will reach beyond the traditional industry standards to enhance the total development of students through each aspect of the recreational programming. We envision a dynamic array of programs that positively engage students and develop community between students as well as a long-term commitment to Lander University.

Department of Campus Recreation & Intramurals Values

Commitment to Students: Quality, Service, Student Development, Community

Commitment to one another: Integrity, Excellence, Communication, Growth, Collegiality

Commitment to the University: Collaboration, Stewardship, Recruitment, Retention

Club Sports Mission

The mission of Lander Club Sports is to provide competitive, recreational and instructional opportunities for the Lander University community. We are committed to enhancing the collegiate experience through our focus on developing student competencies in leadership, interpersonal skills, self-esteem and healthy behavior.

Club Sports Administration

The Campus Recreation Manager is the primary contacts for all Club Sports. Prior approval of club activities including, but not limited to travel, planning events, logo approvals, budget expenditures and

facility reservations must go through them first. The Campus Recreation and campus engagement professional staff is available for consultation regarding any aspect of your organization.

The Campus Recreation Staff can assist you with many services/benefits which may include, but are not limited to the following:

- Program advising and leadership development
- Budget preparation and presentation
- Equipment purchase advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning

It is the responsibility of the student officers to seek the assistance of the Campus Recreation staff regarding any club sport issues in question. Club officers can visit the Campus Recreation Staff during scheduled office hours in the Campus Recreation offices (located in the Chandler Center) or can schedule an appointment with their contacts to assure needed attention is provided.

Please call (864) 388-8739 or email wmcinerney@lander.edu at least 24 hours in advance to make an appointment.

Club Sports-Campus Recreation Relationship

Regarding Club Sports, the Department of Campus Recreation & Intramurals upholds the Department of Campus Engagement department statement,

“Being registered as a student organization does not constitute university endorsement or approval of the organization’s policies and activities. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university. It is also important to note that registration and being registered as a student organization at Lander University is a privilege and not a right.”

Club Sports are first and foremost student organizations. In order to become a registered student organization, certain requirements must be met with the Department of Student Activities. The Department of Campus Recreation & Intramurals serves clubs by providing administrative support and advice to all clubs. However, the planning, execution, and evaluation of all club activities, including financial accounting, are the responsibility of club officers and members. Lander University does not provide accident or medical insurance for club members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities.

Important Contacts

Campus Recreation Staff

Wyatt McInerney, Campus Recreation Manager

wmcinerny@lander.edu

864.388.8739

Other Resources

The Department of Campus Engagement

campusengagement@lander.edu

864.388.8244

Lander University Police Department

864.388.8911 (Emergency)

864.388.8222 (Non-Emergency)

Wellness Center

864.388.8885

Facility Scheduling

Elizabeth McCune

emccune@lander.edu

864.388.8335

Policies and Procedures

Requirements for Active Clubs

Active clubs must meet the following minimum requirements each academic year.

- Registration/Re-registration with the Department of Campus Engagement.
 - **Each club must have a representative attend a MANDATORY information/training session through Lander University's Department of Campus Engagement. The individual will then be responsible for completing the registration/renewal process through The Department of Campus Engagement clubs are responsible for notifying the Club Sports staff upon the completion of their registration.**
- Minimum of 7 official (active) members with approved MANDATORY PARTICIPANT WAIVERS (completed with The Department of Campus Engagement and Department of Campus Recreation & Intramurals).
- Must be up-to-date on all paperwork. Accurate club roster on file in the Department of Campus Recreation & Intramurals and the Department of Campus Engagement.
- Regular ongoing activity.
- Must be student-led and it is required that you have an advisor who is a current Lander faculty/staff member.
- Each club must have ALL officers at the first training and ensure that one officer will attend Club Sport meetings thereafter.
- Maintain contact with the Campus Recreation staff and keeping club members informed of changes in the Club Sports Program policy. The representatives are responsible for giving the Campus Recreation staff appropriate contact information (name, phone number, and email) for the club.
- All deadlines as outlined in the important dates section are given a one-month grace period. Any incompliance with this policy may result in sanctions, including but not limited to loss of funding, practice space, and club sports affiliation.

****Clubs will not have access to their allocated funds until all minimum requirements have been met.****

Membership Eligibility

1. Participants in Club Sports MUST be full/part time fee-paying students of Lander University. Lander faculty and staff must comprise less than 10% of members. Clubs that allow community member involvement will not be eligible to be a part of the Club Sports Program.
2. Participants must have a signed MANDATORY Campus Recreation Waiver, completed with the Department of Campus Recreation & Intramurals.
3. A minimum grade-point average of 2.0 is required but no athletic skill level is required for participation as per the Campus Recreation Staff and the Department of Campus Engagement; however, please note some leagues/associations may have additional student eligibility requirements.
4. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation or veteran status. Although most clubs prefer to not limit membership, it is recognized that in certain cases (e.g., lack of facility space) practical considerations must

prevail. In those circumstances, only a certain number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for working out a fair and equitable method for tryouts or limiting club membership.

5. All participants must be able to meet the health and physical demands required by their specific club.

Requesting Club Sports Affiliation

Prospective clubs must first complete this process through the Department of Campus Engagement before being eligible to apply for Club Sports affiliation. The following link refers to the steps to becoming a recognized student organization at Lander University.

https://www.lander.edu/sites/default/files/Documents/student_life/New%20Club%20Letter.pdf

Once a recognized student organization, clubs desiring Club Sports affiliation may apply in the spring semester to establish affiliation in the upcoming academic year. Decisions are made on a year by year basis.

The requesting organization must have goals and objectives that align with the Club Sports mission and meet the following criteria:

1. Must be a recognized student organization in good standing with the Department of Campus Engagement.
2. Student interest is demonstrated in the club by membership of 7 active members or the minimum number of members (over 7) needed to participate in the activity.
3. Must demonstrate leadership transition beyond founding members.
4. Have a regional and/or National Governing Body for the sport.
5. Maintain financial stability
6. Operate with a yearly (July/August-June) operating budget – upon meeting all minimum requirements

In addition to the steps outlined at the link above, prospective club sports will need to complete the following process through the Club Sports Program:

1. Submit a written proposal to the Campus Recreation administration requesting the formation of a Club Sport and include the following items:
 - a. Introduction about the club (History of the organization, description of the sport, purpose of the organization, uniqueness and sustainability, accomplishments).
 - b. Short term and long term goals and objectives of the club.
 - c. Needs of the club (Facility space, budget, administration, etc.).
 - d. List of interested people including campus identification numbers.
 - e. A copy of the approved paperwork from the Department of Campus Engagement.
 - f. A copy of constitution and bylaws.
 - g. List of elected officers (name, title, contact).
 - h. Emergency Action Plan

2. Once these items have been submitted to the Administration, a date will be scheduled for the interested group to present to the Campus Recreation staff and Executive Committee. Presentations are typically held one time per semester.
 - i. The presentation should be 10-15 minutes in length and include plans for the long-term growth of the club, planned sources of income, facilities, leagues/ affiliates and a plan for risk management.
3. The Committee will review and make a recommendation regarding the requesting student organization. Initial decisions about approval of new Club Sports will be made first by the Executive Committee, then the Administration will consult with the Assistant Director of Student Life for Campus Recreation. The Administration will inform the club of the decision that is made.

Affiliation Policy

Once a recognized student organization has been granted Club Sport status, it will enter a one-year probationary period. During this period the club must complete these requirements:

1. Attend all mandatory meetings.
2. Abide by all policies set by the Department of Campus Recreation & Intramurals, the Division of Student Affairs, the Department of Campus Engagement, and Lander University.
3. Submit club rosters, membership forms, and waiver forms as received and updated.
4. Meet ALL administrative deadlines (Manual Quiz, Competition Schedules, Emergency Action Plan, Budget Proposals, CPR/AED, First Aid Certifications, etc.).
5. Be financially self-reliant and continue operating in such a capacity. Funding does not become available until after the conclusion of the one-year probation period.

Standard of Conduct

The Bearcat Creed

Embracing Civility, Community, and Citizenship

As a member of the Lander University community, I pledge to uphold the following ideals. I will:

Strive to maintain the standards of academic integrity and personal character.

Exemplify respect for all persons and discourage prejudice.

Value diverse opinions and encourage collaboration.

Be mindful of how words and actions can impact others.

Express genuine concern for individuals through acts of kindness and compassion.

These values are the basis of good citizenship and will serve as the foundation of my college experience and beyond.

Participants in the Club Sports program must adhere to all rules and regulations set forth in the Lander University Student Handbook. It is required that participants behave maturely and responsibly at all on, off, and virtual campus club events. Lander University Student Code of Conduct regulations apply to clubs and their members at all activities regardless of location.

The Lander University Student Handbook can be found here (Student Code of Conduct begins on page 92): [LANDER STUDENT HANDBOOK](#)

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. All club sports athletes are expected to act in a mature and responsible manner during all club-related activities. When involved in off-campus events or when traveling, all athletes must be aware that they are still a representative of Lander University. The actions of club sports athletes, whether positive or negative, are a reflection upon their specific club, the Club Sports Program, the Department of Campus Recreation & Intramurals, and Lander University as a whole. Club members who knowingly disregard Campus Recreation or Lander University policies or guidelines will be subject to disciplinary action from the Department of Campus Recreation & Intramurals and may have their violations forwarded to the Department of Student Conduct and Community Standards.

This includes, but is not limited to:

- providing false information to the Department of Campus Recreation & Intramurals
- competing with ineligible participants
- unacceptable in-game behavior
- poor conduct towards other teams and event/facility staff.

All violations of university policies such as: alcohol, illegal drugs, hazing, and sexual assault/harassment will be immediately reported directly to the Department of Student Conduct and Community Standards and/or the Lander University Police Department.

As a member of the Lander Campus Recreation Program, each Club Sport has the obligation to gain the approval of the Department of Campus Recreation & Intramurals prior to acting on items, issues, or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing Lander Club Sports status, the Department of Campus Recreation & Intramurals' sponsorship, and their status of being a Recognized Student Organization. **Club social events are not sponsored by the Department of Campus Recreation & Intramurals and must NOT be advertised as part of the club's official activities. If independent club social events are held, they must still function in accordance with state and federal laws, as well as University policies and guidelines.**

Hazing Prevention

Hazing is against local, state, and federal law. Hazing is defined as any action taken, or situation created intentionally, whether on-campus, off-campus, via electronic communication or social media venues, which produces mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. All participants must agree to abide by the hazing policies established by Lander University and any additional regulations governing hazing established by the Department of Campus Recreation & Intramurals or the constitution and/or bylaws of their specific Club Sport. All Club Sport participants must sign a hazing policy form prior to participating in club activities. Any hazing activities will result in an automatic referral to the Department of Student Conduct and Community Standards.

Full disclosure of the Lander University Hazing Policy can be found in the Student Handbook, page 101.

Club Sports Facility Usage Guidelines and Expectations

1. The following Campus Recreation facilities are available for use by Club Sport teams.

- a) Chandler Center
 - i) 1 Gymnasium, 3 courts
 - ii) 1 Aerobics Studio
 - iii) 4 Racquetball Courts
 - iv) Indoor Track
 - v) Fitness Center
 - vi) Academic Classrooms
 - b) Jeff May Complex
 - i) 1 Regulation size field (Based on practice vs. competition)
 - c) Intramural Sports Field (New Res)
 - i) 1-2 regulation size field/s
 - d) Tennis Courts
 - i) 8 tennis courts, no lighting
2. Practice times and events are only available to those clubs that have met the minimum requirements to be a Club Sport (Student Activities registration, approved waivers, approved rosters, etc.)
 3. Club teams are not allowed to share practice times unless it has been approved by the Campus Recreation staff. If clubs are practicing together without approval, both teams will forfeit future practice times (to be determined by the Assistant Director of Student Life for Campus Recreation and Intramurals).
 4. In order for a Campus Recreation facility to be reserved specifically for a club, a club officer must email requests for practice changes, events, and meetings. Practice reservations will be carried over from semester to semester, but the reservation is not guaranteed and may change at any time. Classrooms are available for club meetings.
 5. Clubs are allowed up to four hours (per week) of practice time at Campus Recreation facilities. Special consideration will be given to clubs that are in competitive season. The Campus Recreation staff must be notified of cancellations at least 24 hours before the reservation is in effect. Failure to do so may result in the loss of facility space. Since schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the club wants and needs. In addition, there must be 7 (seven) active members at each practice to maintain reservations.
 6. Requests must be submitted electronically or physically to the appropriate Facility Coordinator or to the university Facility Coordinator, Elizabeth McCune, emccune@lander.edu, 864-388-8335.
 7. Due to a combination of safety concerns and field maintenance, the Jeff May Sports Complex and all on-campus recreational facilities are either open or closed depending on field conditions. Decisions about the status of the fields are made twice daily (opening of the facility and 3:00pm) and/or as weather conditions change. For information on practice days, please call Campus Recreation at 864-388-8739 or 864-388-8724.
 8. Clubs are responsible for set-up and cleanup of all sites, as well as assisting with field marking, if applicable.
 9. Any request made outside of regular practice hours is considered a Special Event. Special Event requests should be submitted according to the deadlines provided. For special events, planning meetings will be held with Campus Recreation staff prior to the event. Requests made after the deadlines are not guaranteed. The facilities are shared not only with other program areas within the Department of Campus Recreation & Intramurals, but also with the Department of Physical Education and Exercise Studies, and the Department of

Intercollegiate Athletics. For regional/national events, it is highly recommended you submit a Facility Request Form at least six months in advance.

10. As students at Lander University, all individual club sport participants may use the Rec Sports facilities without submitting a facility reservation request so long as there is not any equipment needed to be set up (during normal operating hours). However, clubs ARE NOT allowed to engage in an organized club activity in most areas of the facilities without a prior reservation.
11. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use. Clubs must notify the Campus Recreation staff of practice cancellations by 3pm on the day of practice and at least 24 hours before the start of an event.
12. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, e.g., leaving debris or equipment in a facility), as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the club's continued status as a member of the Lander Club Sports Program.
13. Facility managers will be monitoring all facilities -- taking participant counts and checking the eligibility of users when appropriate. As employees of the Department of Campus Recreation & Intramurals, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.
14. Alcoholic beverages are not permitted in or on Campus Recreation facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on-site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed. Further, a formal complaint with the Office of Student Conduct and Community Standards will be submitted for any student member or spectator found in violation of having alcoholic beverages on University property and the Lander University Police Department will be called as needed.

Campus Recreation Facility Usage Guidelines can be found here:

[https://www.lander.edu/sites/default/files/Documents/student life/Student%20Organization%20Facility%20Request%20Form%20022520.pdf](https://www.lander.edu/sites/default/files/Documents/student%20life/Student%20Organization%20Facility%20Request%20Form%20022520.pdf)

Equipment Storage and Inventory

Club Sports are responsible for all equipment owned by the Department of Campus Recreation & Intramurals and the club. All club equipment purchased in part or whole with allocated funds becomes the property of Lander University. Clubs are responsible for the maintenance, upkeep, and overall safety standards applicable for their respective sport or activity for all equipment. If significant damage occurs to any piece of equipment, the club must notify the Campus Recreation office within 48 hours. The Department of Campus Recreation & Intramurals has specific space for storage of club equipment owned by Lander University. If your club has equipment owned by Lander University, please contact the Campus Recreation professional staff. At the beginning of each academic year, each Club Sport must submit a Club Sports Inventory spreadsheet to the Campus Recreation professional staff. The spreadsheet must detail ALL items purchased through Lander accounts.

Club Sports are expected to keep all spaces clean and organized. Teams that do not meet this expectation put their equipment and supplies in jeopardy, as the Campus Recreation staff reserves the right to revoke any spaces designated for Club Sports storage and to remove any existing equipment.

Risk Management

Due to the private organization status of all Club Sports, it is your responsibility as club officers to reduce risks through implementing risk management strategies and informing your respective teams. Liability exposure is a serious issue and each club sports should realize that the University **DOES NOT** cover organizations. Each Club Sport is expected to write and implement their own Emergency Action Plan and purchase liability insurance for higher risk activities (if applicable or necessary).

An effectively implemented Emergency Action Plan minimizes the likelihood of injury and reduces the chance of negligence. Risk management in Club Sports is the mutual responsibility of staff, club leaders, and athletes.

The following are basic expectations of all involved in the Club Sports program:

- Regular inspection of the club facilities, fields, and equipment
- Communication of emergency procedures
- Injury reporting

Transportation and Travel

The Campus Recreation staff must approve all travel whether or not the Club intends to use University funds. The Staff will assist clubs with their travel plans, if needed. Club members must receive staff approval **prior** to departure and have sufficient funds to cover travel expenses prior to the trip. There will be consequences for any travel that takes place without prior approval and/or completion of all the appropriate paperwork.

- A *Travel Authorization Form* must be completed for any trip outside Greenwood, SC. It must be filed in the Business Office 7 days prior to departure and a copy must be submitted to the Department of Campus Recreation & Intramurals. If this form is not on file, the Club will not be eligible to receive University funding for the trip.
- All students participating with the Club must have a signed waiver on file with the Department of Campus Recreation & Intramurals prior to any trip taken outside of Greenwood, SC.
- The Campus Recreation staff can issue Travel Memorandums for clubs that travel during the school week and miss class. This memorandum is intended solely to verify participation with the club and should not be interpreted as an excuse. In order to request a travel memo, contact the Assistant Director of Student Life for Campus Recreation and Intramurals.
- Any changes to the initial travel roster must be submitted 24 hours prior to travel. Note: Members can only be added to the travel roster. Once a person is listed, they cannot be removed.
- The Campus Recreation Administration must be notified **immediately** of any accidents or emergency situations that occur during club-related travel.
- An officer traveling should carry the emergency contact list, first-aid kit and AED.
- It is encouraged that the individual Club Sports ensure that all drivers are insured and licensed drivers.
- When traveling with vehicles, it is recommended that drivers not drive more than 5 hours without taking a minimum 30 minutes break. Alternate drivers should be utilized when available. When driving between the hours of 12am-3am, drivers should have a 30 minute break every two hours.

- While traveling all clubs should act professional at all times, as they are representatives of their clubs, the Club Sports Program, the Department of Campus Recreation & Intramurals, and Lander University.

Governing Rules for Club Sports Members and Intramural Sports

1. A club sports member is defined as any individual who is on a club sport's roster and participates in practices and/or plays in games. Once you are on or considered to be on the club team these restrictions apply for the entire school year (August 1st through July 31st). Those who violate this rule will be subject to further penalty outlined in the disciplinary section of the Participant Guide.
2. A club sports member shall be eligible for intramural participation in the sport of his/her specialty with the following restrictions. All Volleyball teams are restricted to having only ONE such participant on its roster. All other IM Sports can have TWO such participants on its roster. All co-recreational teams can have one female club player and one male club player. No co-recreational teams can have multiple same gender club players on their roster.
3. A former or current intercollegiate athlete or club sport member may appeal his/her status relating to restrictions in a particular sport. Such an appeal must be submitted in writing to the Assistant Director of Student Life for Campus Recreation and Intramurals. Any athlete or club member found breaking the above rules will be suspended from intramural sports in that sport for one calendar year.

Administration and Leadership

Club Responsibilities

Club Officers are ultimately responsible for making certain that each club athlete of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire Club is responsible for ensuring that the following club responsibilities, as well as the policies and procedures in this Field Guide, are met/followed by the club as a whole and individually as participants. The Campus Recreation staff reserve the right to add responsibilities during the course of the academic year and will inform participants of any changes. Club teams will be held responsible for the actions of individuals as well.

1. In all activities, club teams assume full responsibility for abiding by local, state, and federal laws, as well as University, Campus Recreation, and Club Sports regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of Club Sports status, loss and/or suspension of club privileges, and/or verbal and/or written warning.
2. Clubs are responsible for maintaining registration as a recognized student organization with the Department of Campus Engagement.
3. Clubs are responsible for determining membership numbers and the process for selection.
4. Clubs are responsible for submitting travel paperwork for all events not at facilities overseen by the Department of Campus Recreation & Intramurals.
5. Clubs are responsible for reporting all events and results.
6. Clubs are responsible for working with Campus Recreation staff to establish a risk management plan for their club.
7. Clubs must have a designated number of members that are certified in CPR/AED/First Aid based on their tier. All Clubs should carry an AED and first-aid kit when practicing, competing, or traveling.

8. Clubs are responsible for reporting any violations, accidents, or injuries to the Campus Recreation staff in the travel follow-up report. Failure to report will lead to sanctions decided on by the staff.

Duties Of Officers

Because Club Sports are student-run and managed organizations, club business is the responsibility of student leaders. This Field Guild is provided to clubs in order to help officers become better prepared for their experience, and to provide them with the answers to some of their questions.

We encourage all club members to learn about the responsibilities of club officers which include, but are not limited to the following:

1. Ensure that the club has the organization and officers it needs.
2. Maintain a current roster and waiver for each member of your club.
3. Register your club with the DSL.
4. Ensure all paperwork is being completed appropriately and on time.
5. Communicate policy changes, announcements, etc. from the Campus Recreation department.
6. Ensure risk management policies are created, reviewed, and upheld.
7. Plan appropriately for travel and work with the business staff to do so in timely manner.
8. Develop and present budget requests for allocation purposes.
9. Use social media and marketing strategies to grow interest for your club.
10. Prepare and develop future club officers.
11. Consistently complete weekly reports before midnight every Monday.
12. Seek out fundraising and community service projects for your club.

The following is a list of **suggested** duties for student leaders. Individual clubs should identify the responsibilities of each officer.

President

1. Serve as the liaison with the Department of Campus Engagement and the Department of Campus Recreation & Intramurals.
2. Communicate all Club Sports policies and procedures to all club members.
3. Seek approval for Club Sports business. Examples: Logo requests, purchases, community service, etc.
4. Responsible for completing and submitting required reports or forms.
5. Attend the Club Officer Trainings.
6. Responsible for attending or providing a club member at all Club Sport special events.
7. Responsible for managing the club email account at least twice per week.

Vice President

1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president in all duties as determined by the president.
3. Responsible for all material posted on the Club website.

Treasurer

1. Keep accurate records of all club accounts and allocated funds.

2. Responsible for submitting all Purchase Order Requests and Reimbursement Requests properly and promptly.
3. Assist the president with the Budget Proposal and Presentation during the fall semester, if requesting allocated funds.

Secretary

1. Submit all reports, forms, and event results.
2. Submit Community Service Requests and Follow Ups.
3. Maintain all documentation (notes, emails, and memos) of club meetings.

Safety Officer

1. Have CPR, First-Aid, and AED certification and report club injuries.
2. Check safety and standards of club equipment.
3. Maintain Emergency Action Plan.

Officer Trainings

Clubs are responsible for having one officer attend each mandatory officer training. These trainings are designed to inform club officers of the expectations from the Campus Recreation staff and educate officers on the guidelines that apply to our program.

Coaches/Instructors/Advisors

Club Sport coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers, and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. All coaches must complete and submit the **COACH WAIVER FORM**. Individual club officers are responsible for evaluating the certifications/qualifications of all coaches/instructors.

1. Each coach must complete the Lander University Club Sports Coach's information packet with resume and submit the necessary certifications.
2. Attendance at the fall coaches meeting is required in order to be eligible to coach each year.
3. It is recommended that all coaches purchase their own personal medical/liability insurance.
4. The coach must be aware of, and follow all, University and departmental procedures relative to the Club Sport program.
5. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the Club's management. A Sport Club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the Club and the Department of Campus Recreation & Intramurals. The philosophy and key to the success of the Club Sport program has been the continued emphasis placed on student leadership and participation.
6. Access to the Joe V. Chandler Center for volunteer instructors and coaches (no more than two per club and only during club practice times) must be pre-approved by the Campus Recreation staff. This DOES NOT make the coach eligible for any other Campus Recreation programs.
7. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.

8. Participation in the Club Sport Program is completely voluntary; therefore, monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
9. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.
10. Coaches should refrain from making appointments with the Assistant Director of Campus Recreation, Intercollegiate Athletic Directors, or any other person to discuss club business without informing a member of the Club Sport leadership.
11. The Campus Recreation staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.
12. Coaches must be recommended by Club members and must submit a new information form each academic year in order to coach. Continuation of coaching status is not automatic.
13. Coaches must be listed on the club roster.

Faculty/Staff Advisors

The advisor to the club is generally a faculty or staff member chosen by the club. Having an advisor strengthens the group and encourages continuity. The advisor should be a mentor and assist club officers in the routine operation of the club and serve as a consultant with the club president in the management of the club. The advisor should also help to ensure that activities are reflective of the Department of Campus Recreation & Intramurals and Lander University as a whole. The advisor should meet with the club regularly and have full knowledge of the club's travel plans. *It is not the responsibility of the advisor to speak on behalf of the club, prepare paperwork and documentation, nor to recruit new membership.*

Role and Responsibilities of Advisors:

- Faculty/Staff Advisors voluntarily serve in their role as a Club Sport Advisor
- Advisors should be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.
- Advisors should be familiar with Lander's policies and rules, which govern student organizations.
- Advisors should help to develop leaders by encouraging the growth of initiative, responsibility and leadership in the club's student officers and athletes.
- Lend his/her experience, judgment and knowledge to assist the officers and members in development of the club.
- Club sport officers and the Campus Recreation staff reserve the right to remove an advisor from the position if necessary.