



FLORIDA A&M UNIVERSITY

H. MANNING EFFERSON
STUDENT UNION & ACTIVITIES

Student Organization Handbook

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Efferson Student Union & Activities

The mission of Efferson Student Union & Activities (ESUA) is to inspire the learning community by bringing life to lives!

FAMU ESUA's vision is to serve as the center of campus life working daily to holistically empower the learning community.

FAMU ESUA staff and students value Innovation, Development, Community-Oriented, Excellence, Caring, and Integrity.

Efferson Student Union and Activities
1628 S. Martin Luther King, Jr. Blvd
Tallahassee, FL 32311
850.599.3400

FAMU Regulation 2.030 Student Activities

Efferson Student Union & Activities (ESUA) is governed by Florida A&M University Regulations and Policies. Regulation 2.030 specifically addresses matters concerning ESUA and student organizations. This handbook is a supplement to the Regulation. In cases of conflict, FAMU Regulations supersede this handbook. The following topics are addressed in FAMU Regulation 2.030.

- Student Organization Registration and Recognition Process
- Student Organization Renewal
- Role of the Faculty or Staff Advisor
- General Membership Student Organizations
- Fraternity and Sorority Membership Intake Process
- Membership Recruitment Student Organizations
- Recognized Student Organization Sponsored Activities
- Liability
- Insurance
- Responsibility
- Enforcement of Responsibilities
- Cease and Desist Letters
- Freedom of Assembly
- Publicity
- Use of Campus Bulletin Boards Policy
- Popular Concerts and Activities
- Commercial Solicitation on Campus

Categories for Recognized Student Organizations

Student Organizations will be asked during the registration process to identify their organization type. The organization may only select one category. Please review all categories to ensure that you select the one that best identifies your organization.

- **Academic:** Organizations that provide useful opportunities and leadership experiences for students in their respective academic majors. These special interest groups focus on programming and education within their respective disciplines. Departments, schools and colleges may have additional requirements for membership into these organizations.
- **Alumni Association:** Organizations that serve as a resource for students interested in becoming engaged and financial alumni.
- **City, State and Regional Clubs:** City, State and Regional Clubs encourage social cohesiveness among students from the same geographical location, and motivates students to get involved in campus activities, social action and community service programs.
- **Cultural Clubs:** Cultural Clubs are available to provide a positive outlet for students who want to learn more about others and their cultures. These organizations also present programs and seminars about the cultures and traditions. These groups have open membership.
- **Faith Based:** Groups that involve themselves with civic work, services and social functions and emphasize spiritual or faith related concepts, ideals and beliefs held by each group.
- **Governing Body:** Organizations that have some form of jurisdiction over other student organizations or groups of students.
- **Honor Societies:** Honor societies have been established in varies schools and colleges to recognize and perpetuate excellence in various disciplines. Honor societies aim to promote scholarship and research, encourage a high standard of character, conduct practical application of and recognize high attainment and achievement in their related fields. These groups are typically aligned with a particular department, major and/or field of study and typically have a GPA requirement in addition to other academic requirements for membership.
- **Fraternity, Sorority, Co-Ed Fraternity:** Organizations that have a competitive and/or selective recruitment process and/or have an intake or probationary membership process. If a student organization elects to participate in membership intake or has a membership recruitment process that meets the criteria for a Fraternity and Sorority Membership Intake Process as defined in FAMU Regulation 2.030 they will be categorized as a fraternity or sorority, which will supersede any other category affiliation. This categorization does not redefine the mission and/or purpose of the organization.
- **Law School:** Student organizations that are based at the FAMU College of Law in Orlando Florida.

- **Non-Profit:** Organizations that are or are connected to 501c3 non-profit organizations.
- **Military:** Organizations that support the needs of military, veterans, or their family members.
- **Performing Arts:** These student groups are comprised of organizations that require an audition, tryout or other form of evaluation for membership. They are designed to allow students to continue to display their talents as they matriculate through FAMU.
- **Political:** Organizations that support and share information to a specific political ideology.
- **Professional Organizations:** Organizations that provide useful opportunities and leadership experiences for students in specific professional fields. These special interest groups focus on programming and education within their respective disciplines. Departments, schools and colleges may have additional requirements for membership into these organizations.
- **Special Interest:** Student organizations that cater to enjoyment and the sharing of information pertaining to a specific area of interest.
- **Sports/Recreational Clubs:** A Sport/Recreational Club is a student organization, housed in Campus Recreation, in which its members are motivated by a common interest and desire to participate in a specific sport activity. While not regulated by the NCAA or NAIA, Sport Clubs combine the team elements of varsity athletics, with the recreational atmosphere of intramural sports. Some clubs are highly competitive, while other clubs are more instructional in nature. Sport Clubs are primarily student run and add to the collegiate experience by emphasizing student leadership, member governance, skill development, competition, safety, and fun.
- **University Department Sponsored:** A student organization that directly advised by and affiliated with a FAMU department.
- **Volunteer and Community Service Organizations:** These organizations provide student with the opportunity to be of service to others. They also present programs and seminars about ways to support areas of need in a global society. These groups have open membership.

ESUA reserves the right to change the classification of a student organization for the purposes of matching the classification with the purpose, mission, constitution or bylaws of the student organization.

Student Organization Officer Requirements

An officer is defined as a student who holds a position within a student organization that takes on a leadership role which requires them to conduct business on behalf of the organization during internal meetings, regional meetings, national meetings, meetings with University officials and/or meeting with ESUA.

The following are officer positions recognized by ESUA which must be documented on the recognized student organization's iStrike page under the Positions section:

- Primary Advisor
- Advisor(s)
- President
- Vice-President
- Secretary
- Treasurer
- Historian
- Service Chair

All officers must meet the following requirements:

- Currently enrolled fulltime undergraduate/graduate student;
- Maintain a minimum cumulative GPA of 2.5 or higher; and
- Must not have been found responsible in any conduct or other University disciplinary cases within the last calendar year as indicated by the Office of Student Conduct and Conflict Resolution.

Selecting an Advisor

Student Organizations have the responsibility to select their advisor(s). While the role of an advisor varies based upon the organization's activities and purposes, all advisors are expected to abide by "Role of the Faculty or Staff Advisor" as indicated in FAMU Regulation 2.030, Student Activities.

When approaching a potential advisor, students should keep the following in mind:

- Does the individual have time to devote to the organization?
- Will the individual take the role willingly and seriously?
- Does the individual have the knowledge and skills required to assist the organization?
- Does the individual have a clear understanding of the organization's purpose, constitution and bylaws?

The ESUA maintains a list of qualified employees of the University who are interested in serving as student organization advisors. Student organizations may identify advisors independently; however, all advisors must be approved by ESUA.

Removal of an Advisor

Prior to requesting the removal of an advisor, the organization should endeavor to resolve any issues directly with the advisor. If a neutral third party is needed the University Ombudsman should be contacted for mediation assistance. If after meeting with the ombudsman there is still desire to have an advisor removed, the student organization must submit a formal written request to the Director of Efferson Student Union & Activities. In the request the following information should be documented.

- Reason for the removal
- Evidence supporting the reason for removal
- Signed letters from the officers in support of the removal
- Transitional plan for finding a new advisor

If students believe the advisor has violated any University Regulations, Policies, procedures, and/or the law, students can meet directly with the Dean of Students.

Fraternity & Sorority Life

Within Efferson Student Union and Activities, the Coordinator of Fraternity & Sorority Life serves as a liaison for the collegiate chapters of student organizations classified as fraternities or sororities on FAMU campus (See Categories for Recognized Student Organizations). The Coordinator provides resources and information for perspective members; and promotes unity among campus organizations through organizational guidance and educational programs while challenging the organization to live out their respective values.

- All student organizations that are classified as a fraternity or a sorority must comply with membership intake procedures as indicated in FAMU Regulation 2.030.
- Fraternities and sororities must ensure that they have the required levels of liability insurance, University recognition and have satisfied the required compliance training as set forth by their national and regional offices.
- Hazing is prohibited by State law and University regulation. *Refer to Section 1006.63, Florida Statutes, and FAMU Regulation 2.028.*

Fraternity & Sorority Councils

ESUA recognizes three (3) councils the National Pan-Hellenic Council, Inc. (NPHC), the Professional Fraternity Council (PFC), and the Council of Independent Organizations (CIO) that unite, and in some cases, govern its member organizations. ESUA requires all recognized fraternities and sororities to be affiliated with a recognized governing council under the umbrella of Fraternity & Sorority Life and with a larger, nationally-based organization that provides additional supervision, guidance, and programming on a wide variety of topics when possible. Any proposed chapter (otherwise known as a colony)

and/or chapter operating at FAMU must have a charter that designates it as a chapter at FAMU.

- **The National Pan-Hellenic Council, Incorporated (NPHC)** is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Kappa Alpha Sorority, Inc. Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc. Phi Beta Sigma Fraternity, Inc. and Omega Psi Phi Fraternity, Inc. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.
- **The Professional Fraternity Council (PFC)** was created in 1978 via the merger of the Professional Interfraternity Conference and Professional Panhellenic Association. The PIC (professional men's fraternities) and PPA (professional women's sororities) were each founded in the 1920's. Membership in PFA is by fraternal organization and associated businesses. PFA members at FAMU are Alpha Chi Sigma, Alpha Kappa Psi Fraternity, Alpha Phi Omega Fraternity, Alpha Rho Chi, Kappa Epsilon, Kappa Psi, Phi Alpha Delta, Sigma Alpha Iota, Tau Beta Sigma
- **The Council of Independent Organizations (CIO).** CIO is the governing body for all fraternities and sororities at FAMU that are not member organizations of the NPHC or the PFA. The current CIO member organizations are Chi Eta Phi, Chi Rho Delta, Eternal Legendary Kings, Eternal Legendary Queens, Pershing Angels, Pershing Rifles, Phi Mu Alpha, Kappa Psi Psi, Sigma Lambda Gamma, SISTUHS, and Progressive Black Men.

Fraternity & Sorority Advisor Requirements

- Fraternities and sororities must comply with FAMU Regulation 2.030 (3), Role of the Faculty or Staff Advisor.
- If the organization is a member of NPHC, there must be a letter of support for the campus advisor from the sponsoring graduate chapter.
- The advisor does not have to be a member of the organization in order to serve as the campus advisor.

Fraternity & Sorority Membership Intake

ESUA supports the addition of new members into recognized fraternities and sororities. In order to ensure equitable and effective membership intake processes for all student organizations the following guidelines have been established.

- All fraternities and sororities must submit an Application for Membership Intake and abide by the requirements and timelines indicated on the application.
- Applications for Membership Intake will be posted on iStrike the semester prior to the Fall or Spring semester in which the proposed intake is to take place. Intake

during the Summer sessions or during the Winter break will not be offered or permitted.

- It is the responsibility of the FAMU undergraduate chapters to make the national/regional offices aware of FAMU and ESUA procedures, and to make the necessary adjustments to comply.

Fraternity & Sorority Expansion

Prior to a fraternity or sorority being permitted to establish a colony at FAMU a [Fraternity/Sorority Expansion Application](#) must be completed on iStrike. Following information is required in order to complete the application.

- Contact information and FAMU ID numbers for a minimum of 10 FAMU students (at least 50% must not be graduating seniors) currently interested in affiliating with the organization.
- Explanation of how the organization fulfills the needs of the University community and will be able to differentiate itself from other fraternities/sororities that are currently recognized.
- Signed letter of commitment from a person or group of individuals willing to serve as chapter advisor(s).
- Signed letter of support from (inter)national office for the person(s) serving as chapter advisor(s).
- The National Organization's official name, headquarters address and website.
- National membership statistics for the past five (5) years.
- List of all chapters closed in the past ten (10) years and reason for closing.
- List of other institutions where the organization expanded within the past (3) three years and any upcoming expansions.
- A copy of the (inter)national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of, and criteria for a fraternity and sorority.
- Copy of the new member education/intake curriculum including: the length of time the new member education/intake program spans before initiation; the requirements, expectations, and suggestions for all new members going through the process; and a timeline of events including day, time, location, and description of all meetings or events.
- GPA requirements for members and leaders, and the National Organization's policies on academic emphasis and scholarship programs.
- Plan of action and timeline for the expansion including:
 - Support for the organization by its headquarters and alumni;
 - Identification of the length of time the National/regional organization will be present;
 - The functions to be performed by national, regional, and/or state staff in support of the process; and

- The level of support and the plan for ongoing consultations and supervision after the chapter has been fully established.
- Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations.
- National risk management policies related to alcohol, drugs, hazing and facility management (if applicable).
- Documentation of the organizations 501(c) (7) tax status by the Internal Revenue Service.
- Information about leadership development programs provided at the local, state, regional, and/or national level(s).
- Financial support available to the chapter from its headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization in the event that the expansion is not successful.
- Explanation of how the National Organization will support the new colony/chapter for the first five years.

Expansion Review

The Vice-President of Student Affairs or his/her designee and the ESUA will review all applications. FAMU reserves the right to require additional documentation and/or information outside of the Fraternity/Sorority Expansion Application during the review process. Such requests will come from the Vice-President of Student Affairs or his/her designee.

Expansion Approval

The national office and the approved advisor for the organization will receive a written letter from the Vice-President of Student Affairs or his/her designee. The organization will then work with ESUA to finalize and implement the expansion process. Once the expansion process is completed and approved, the student organization will be a fully recognized student organization at FAMU and is required to complete the following:

- **iStrike Profile:** Create an organization portal on iStrike.
- **Organization Leader and Advisor Training:** Two representatives and one advisor must attend a Rattler Round Up and other organizational workshops held during the Spring and Fall semesters. Organizational workshops will be posted on iStrike no less than two weeks in advance.

Expansion Denial

The national office and the proposed advisor will receive a written letter from the Vice-President of Student Affairs or his/her designee outlining the reason for the denial. Provided the organization is not given specific limitations on reapplying, the organization can reapply in the next academic school year.

Sports/Recreational Clubs

To better serve the unique needs of sports/recreation clubs on campus, ESUA partners with Tookes Student Recreation Center (Campus Rec) for oversight. Together, ESUA and Campus Rec staff serve as a resource for all sports/recreation clubs by providing access to best safety practices, campus advocates, and campus facilities and equipment.

- All student organizations classified as a Sports/Recreation Club must comply with the General Membership Student Organization or Membership Recruitment Student Organization requirements as indicated in FAMU Regulation 2.030.
- Advisors and executive board members must be CPR certified. At least two (2) CPR certified persons must be present at all activities associated with the sports/recreational club.

Sports/Recreation student organizations are required to report to the Director of Student Health Services and the Director of Efferson Student Union & Activities any injuries or hospital visits that are a result of activity associated with practices, competitions, or any other physical activity directly related to the recognized student organization.

Law School Student Organizations

All student organizations that are based out of the College of Law in Orlando, Florida are required to abide by the College of Law Student Organization Handbook in addition to the Efferson Student Union & Activities Handbook. If there are any conflicts between the two handbooks, the Efferson Student Union & Activities Handbook supersedes.

iStrike

iStrike is the official student organizations management and social media platform at FAMU. All student organizations are required to use iStrike for the basic business functions associated with ESUA.

- **Registration and renewal** requirements and applications are posted in iStrike and are to be completed in iStrike.
- **Event scheduling** is through the iStrike Event section using the University Facility Request Form. All student organizations are required complete a facility request form for all activities and events hosted by the student organization on and off campus.
- **Membership rosters** are updated in iStrike in the Positions section and must be updated at a minimum at the beginning of every Fall and Spring semesters.

- **Application for Membership Intake** must be completed by all fraternities and sororities prior to initiating any intake activities. Applications are reviewed and subject to approval by ESUA.
- **Membership Recruitment Application** must be completed by all membership recruitment organizations prior to conducting any membership recruitment activities such as, but not limited to, try outs or auditions. Applications are reviewed and subject to approval by ESUA.
- **ESUA announcements and information** is shared primarily through iStrike News Posts. Student organizations are required to monitor iStrike for pertinent information and respond as required.

Student clubs and organizations are permitted to use all of the available functions of iStrike for the purpose of furthering the mission of their respective groups.

- Student clubs and organizations are not permitted to use iStrike to promote or support non-university organizations/entities without written permission from the Director of the Efferson Student Union and Activities.
- Student organizations are not permitted to post images, graphics or language that conflicts with national, state, local, or University Regulations and Policies.

Rattler Round Up

Rattler Round Up is a mandatory one-day conference for all student organizations. In this conference, student organization members and advisors learn basic information pertaining to University Regulations and policies, and best practices for student organizations at FAMU.

- A minimum of two members from each student organization and one advisor must attend the conference.
- Attendance at the conference is a requirement for student organization recognition. Failure to attend will result in the denial of student the organization's Application for Renewal.

Organization Plots & Trees

A student organization plot is defined as the designated area/ location on campus in which a recognized student organization maintains benches, trees, relics, stones, bricks or other identifying marks for their organization. Only recognized student organizations are granted the privilege of having plots on campus.

- Any recognized student organization can apply for a plot by completing the Application for Student Organization Plot found on the ESUA iStrike portal.

- All plots must be approved by ESUA and Plant Operations and Maintenance prior to the commandeering or decorating of any University space or property.
- Student organizations are required to submit a Facility Request Form to indicate times and dates for intended plot decorating/updating
- Decorating of University property without approval is considered to be destruction of property and a violation of the [Student Code of Conduct](#).
- The University reserves the right to reclaim any previously approved plot at any time.

Student National/Parent Affiliations

ESUA recognizes the relationship between FAMU student organizations and national/parent organizations. At FAMU there are many student organizations that are governed by their national organizations while others operate independently. All recognized student organizations and their national/parent organizations are required to abide by all FAMU and ESUA regulations, rule and policies.

Recognition of Affiliation

Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This affiliation must be disclosed during registration/renewal application process and documented in the constitution and bylaws.

Requesting Affiliation

Student Organizations may request to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. Such a request must be submitted in writing to the Director of Efferson Student Union & Activities. The request must contain the following information:

- Name of the organization including the mailing address and web address;
- The official contact person responsible for recruitment or assimilation of student organizations;
- The purpose for the request and the nature of the relationship proposed between the student organization and parent organization;
- An official letter from the national organization approving the assimilation of the FAMU student organization; and
- Documentation from the parent organization outlining the process for assimilating the student organization.

If the affiliation is approved, control of the student organization must reside with the students to include all operating decisions.

Supremacy of University Regulations, Policies, and Procedures

All recognized student organizations must fully comply with federal, state and local laws, and University regulations, policies, and procedures. This includes the procedures and regulations of the department, school, college, or institute in which the organization is affiliated. In the event that an organization's by-laws or constitution, whether locally or nationally, conflicts with aforementioned laws, rules, regulations, policies or procedures, the student organization's constitution and bylaws are superseded.

Student Organization Violations

All recognized student organizations must adhere to any and all University regulations, policies, and procedures, and any violations will be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for investigation.

- The violation will be investigated to determine if the violation pertains to a University regulation or a departmental policy.
- Violations of University regulation will be addressed by OSCCR.
- Violations of departmental policy may be referred to the Campus Organization Review Board (CORB).

If found responsible for a violation, a student organization may be subject to sanctions including but not limited to: fines, community service, suspension or banning from campus.

Further, any recognized student organization may be immediately suspended or expelled from the University by the Vice President of Student Affairs, pending a hearing at a later date if one is requested, for the following circumstances:

- The continued presence of the organization on Campus is likely to create interference with the educational process and the orderly operation of the University;
- The continued presence or operation of the organization is likely to endanger or has endangered the health, safety or welfare of members or prospective members of the organization or members of the University community or their property or that of the University; and/or
- The offense committed by the organization or members of the organization is of such a serious, heinous or repulsive nature, as to adversely affect any member(s) or prospective member(s) of the organization or member(s) of the University community. Also refer to University Regulation 2.012 Student Code of Conduct.

Clubs and Organizations Review Board (CORB)

The Clubs and Organizations Review Board (CORB) is an entity that operates under the jurisdiction of the Office of Student Conduct and Conflict Resolution and shall have the power as designated by the Vice President for Student Affairs, or the assigned designee, to hear cases referred to it that emanates from recognized student organizations, social fraternities and sororities, except those involving allegations of hazing.

- CORB shall be comprised of a cross-section of University students, faculty and staff. The Office of Student Conduct and Conflict Resolution will oversee the operation, and advising of CORB.
- CORB may levy reasonable fines and review any decision, which may lead to suspension, expulsion or other appropriate disciplinary action.
- Alleged incidents are reported to the Office of Student Conduct and Conflict Resolution through an incident report form, a police report, or any form of written documentation submitted to the office.
- Incidents can be referred for behavior that occurs both on and off campus. Any office, department, recognized student organization, or individual (faculty, staff, student, or individuals not affiliated with the University) can complete and submit an incident report form to the Office of Student Conduct and Conflict Resolution.
- The CORB Chairperson will review the incident report, determine the severity of the incident, and identify any applicable violations.
- The CORB Chairperson will notify the student organization's president and the faculty/staff advisor, in writing, of the alleged incident and the violations issued against the organization. This notice letter instructs the organization that it is necessary to schedule an information meeting with the CORB Chairperson within five (5) business days from the date of the notification letter.
- If the organization has not responded within five (5) business days, the hearing may be scheduled and appropriate notice will be provided to the organization's president and faculty/staff advisor. Should an organization not attend a scheduled hearing, the hearing will proceed as scheduled and a decision may be made in the organization's absence.
- **Information Meeting.** The CORB information meeting is an opportunity for the Chairperson to discuss the incident, explain the discipline process to the student organization representative(s), and provide an opportunity for the organization to inspect evidence and to be made aware of the organization's due process rights.
- **Hearing.** The student organization may have no more than two (2) members as representatives during the hearing, in addition to any selected advisor. The advisor may or may not be the student organization's faculty/staff advisor. Unless otherwise specified herein, the CORB hearing shall be conducted in accordance with FAMU Regulation 2.012.

- **Informal Resolution.** In the event a student organization charged with an offense elects to waive, in writing, the right to a hearing, the CORB Chairperson may make a determination of facts and, if the recognized student organization is found Responsible for the offense, make a determination of sanction(s).
 - The recognized student organization's written waiver shall be obtained after being given an explanation of the violations against the organization and of its rights to a hearing.
 - The recognized student organization shall have two (2) business days from the date of signing the waiver to rescind, in writing, the waiver and request a hearing. Only the student organization's president in conjunction with the faculty/staff advisor may waive the right to a hearing.
 - The CORB Chairperson may make a determination of facts and, if the recognized student organization is found responsible for the offense, make a determination of sanction(s).
 - In the absence of a rescission of waiver and after the CORB Chairperson's determination, the recognized student organization shall be informed in writing of the decision of the case within fourteen (14) business days from the date of the waiver.
 - Should the recognized student organization elect to proceed under this provision and fails to complete the process, the Dean of Students may issue an immediate cease and desist or suspension of the student organization from the University. Only the recognized student organization's president in conjunction with the faculty/staff advisor may waive the right to a hearing.
 - If the CORB Chairperson finds that the student organization is responsible and sanctions are imposed, the student organization shall not have a right to appeal the merits of the allegations under this provision; however, the student organization may appeal the sanctions imposed.
- Information pertaining to the hearing or informal resolution will be placed in the student organization's file and appropriate offices are will be notified.
- The decisions of any committee, hearing body, or designated University official, shall be presented to the organization's president and the faculty/staff advisor, in writing, and within fourteen (14) business days following the hearing or informal resolution.
- **Appeals.** Decisions of the CORB hearing panel are appealed to the Dean of Students.
 - The organization has ten (10) business days from the date of the written notification of the decision by the hearing panel to make their appeal in writing and file same with the Dean of Students.
 - The written appeal must specify the reason(s) why reconsideration should be granted and should only pertain to matters of record, procedure, testimony, and/or information presentation presented during the hearing.

- At the conclusion of the appeals process, the decision of the Dean of Students shall be final, and the disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.
- Final Order. The disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.
- Allegations involving hazing may be referred to the Special Assistant to the President for Anti-Hazing by the Office of Student Conduct and Conflict Resolution.

Cease and Desist

Cease and Desist is defined as a student organization's suspension from operating and functioning as a recognized student organization at FAMU. For more information regarding Cease and Desist, please refer to FAMU Regulation 2.030.

All events that have been scheduled by the student organization that take place during a Cease and Desist period are canceled.

- Rental Fees paid to Efferson Student Union will be refunded less the non-refundable deposit.
- The student organization is responsible for costs associated other facilities on campus.
- The student organization is responsible for all service fees as indicated by University service providers.
- Future events will also be canceled if the cease and desist period extends to less than 20 business days prior to the date of the scheduled events.
- The student organization will be financially responsible for and all commitments on campus and off during the cease and desist period.

Travel

All student organizations must abide by [FAMU Travel & Expense Policy and Procedures](#) when traveling as a group on behalf of the student organization.

Vending/Fundraising

Recognized student organizations are limited to vending in the Set Market vending area located in the courtyard directly in front of the Efferson Student Union. Student organizations are required to abide by Set Market Vendor Info (guidelines) found at <http://studentactivities.famu.edu/SetMarketVendors>. Additionally, recognized student organizations are permitted additional privileges.

- Information Distribution: Student organizations are permitted to share information and promote approved events and activities.
- Ticket Sales: Student organizations are permitted to sell tickets to approved events and activities.
- Merchandise Sales: Student organizations are permitted to sell merchandise that is in line with the organization's mission/purpose or is tied to a specific approved event or activity.
- Snack/Beverage Sales: Student organizations are permitted to sell prepackaged snacks and beverages that are purchased from Efferson Student Union & Activities (ESUA) only.

All vending/fundraising for events and activities must be approved through the University facility request process before approval will be given to vend/fundraise on Campus.

Limitations

- Student organizations are not permitted to sell merchandise that has Florida A&M University, any variation of the name or any other University image imprinted on it.
- Student organizations are not permitted to sell purchased or homemade food items without the written consent of the FAMU Food Service Provider.
- Student organizations are not permitted to sell merchandise or services on behalf of another non-university entity.
- To solicit money for charities, the student organization is required to provide proof that the money will be submitted to the charity. A representative of the charity must write a letter verifying their knowledge of the event and its intent. This letter must be submitted with the Facility Request Form.

Freedom of Expression and Assembly Rights and Responsibilities Policy.

Refer to FAMU Regulations 2.030 and 5.005.

Publicity

Refer to FAMU Regulation 2.030.

Financial Management

All student organizations are required to have a financial management plan documented in their constitution/bylaws. The plan must contain the following elements.

- Procedures for the documentation of collected funds
- Procedures for the deposit of fund into a bank account(s)

- Procedures for the withdrawal of funds from bank account(s)
- Procedures for tracking and auditing of funds

ESUA Advised Organizations

Student organizations that are mandated to be advised by ESUA are required to adhere to the following guidelines.

- The Director of ESUA must be listed as the primary account holder for all bank accounts.
- The President, Vice-President, Secretary and Treasurer will have access to view the bank accounts online only.
- All financial transactions and decisions must be voted upon in accordance with the student organization's constitution/bylaws.
- All bank transactions must be approved by the Director of ESUA

Event Management

All student organizations are required to complete a facility request form for all events and activities sponsored by the student organization. This includes events/activities that take place off campus.

- Student organization events are limited to Sunday through Thursday, 8:00am – 11:00pm; Friday through Saturday, 8:00am – 2:00am.