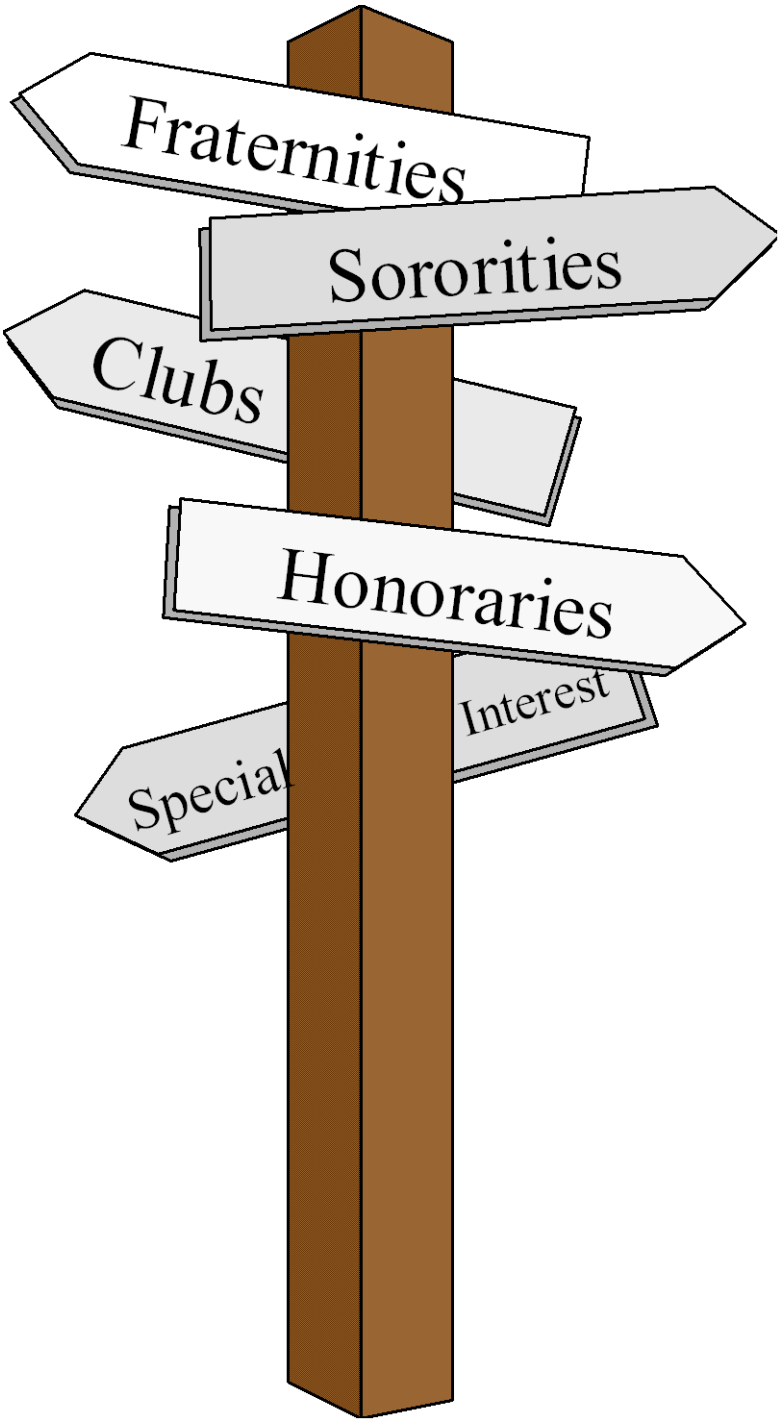
WEST VIRGINIA STATE UNIVERSITY
STUDENT ORGANIZATIONS
ADVISOR'S HANDBOOK



A word from the Director…

The Office of Student Activities would like to congratulate you on having the distinct honor of being selected to serve as advisor to one of many campus-wide organizations. You were chosen because of the information, skills, knowledge and qualities that you possess. The choice itself signifies the respect students have for you, the fact that they look up to you and acquire your help for assistance in dealing with complex issues.

Special training is not a prerequisite to serve as a campus organization advisor. However, there are rules and responsibilities that you, the advisor, should follow to assure the success of the organization you will be representing. This Advisor Information will briefly describe some of those rules and responsibilities, along with policies and regulations set by the Office of Student Affairs that all recognized campus organizations must follow.

Again, I wish you much success throughout the academic school year. If you should ever need any assistance or would like me to work with your group, please feel free to contact my office at 766-3288.

J. Miller

Jerry Miller
Director, University Union & Student Activities

RESPONSIBILITIES OF ADVISORS

1. One of the fundamental responsibilities of an advisor is to serve as a catalyst in creating needed changes to foster the growth of the organization. The advisor should **not** impose changes within the organization, but should serve as a mediator for consideration of viable alternatives from members of the group.

2. Program planning is an essential part of any organization. The advisor should serve as a buffer between potential resource persons and the organization. The responsibility of the advisor is to assist the group in selecting projects such as: (but are not limited to) fund-raisers, community service projects, social and organizational philanthropies. (It is important that the group, not the advisor, make the decisions for the organization). The advisors responsibility is to aid in the motivation of the group.

3. The advisor should serve as the communicative link between past and newly elected officers. The advisors should request that committee members and executive officers submit weekly reports of past meetings, projects and activities. The advisor should keep a file of those materials to present to newly elected officers for the following academic year.

4. The advisor must keep in mind that he/she is first a staff member and has a professional obligation to the entire university community to keep and protect the interest of all students regardless of race, sex, creed, sexual orientation or religion. The advisor should exercise authority when damaging or embarrassing situations arise, to not only the organizational members, but to the university community as well.

5. Finally, one of the most important responsibilities of an advisor is to review with the entire organization, the university's policies, rules and regulations pertaining to student organizations. A major responsibility of an advisor is to keep students aware of the university's code of ethics. Remember, you and the organization that you advise are a reflection of West Virginia State University. Please carry yourselves well.

TYPES OF STUDENT ORGANIZATIONS RECOGNIZED BY WEST VIRGINIA STATE UNIVERSITY

The Office of Student Activities coordinates all student organizations recognized by West Virginia State University and the WV State Community & Technical College. All organizations must declare to be Class A-Non-pledging Organization or Class B-Pledging Organization, and also clarify their status as one of the following:

I – Academic-Honorary; II – Greek Letter; III – Social Service; and IV – Governmental-Supportive.

The ranking in categories does not depict a hierarchy system, but rather it serves as a means of division. Rationales for categories are given below:

CLASSIFICATION

Class A – Non-pledging Organizations: Any organization that maintains an open membership policy based upon the interest and desire. This category also includes organizations that select or elect members.

Class B – Pledging Organizations: Any organization that requires a pre-entry of training observation and/or probation period as a prerequisite for full membership into the organization.

I. Academics and Honorary Organizations - Any organization that has a specific purpose of honoring or promoting further interest in the academic areas. Those in the grouping are usually non-pledging organizations.

II. (Greek-letter Organizations - Any organizations that bear in total the Greek letters as an official name.) These organizations usually have the goals of campus and community service in the social civic areas. (Those in this grouping are usually pledging organizations.)

III. Social and Service Organizations - Any organizations that has as its purpose the promoting or providing of social and/or service as its main goal. These organizations do not have Greek-letters to represent the total name. (Those in this grouping vary; they must declare either pledging or non-pledging.)

IV. Governmental and Supportive Organizations - Any organization that has as its purpose the promoting or supporting the events and activities designed to enrich the student life of West Virginia State.

STATUS

To retain active status, each organization must complete five objectives each semester, one of which must be based in community service. These objectives are to be turned into the Office of Student Activities.

NEW MEMBERSHIP INTAKE

Organizations must comply with the following rules and regulations covering new membership intake:

New Member Qualifications

- ⓘ Full-time enrollment at WVSU of WVSCTC during the semester of interest.
- ⓘ A cumulative grade point average of 2.30.
- ⓘ Must have experienced one grading period of college work.
- ⓘ Open to any student regardless of race, creed, color, sex, ethnic origin, sexual orientation or religious affiliation.

Intake Process Period

- ⓘ Intake process period is limited to not more than 4 weeks.
- ⓘ The intake process period shall start no earlier than the first Saturday following the first ten days of the semester.
- ⓘ The intake process period shall end no later than the Saturday before midterm date.
- ⓘ Only active undergraduates are permitted to participate in intake process activities.
- ⓘ During the intake process period organizations or individuals shall not require interested members to miss class, be late to class or carry on activities during a scheduled class day.
- ⓘ There is to be no "hazing" during the intake process period.

Request for Accumulative Average for New Members

- ⓘ The registrar must certify each person's GPA before new member initiation.
- ⓘ Each organization must submit a copy of the "Request for Accumulative Average Form" properly completed. Each individual must sign and put WVSU assigned Student ID Numbers on the form. The registrar will not process the form unless all these items are on the form. **Forms may be obtained online or from the Office of Student Activities.**
- ⓘ Completed "Request for Accumulative Average Forms" must be turned into the Program Coordinator of Student Activities.
- ⓘ Organizations must complete the form "Request for Pledging" before membership intake begins.

CAMPUS ORGANIZATIONS

Campus organizations are required to register each academic year. Continuing student organizations must register by the last class day of the spring semester. Registration becomes effective upon written notification to the group from the Program Coordinator of Student Activities and is valid until the last week of the succeeding spring semester.

For campus organizations to receive active status, the following requirements must be achieved:

- ⓘ Organization must have a constitution on file in the Office of Student Activities.
- ⓘ Organization must have one advisor employed by WVSU or WVSCTC.
- ⓘ Organization must have five (5) members with a grade point average of 2.00 (averages are based on Cumulative Grade Points).
- ⓘ A representative must attend all required meetings and leadership workshops sponsored by the Office of Student Activities or SGA.

INACTIVE STATUS

An organization is inactive if their membership falls below five (5) members. Greek organizations graduate chapters can request permission from the Director of Student Activities to initiate a line on-campus. Greek Organizations that have lost their active status will be permitted to conduct smokers or rush parties under the supervision of their graduate chapter and or their advisors.

OFF CAMPUS PLEDGING

An individual that joins an off-campus organization shall not be allowed active membership status with the campus affiliate chapter for the period of one year. The one-year period shall begin with the date of the initiation.

Off campus members are prohibited from participating in any official capacity with the campus organization. Documentation of off campus initiation shall be provided to the Director of Student Activities.

Campus Organizations

WEST VIRGINIA STATE UNIVERSITY
Policy on Hazing
Pertaining to All Student Organizations

According to the State of West Virginia policies, the National Interfraternity Council, and the National Pan-Hellenic Conference, and all other national organizations represented on our campus, hazing is not permitted and has no place in our student organizations. All acts of hazing by any organizations member, or alumni are forbidden.

"Any action taken or situation created intentionally, whether on or off campus, to produce mental, emotional, or physical discomfort embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e., any activity which deprives a student of at least six continuous hours of sleep; physical and psychological shocks; inappropriate guests, i.e., stealing of items; treasure hunts, scavenger hunts, off campus, or in Greek house. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the proper hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or this educational institution. Any act which would degrade or otherwise comprise the dignity of the individual, including forced use of alcohol and drugs."

"ANTIHAZING LAW"
Senate Bill No. 53

(Passed March 7, 1995; in effect ninety days from passage)

AN ACT to amend chapter eighteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended, by adding thereto a new article, designated article sixteen, relating to education; higher education; creating the anti-hazing law; providing definitions; prohibiting hazing; providing for enforcement by institutions; and providing civil and criminal penalties.

Be it enacted by the Legislature of West Virginia:

That chapter eighteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended by adding thereto a new article, designated articles sixteen, to read as follows:

ARTICLE 16. ANTIHAZING LAW.
18-16-1. Short title.

This article shall be known and may be cited as the "Antihazing Law".

18-16-2. Definitions.

(a) "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, that if the act would otherwise be deemed a felony as defined in the code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

PROCEDURES

All complaints and/or requests for definition of hazing are to be filed with the following group: for Greek groups, the All Greek Council; for other groups, the Director of Student Activities. All cases of the Greek Hearing Panel are appealed to the Director of Student Activities. All cases decided by the Director are appealed to the Vice-President of Student Affairs and finally to the President of the University.

SAMPLE LIST OF ACTIVITIES DEFINED AS HAZING

- Calisthenics
- Total nudity at any time
- Dropping food such as eggs, liver, etc., in the mouths of pledges or associates
- Paddling
- Throwing whipped cream, water, paint eggs, etc., on a pledge or associate
- Extremely loud music or repetition of the same music played over long periods of time
- Pushing, shoving, or tackling associates or pledges
- Associates or pledges awakened time and time again (less than six hours of sleep in a night)
- Forcing one to drink alcoholic beverages
- Required eating of raw or spoiled food
- Tradition lineup sessions
- War Games
- Road trip activities to pledges or associates
- Putting the pledges or associates in rooms that are uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual.
- Personal errands run for activities
- Assigning "pranks" such as stealing, panty raids, or harassing another organization
- Active members intentionally messing up the house for the associate or pledge to clean
- Calling the pledges or associates derogatory names
- Associates or pledges not being allowed adequate time to study
- Yelling and screaming at the pledge or associate
- Very lengthy work sessions
- Telling a pledge he/she has failed when in fact he/she has not
- Running
- Bracing and finger snapping in a pledge's or associate's ear
- Pledges or associates demeaned when they make a mistake in recitation of material

****Note: Listed above is only some examples of hazing. Other acts may be deemed hazing at the discretion of the Director of Student Activities and/or the Vice-President of Student Affairs.**