



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI®

OFFICE OF LEADERSHIP AND STUDENT INVOLVEMENT

Policy, Procedures, and Guidelines Manual

2023 – 2024

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OFFICE OF LEADERSHIP AND STUDENT INVOLVEMENT

www.usm.edu/lsi

The Office of Leadership and Student Involvement at The University of Southern Mississippi provides valuable co-curricular experiences that exist to foster student growth and development while creating pathways for students to engage in the Southern Miss community. The Office of Leadership and Student Involvement (LSI) oversees just under 200 student organizations, their registration and events, and leadership development and programming for campus each year. This document provides the policies and procedures for registered student organizations through LSI on the campus of The University of Southern Mississippi including guidance on the privileges, obligations, due process, and the chartering process for new groups. All campus policies and procedures can be found at <https://www.usm.edu/lsi> and then click on “Forms and Policies” on the left. Questions about these policies and procedures can be forwarded to lsi@usm.edu.

Annual Registration

Student organizations are required to maintain ten (10) active members, a president, and an on-campus full-time faculty or staff advisor to be considered a registered student organization. Annually, organizations must register with Leadership and Student Involvement by September 1st by completing the Organization Information Form (OIF) found on the LSI website. Failure to register will prohibit the group from registered status and can impact their ability to reserve space to host meetings and events on campus.

Additionally, all student organizations must annually send the president and one other officer of their group to attend a Student Organization Orientation (SOO). This session will cover material in this manual for student organization leaders to successfully lead their organizations and host safe and successful events on campus.

The Code of Conduct for Student Organizations

Relationship of Student Organizations to the University: Recognition of, or registration of an organization does not mean that the university supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action that violates federal, state, or local laws or university regulations is assumed by the individual organization and its advisor(s), officers, and members.

Student organizations are to abide by the University Student Code of Conduct through the Dean of Students Office. Any violation of the Code of Conduct from individual students and/or organizations will be submitted to the Dean of Students Office.

Additional policies, procedures, and guidelines for student organizations can be accessed online at www.usm.edu/lsi.

Privileges, Obligations, Recall, Due Process, and Responsibility of Registered Organizations

Upon official recognition by The University of Southern Mississippi through the Committee for New Student Organizations, there are certain privileges and obligations afforded to registered organizations:

Privileges:

Student organizations can reserve university facilities and outside spaces and rent a university post office box in addition to exclusive office events such as participation in involvement fairs each year. The process for obtaining a mailbox, along with hours of operation, mail distribution hours, and sending mail procedures can be found at www.usm.edu/post-office.

Obligations:

- A. Each organization has a minimum of ten (10) full-time student members (or can work with LSI to establish a plan to ensure continued success and longevity of the organization) and an on-campus advisor.
- B. Each organization's officers are required to register their organization with the Office of Leadership and Student Involvement each year by completing the Organization Information Form (OIF) online through the LSI website. If the OIF is not completed by the deadline, the student organization will become inactive and will lose the privileges mentioned.
- C. Each student organization should provide the Office of LSI with a list of new officers and/or advisor(s) after elections each year by emailing LSI@usm.edu or completing the "Changes and Updates" form found on the LSI website.
- D. Each student organization commits itself to sponsor events that will benefit both the group and university, and to uphold the university regulations, including the Student Code of Conduct, Code of Ethics for Student Organizations, LSI policy, city ordinances, and all state and federal laws.

Recall:

The approval of a student group at The University of Southern Mississippi is made based on compliance with the above Privileges and Obligations of registered student organizations. Failure of the student organization to conform to the above-mentioned obligations, to conditions of approval, and any breach of LSI and/or university policies may subject the organization to recall by the Office of Leadership and Student Involvement, Office of Fraternity and Sorority Life and/or the Dean of Student Office. Recall may result in the president and advisor(s) of the organization having to appear before an appropriate committee to answer any charges that have been brought against the organization.

Due Process:

If student organizations violate any LSI policies, privileges and obligations of registered organizations, the student code of conduct, or other university regulations, certain disciplinary procedures will be instituted against the organization initiated by LSI or the appropriate administrator.

Responsibility:

It is the responsibility of the president and advisor of the student organization to interpret and enforce these regulations. The organization's officers will assume full responsibility for the conduct of their members, guests, and entertainers.

Cancellation of Events:

- A. The Dean of Students and/or University Police, responsible for the overall safety of the university community, may exercise the authority to cancel an event when conditions arise that may not be in the best interest of the university. The cancellation notification will be distributed through the Office of Leadership and Student Involvement. The sponsoring organization and offices involved in the event planning of the event shall be notified immediately upon the decision to cancel.
- B. During an approved activity/event, the University Police Department or acting university official can discontinue a sanctioned activity/event.
- C. Office of Leadership and Student Involvement, Dean of Students, and/or University Police reserve the right to cancel an event if not registered through the proper channels.

Time, Place, and Manner

The University of Southern Mississippi prohibits the disruption or disturbance of the campus community by the operation of sound devices. It shall be a violation of the University Noise Policy for any person to play, use or operate any device for reproducing or amplifying sound on university property if the sound generated is audible at 50 feet from the device producing the sound.

TIME

Beginning and ending times for activities and their duration will be under the general supervision of the director of LSI in accordance with facility hours/facility manager approval. Organizations should specify their desired time and sound requirements when seeking activity approval through the appropriate approval process. The consideration for approval of "special events" and the use of amplified sound (radio, loudspeaker or any device used to increase audible volume level) will be up to the discretion of the individual event, LSI director, and facility manager.

PLACE

Inside

On-campus inside facilities are reserved with the area or department of the university having jurisdiction over said facility. Policies governing the facilities will differ from place to place, and care should be taken to become aware of this. Attendance at events should not exceed the maximum capacity to meet all safety and fire regulations. Student organizations should consult directly with facilities regarding their specific policies and procedures.

Outside

Most outside areas on campus are reserved through the Union Department except for Payne Center outdoor spaces and The District. **Not all outdoor space is available for event reservation.** Student organizations should consult with LSI regarding the appropriate use of outside space on campus.

Outdoor spaces not available for reservation include, but are not limited to: West Memorial, the front porches of the Hub and the Lucas Administration building, the area surrounding the Lucas Administration building, unloading zones, service zones and handicapped parking spaces. In the interest of public safety, health and welfare of students, LSI, UPD, Dean of Students, and/or the Union Department reserves the right to recommend alternate areas. No vehicles are allowed on the brick areas of Shoemaker Square and West Memorial except at designated times per university officials. Only pedestrian traffic is allowed.

MANNER

The policies mentioned below are in place to ensure the safety of our students as well as our community. The responsibility of interpretation and enforcement of university regulations rests with the president and advisor of the organization sponsoring the event. **Organizations' officers assume full responsibility for the conduct of their members, guests, and entertainers.**

1. All on-campus student activities should be reserved through the appropriate channels. LSI reserves the right to approve or not approve any activity.
2. Due to the nature of certain events, advanced notice may be required as well as a pre-event meeting either by LSI or the facility hosting the event to review important policies and procedures. *All events where exchange of money is present require the sponsoring organization to pay for a UPD officer before the event can be approved.
3. Any activity involving food must adhere to the University Snack Policy located on Procurement and Contract Services USM website.
4. The Office of Leadership and Student Involvement holds the officers of organizations responsible for the planning, scheduling, and overall conduct of the activities of their organizations. The president of the organization has primary responsibility in seeing that these activities are in accord with university regulations.
5. The University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on The University of Southern Mississippi property or as part of any

of its activities. For more information on the alcohol policy, please refer to the Student Code of Conduct and Dean of Students website.

6. Events cannot be advertised until UPD has been paid (when applicable), the event has been approved, and the location has been secured. Then, all advertising material and media must have the sponsoring student organization displayed within the material. Posters, signs, or circulars may only be placed in locations designated in the University Sign Policy.
7. University officials reserve the right to request a student organization select a different day, time, or location for their event due to extenuating circumstances or if it is within the best interest of the campus community.

Request Space on Campus as a Student Organization

1. Registered student organizations wishing to hold on-campus meetings and events should visit the Leadership and Student Involvement (LSI) website under the “Forms & Policies” tab to access to up-to-date information and forms regarding space reservations on campus.
2. All requests for space through the Union Complex and outside areas they reserve can be done directly by registered student organizations by visiting the Union website. All other requests for space on campus will be done through the LSI form and then the office will facilitate the reservation for the group.
3. Forms are due Mondays at 4pm for requests for space the following Sunday-Saturday. If an event is special in nature (has any money exchange, requires UPD for security, etc.) it requires one-month advanced notice.
4. Space on campus able to be reserved:
 - a. Academic Space- meeting or event held in an academic building on campus (does not include Bennett Auditorium, Payne Center, The Union Complex, or the Mannoni Performing Arts Center). *ABSOLUTELY NO AMPLIFIED SOUND OR FOOD/DRINK is allowed in Academic Space per the Registrar’s Office. Not all academic space is available for organizations to use. Complete LSI form for registering event.
 - b. Bennett Auditorium/Mannoni Performing Arts Center- Complete LSI form for registering event.
 - c. Union Complex- indoor spaces in the Union, Thad Cochran Center, Trent Lott Center, Danforth Chapel, Hub, tabling in Union Lobby, TCC lobby, Shoemaker Square, Library Plaza and outdoor locations like Spirit Park, Southern Station, Union Plaza, Weathersby Lawn, Centennial Lawn and NPHC Plaza. Contact the Union Department directly for these spaces.
 - d. Housing & Residence Life spaces- RHA Center and tabling in the Luckday Breezeway. Contact LSI to inquire about booking these spaces.
 - e. Payne Center/Campus Recreation- Pride Field, IM fields, inside Payne Center spaces. Complete LSI form for registering event.
 - f. Greek House Based event- social or non-social in nature:
 - i. Social events in nature- registered IFC organizations use for traditional Thursday, Friday, and Saturday house parties. Contact Fraternity and Sorority Life for policy.

- ii. House related philanthropy events- Complete LSI form for registering event.

Special Event Guidelines

A special event is classified as any approved event other than meetings, tabling, bake sale or retreats/training. Events are deemed “special in nature” by Leadership and Student Involvement or the facility hosting the event. This can include events for the student population, invited attendees from off campus, community services projects, or other events held on campus at facilities that require reservations and special department requirements.

While most student organization events will operate under the previously mentioned policies, some events will require additional guidelines and University police officers to ensure the safety of all participants and to allow for a successful event. These additional guidelines will be based on the following: facility capacity, history of event, crowd size, clientele from on or off campus, type of event, tickets sold, or money collected at the event, and nature of event (social or educational).

LSI or the facility hosting the event is responsible for setting up a pre-event meeting with the sponsoring student organization to review policies and procedures to be followed.

Fundraising Policy

1. Raffles, lotteries and similar activities and terminology are prohibited on campus.
2. Absolutely no gambling activities, terminology or events are allowed on campus by student organizations.
3. Fundraising efforts are allowed so long as they benefit the organization or university’s educational or philanthropic efforts.
4. Fundraising that promotes or sells ads for restricted businesses/companies (such as off campus housing, restaurants, or any alcohol related vendors) are prohibited.
5. Leadership and Student Involvement may request a financial statement of the fundraising project from the sponsoring organization after the event is completed.

Movie/Film Viewing Policy

1. Due to federal copyright laws for showing movies and films on campus, public showings of such audiovisual works will only be permitted to be shown on campus when the student organization can provide that they have purchased the licensing rights to view the film on campus during an event or obtained approval to view the film from the publishing company directly.
2. You can obtain a license to view a movie on campus by renting the movie from an approved distributor or contacting the copyright holder (generally the studio) directly. Contact LSI at least one month before your proposed event date for directions on obtaining a license.

Campus Runs/5K Policy

1. Registered student organizations are permitted to have runs/5K's on campus provided they complete the LSI form at least one month prior to the event and work in accordance with Campus Recreation policies and procedures.
2. Student organizations will be advised to contact Campus Recreation to assist with the planning of the event. Campus Recreation will advise groups on start and stop locations, water stations, race maps, etc. *Note: the event is the sole responsibility of the sponsoring student organization. Campus Recreation will provide guidance and advisement on how to facilitate a successful event but will not be responsible for the execution of the event.
3. It is the responsibility of the student organization to meet with Campus Recreation for their event to be registered with LSI.

Food and Amplified Sound in Academic Space

The Registrar's Office has issued the following policy statement regarding the assignment of academic classrooms for student organizations:

When assigning academic classroom space to non-academic entities the Registrar's Office official position is it will not knowingly assign academic classroom space to meetings requiring amplified sound. This position will help to ensure the optimum environment for instruction is provided to the campus community. Additionally, per university policy, no food or drink is permitted in academic space on campus.

Student Organization Helpful Hints

- A. Register your organization each year by completing the Organization Information Form at www.usm.edu/lsi. *Any time leadership in your group changes, notify LSI as well through email at LSI@usm.edu. Registration is due annually by September 1st.
- B. Attend a required Student Organization Orientation (SOO) to receive approval to begin requesting meetings and events on campus. Dates for the SOO are listed on the website at www.usm.edu/lsi.
- C. Visit the “Forms and Policies” page of the LSI website for instructions regarding requesting space for meetings/events on campus. Please note links to this page will provide information on all available spaces for student orgs to request as well as fees and policies associated with booking particular spaces.
- D. Submit the request form online by 4 p.m. on Monday for events the following Sunday-Saturday, unless that Monday is a university holiday in which the forms are due on the preceding Friday. Events that are “special” in nature require the form to be completed at least 1 month in advance. *Submit forms as early as possible to ensure your space is open and the event can be confirmed.
- E. Depending on the nature of the event, a pre-event meeting may be required with either LSI or the facility directly to go over additional university policies as well as securing and paying for UPD, if necessary.
- F. **All on-campus events are required to use Aramark for catering services** and to adhere to the University Snack Policy. For more information, email LSI@usm.edu or visit our website for specific policies.
- G. The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs. All events should be confirmed before any campus advertising can begin.
- H. Fundraising on campus **must have an educational or philanthropic benefit** and cannot compete with any existing campus vendors (Aramark or Barnes and Noble). Absolutely no gambling or gambling terminology (i.e., raffles) are permitted to occur on campus.

The Office of Leadership and Student Involvement

Student Activities Hub, Union 110

Box #5048, Phone: 601.266.4403, Website, www.usm.edu/lsi

*Throughout the year, policies and procedures may change.

Please visit www.usm.edu/lsi for the most current policies.

Student Organization Guide to Booking Space on Campus

UNION COMPLEX RESERVATIONS

If booking space in the Union Complex, visit www.usm.edu/Union and click on the gold “Reserve Space” button at the top of the page. Union reps will reach out to review your event details, talk about next steps, and confirm.

Union Complex spaces include RC Cook Union, Thad Cochran Center, Danforth Chapel, Hub, Trent Lott National Center, Centennial Lawn, Weathersby Lawn, Spirit Park, Southern Station, Union Plaza, NPHC Plaza, tabling in the Union Lobby or TCC Atrium (outside of the Fresh Food Company), Shoemaker Square, Library Plaza, or Armstrong-Branch Plaza and for chalking requests on Weathersby Lawn.

ACADEMIC SPACE RESERVATIONS

Space is any academic building on campus (note, not all academic buildings are reservable by student orgs). Requests for academic space first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

BENNETT AUDITORIUM/MANNONI PERFORMING ARTS CENTER RESERVATIONS

Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

ATHLETIC VENUE RESERVATIONS

Spaces like The Rock and Reed Green Coliseum. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

OGLETREE ALUMNI VENUE RESERVATIONS

The Alumni Association oversees the use of the Ogletree Alumni House and The District Lawn. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

TABLING IN THE LUCKYDAY BREEZEWAY/RHA CENTER RESERVATIONS

Housing and Residence Life oversees booking these spaces. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

GREEK CHAPTER HOUSE RESERVATIONS

Philanthropy events hosted at Greek Chapter houses are required to be registered through LSI. Requests for confirmation of these events go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to register the event.

Social events to occur in fraternity or sorority houses should confer with the Office of Fraternity and Sorority Life for registration guidelines.