WVSU Student Organization Handbook
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STUDENT CLUBS & ORGANIZATIONS

Student clubs and organizations are an important part of the co-curricular activities of this campus. They function to:

- Broaden and enrich the college experience of members
- Provide an opportunity for students to explore special interests
- Provide opportunities for affiliation with professional and academic organizations, musical organizations, governmental organizations, Greek organizations, service organizations, academic honor organizations, and special interest groups
- Provide opportunities for the development of qualities of leadership and opportunities for service to the community
- Provide opportunities to develop skills in interpersonal relationships
- Offer special programs and activities that world serve the unique values, interests, and needs of all members

At West Virginia State, there are many kinds of student organizations. At times, these groups will attempt to contact new members through orientations and State Stride, which is held at the beginning of the Fall semester. Anyone interested in a particular club or organization should seek out the club or organization. The Student Life & Engagement Office can provide a list of registered clubs and organizations, along with the name of the advisor. If you cannot find an organization that appeals to you, then you should think about starting your own. Anyone interested in starting a new group may do so through Student Life & Engagement.
PURPOSE & MEMBERSHIP

Any person enrolled as a student and currently registered in a credit course at West Virginia State University may create a student club or organization.

A student club or organization may be created for an educational purpose including the furtherance of academic, social, recreational, religious, political, or other special interest.

In all cases, University approval of the group’s purpose is required to create a student organization. Additionally, particular permission is required to form:

- A social fraternity or sorority
- A sports club
- An honor society

The procedure for obtaining permission to create groups in these categories is described later in this handbook.

A student organization may be affiliated with an off-campus organization so long as the off-campus organization is properly established under applicable federal, state, and/or local laws and the affiliation itself does not violate any law or University rule, policy, or regulation.

Student organization members and guests must comply with all University regulations, rules, and policies when participating in student organization activities.
BASIC REQUIREMENTS FOR A CLUB/ORGANIZATION

A group or association composed of students is required to register as a student organization once each academic year in order to enjoy privileges available to student organizations. Groups or associations shall include, but not limited to, interest groups, student governing bodies, college or department groups, social and professional fraternities and sororities, residence hall councils, honoraria and student media groups.

Application for registration may be made online at www.wvstateu.edu/current-students/orgs.apx. Further assistance is available in Student Life & Engagement, located in Room 103 of the James C. Wilson University Union.

New student organizations must register at the time they are created. Continuing student organizations must register within the first thirty (30) days of the Fall semester. A listing of information and materials required for registration may be found in this section. Failure to register each academic year will result in the denial of all student organization privileges.

Registration becomes effective upon notification to the group from the Director of Student Life & Engagement and is valid until the next academic year.

The Director of Student Life & Engagement may grant provisional registration to allow a student or group of students time to organize a new student organization. Provisional registration only permits the student or group the use of the University facilities for organized meetings and information sessions.

The following information is required at the time a student or group of students registers as a student organization:

1. a statement containing the name and purpose(s) or the organization;
2. a club/organization constitution and by-laws
3. the name and title of the officers of the organization, their local and home addresses and phone numbers, WVSU ID numbers, and WVSU ID number of the person(s) requesting registration.
4. A Cumulative Grade Average Form (can be found in Appendix H), completed and signed by members and the Registrar. The grades and grade point averages of potential members will be verified by the Office of Registration and Records

Provisional registration shall be effective upon written notification by the Director of Student Life Engagement.

Because of the nature of some groups, special permission is required before the organization may be registered. These groups are:

- Social fraternities and sororities
- Sports clubs
- Honor societies
The addition of fraternities and sororities to the West Virginia State University campus is contingent upon the assessed need on campus and the health of existing chapters. The University is committed to national Greek organizations and will put the interests of students first. The University will take consideration of current chapters; the establishment of national groups formerly having chapters at West Virginia State University (chapters wishing to re-colonize after having their charter revoked at WVSU will be subject to the strictest scrutiny); colonization of new national groups; and the colonization of local groups. A group should expect a 6-month lead time in approval for colonizing.

If a group has an interest in forming a chapter at WVSU, such intention should be communicated to the Director of Student Life & Engagement via a letter from the National Office. The Director may extend an invitation to colonize to a national Greek organization with the approval of the Assistant Vice President of Student Affairs.

After receiving an interest letter, the Director of Student Life & Engagement will assess the statistics on current membership and enrollment and indicate whether pursuing the matter is appropriate or not. A group is discouraged from forming an interest group before this step is taken.

The Director of Student Life & Engagement will deny registration when:

1. the organization is not formed for an educational purpose;
2. the group requesting registration has not complied with the requirements set out and explained in this section;
3. the request for registration is incomplete or contains false material or information required to be disclosed for registration;
4. the request is to create an organization which is subsidiary of a currently registered student organization;
5. the request involves an organization that is under a sanction imposed by the Office of Enrollment Management & Student Affairs;
6. the request is to register as an organization under a new name a group of students that under a former organization name is under a sanction imposed by the Office of Enrollment Management & Student Affairs;
7. the request is to register an organization under suspension, termination, or equivalent sanction from its off-campus affiliate;
8. or the organization has been previously registered and has delinquent debts which the student(s) requesting registration cannot show will be paid in a reasonable time.

Provisional registration may be denied for the same reasons as registration except that the student(s) requesting provisional registration need not have selected officers or an advisor at the time the request is made.

A registered student organization may have its registration terminated upon:

1. request of the registered student organizations; or
2. failure to re-register each academic year; or
3. failure to comply with the rules, regulations, policies, and guidelines of the University; or
4. recommendation of the Student Hearing Council
An organization may appeal termination of its registration to the Office of Enrollment Management & Student Affairs and then to the University President.

The Director of Student Life & Engagement may make available (upon request) the name; the purpose, the location and office telephone number; and the name, email address, and telephone number of the advisor and the officers or chairpersons of a registered student organization. No other information shall be released unless expressly authorized by the officers of the registered student organization.

**MEMBERSHIP**

Membership in a registered student organization must be open to any West Virginia State University student who shall comply with:

- the stated purpose(s) of the organization; and
- reasonable conditions and obligations of membership, except that
  - no student shall be excluded from membership on the basis of race, color, national origin, religion, creed, age, political views, veteran status, sexual orientation, or handicap/disability;
  - no student shall be excluded from membership on the basis of sex, unless;
    - the organization is a fraternity or sorority; or
    - the primary purpose of the organization is to engage in sports, the major purpose or activity of which involves bodily contact; or
    - the organization is otherwise exempt under Title IX of the Education Amendments of 1972; and
    - the constitution of such registered student organization and if affiliated with an off-campus organization the constitution of the off-campus organization must not contain any provisions which discriminate against a student under the provisions or the rules of West Virginia State University.

Students who believe they have been excluded from membership or participation in a registered student club/organization should immediately contact Student Life & Engagement at 304.766.3288.

Each registered student organization must have at least two officers, one of whom must be a president and one who must be a secretary/treasurer.

Officers must be currently enrolled West Virginia State University students, members of the registered student organization, and eligible to hold a leadership position as defined in this section of the handbook.

**LEADERSHIP**

Effective organizational leadership is important. It can make the difference between success and failure in a student group. Leadership should not be taken for granted. Organizations that are most successful make leadership development an intentional component of the group’s activities. Leaders recognize that they must develop:

- personal leadership characteristics
- specific leadership skills
Leadership is most commonly described as a process of influencing the behavior or activity of another person towards the accomplishment of a goal. In student organizations, leaders influence the activities of members towards the attainment of organizational goals.

Student leaders identify a variety of personal characteristics necessary for effective leadership. Among them are:

- intelligence
- dependability
- achievement orientation
- belief in self
- people orientation
- self-starter
- enthusiasm
- insight
- sense of humor
- positive attitude
- confidence
- values differences in others
- flexibility

Few, if any people possess all of these characteristics at any one point in their lives; but most leaders are aware of the advantages of developing a positive personal style. The group members, advisor(s), family, friends as well as the professional staff of Student Life & Engagement can help student leaders assess their strengths in these related areas.

Possession of leadership characteristics is not enough to ensure leader effectiveness. Being the leader doesn’t make you one. If the definition of leadership is reduced to its four component parts (a process/ of influencing the activities of members/ for the accomplishment of organizational goal(s)) a set of skills associated with each component may be identified.

Student leaders need to develop skills in each of the following areas:

- **Leadership is a process**
  - understanding leadership roles & functions
  - effective meeting management
  - handling change in the group
  - problem solving

- **of influencing**
  - motivation
  - communications
  - human relations

- **the activities of members**
  - team building
  - project planning
  - delegation
Leadership qualities and skills must be applied in the organization; leaders must develop an effective style. Style is the manner in which the leader uses personal skills and qualities in influencing relationships and goal related activities or tasks in a group. In traditional approaches to leadership, leaders are classified as having one of three styles:

- **Autocratic** – the leader controls decision making, is highly directive, and emphasizes the tasks to be accomplished
- **Democratic** – the leader shares decision making with the members, delegates when appropriate and emphasizes both task and human relations in the group
- **Laissez – faire** – the leader exercises little if any control. Provides minimal direction, and allows tasks and relations to work out as they may.

There are advantages and disadvantages to each of these styles. Experienced leaders know that there is no one best style. Leaders of student organizations often find that having a mix of styles allows them to be effective in various situations. This is accomplished by matching the leader’s level of directness and control over the task to be done with the member’s experience and expertise in completing that task and by matching the leader’s level of emotional support with the members’ willingness and motivation for completing the task. The leader may need to assume different leadership styles with various individuals or sub-groups of the organization working on different projects.

For example, if the chairperson of a project really doesn’t know how to get started and is not very motivated to initiate the project, the organization president may find that being highly directive initially and focusing on the job to be done will be the most effective. As the chairperson learns the specifics of how to do the job, the leader will need to adapt the leadership style and be less directive while increasing emphasis on emotional support. At the same time the president is initially using an autocratic style with the chairperson of this project, he or she may have a chairperson of another committee that is highly motivated and has been successful in the past. If the leader is directive with this person, they will probably resent the leader’s control and apparent lack of trust. The leader in this situation would be advised to allow the chairperson to act with minimal direction and interference.

Effective leaders are constantly attempting to enhance the strengths and complement the weakness of those members with whom they are working. Leadership of student clubs/organizations is a “people business”. The qualities developed, skills learned and styles adopted will form a solid foundation for lifelong family, work, social, and community relationships.

Each registered student organization must have an advisor selected by the student organization from among members of the University faculty or administrative and professional staff. Residence Advisors and Residence Leaders advisors are the Director and Associate Director of Residence Life. With the
permission of the Office of Enrollment Management & Student Affairs, social fraternities and sororities may also select an advisor from among chapter alumni.

Advisor responsibilities are set out in the special section on advising.

The officers of registered student organizations must regularly (at least once a month) inform the organization’s advisor on the program, personnel, and activities of the organization.

Registered student organizations are responsible for the activities of non-student members and guests while they are participating in an activity of the student organization.

Student organizations must engage in sound financial management, including but not limited to:

- maintaining accurate up-to-date financial records;
- establishing a separate organization bank account and depositing all income to that account; and
- not incurring debts which cannot be covered by current cash reserves or by income reasonably expected to be produced within thirty days of the date the debt is incurred.

Student organizations must expend all organization funds to further the purpose(s) of the organization and not for the private benefit of officers or members.

University funds must be expended in strict compliance with the guidelines set out in this handbook.

Student organizations must submit a budget to and obtain approval from the Student Senate for any activity or event having either an expected income or expense of over $5000.00.

Student organizations must notify the Director of Student Life & Engagement of changes in the material submitted for registration within fifteen (15) calendar days after the effective date of the change. This includes, but is not limited to, change in officers, advisor(s), or purpose.
ORGANIZATIONAL PLANNING

To influence the activities of members in the accomplishment of organizational goals the organization must plan activities and events that further the organization’s mission and goals while critically assessing progress towards goal attainment and organization accomplishments. The process by which a group learns these things is known as organizational planning. Here is a simple eight step model that may be adapted to all organizational planning needs.

Step 1 – Group Building

Before the group can discuss its purpose and goals, members must be familiar with each other, develop trust and confidence in each other, and establish norms for handling differences in the group.

To build the group, many organizations hold retreats or devote the first meeting or two after new officers are elected to team building.

The focus of this retreat or meeting(s) is on:

- Acquaintance
- Developing trust and openness
- Exploring member values
- Steps 2 and 3 of this planning model

Step 2 – Explore Purpose and Long Range Goals

Officers, members, and the advisor(s) discuss the organization’s history and purpose. The purpose will usually not change from year to year, but it is important to be discussed, understood, and reaffirmed by all members.

Long range goals are general statements of what the group hopes to achieve in fulfilling its purpose. Most groups will develop 4-7 goals, that are discussed and affirmed by members. If the purpose and long range goals have changed from previous years, new committees, constitutions, and structures may be required. These alterations should be made before proceeding to the next step. It is also helpful at this stage to review the previous year’s activities of the organization.

Step 3 – Preliminary Agreement on Short Term Goals

Short term goals (objectives) reflect the specific activities in which the group will engage to meet its long-term goals. These include projects, activities, and management practices.

The group may wish to generate as many objectives as possible for each long-range goal and then rank them in terms of the group’s preference.

Step 4 – Research on Short Term Goals

Often the group will not have enough information at Step 3 to complete the plans for the year. A member may be assigned to investigate the feasibility of the top ranked short term goals. This may take ten days to two weeks, after which an outline of how the project would be planned, resources
necessary, and the criteria by which success would be measured should be prepared. *(Refer to 20 Planning Questions – Appendix F)*

**Step 5 – Create a Calendar of Events**

Once research on project feasibility has been completed, the entire group meets to establish priorities. These short-term goals, when placed on a calendar, become the organization’s activity plan for the year.

**Step 6 – Implementation of Short Term Goals**

Activity assignments are made, plans completed, and projects implemented. Periodic reports on progress are made to the group. If unexpected contingencies arise it may be necessary to go back to Steps 3 or 4 to re-evaluate the nature of the project and to make necessary adjustments.

**Step 7 – Semester Review**

At the end of the semester, the group should meet in a review session to discuss progress for the semester. Particular attention should be paid to individual project effectiveness as measured against the specific success criteria established in Step 4.

**Step 8 – Year End Evaluation**

At the end of the year (or at the change of officers) overall organizational performance should be evaluated and recommendations developed for the following year.

New officers and members will begin at Step 1.
USING UNIVERSITY FACILITIES AND SPACE RESERVATIONS

Registered student club/organizations are eligible to use rooms in academic buildings, the facilities of the University Union, and outdoor facilities at West Virginia State University. Organizations may utilize spaces for activities, meetings and programs. Request for a facility use should be submitted at least two weeks in advance of the date of activity. Popular facilities may need to be reserved as much as three months in advance. In order to reserve space, organizations must complete and Event Registration Form, prior to contacting the Building Coordinator (Appendix D) for each building. Student Life & Engagement must first certify an organization’s status and the educational purpose of its activity before space will be assigned. Complete the Event Registration and apply for space with Student Life & Engagement, then contact the Building Coordinator for the area.

The following department coordinate facilities and space reservations for their areas:

- Academic Affairs – Academic Buildings
- Athletics – Athletic Fields, Walker Convocation Center
- Outdoor Areas and Lawns – Physical Facilities
- Residence Halls – Residence Life Services
- University Union and University Union Patio Area – Student Life & Engagement

The University Union is the center of Yellow Jacket activity. The Union offers a variety of services for students and student organizations including campus bookstore, dining facilities, meeting rooms, and recreation facilities. All scheduling and room reservations for the University Union are done by Student Life & Engagement’s Program Coordinator of the University Union. Meeting rooms and space reservations may be scheduled for an entire semester. Permanent reservations are scheduled on a “first come, first serve basis” and are made available the Thursday before finals each semester for the following semester.

The use of most facilities on campus, except auditoriums and a few special meeting rooms, is free unless the organization charges admission to the event. When admission is charged, there may be a facility and custodial charge. Information on current fees and a complete listing of rules and regulations may be obtained in Student Life & Engagement.
CLUB & ORGANIZATION FUNDING

All registered student organizations are encouraged and expected to make every possible effort to become financially self-supporting.

Organizations may generate funds in several ways:

- Dues or fees charged to members
- Admission charged at events
- Fundraising activities
- The sale of organizational services
- Application to the Student Government Association for operating and/or program grants
- Application of an external grant not offered by the University (See Office of Sponsored Programs Grant Writing Requirements – Appendix H)

Dues or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the University’s non-discrimination policy.

Admission charged at events is an excellent way to cover event expenses. The method to be used in selling tickets, collecting money, and issuing receipts must be approved in advance by the Director of Student Life & Engagement. Approval should be obtained at least two weeks prior to the event and before tickets are printed or money is collected.

Fundraising

Fundraising may take a variety of forms. They are:

- Sales of goods or products are subject to the WVSU Vendor Contract and/or University Sales and Solicitation Policy
- Events designed to raise funds can be risky. It is recommended that groups discuss plans for such events with their advisor and/or the Director of Student Life & Engagement before planning an event.
- Direct solicitation of goods or services (including prizes, trophies, and food) by student organizations and the sale of advertising space in programs or booklets to other organizations and off-campus merchants is generally permitted. However, direct solicitation of cash contributions from any source other than current organizations member is not permitted without prior approval. Seek advice and approval for all solicitations from the Director of Student Life & Engagement.
- The sale of organizational services is an often-overlooked source of funds. If an organization has members with special talents, they may wish to sell these services to other organizations or constituents. For example, a public relations or advertising group might charge a fee or sale advertisements, graphic designs, event fliers, or logos.
PLANNING PROJECTS & ACTIVITIES

Careful planning is the key to sponsoring successful programs, projects and events on campus. Events may be academic, social, political, recreational, or for any other purpose consistent with the educational mission of WVSU. Student organizations are encouraged to be innovative and creative when selecting activities. There are prohibitions and restrictions on some types of events. Examples of the types of potential restrictions are, but are not limited to:

- Raffles and games of change may be held only by organizations that have a letter from the Internal Revenue Service designating them as a 501C eligible charity. All other gambling is prohibited on campus. Under special circumstances, student organizations may be able to sponsor raffles on behalf of an eligible charity. Contest and giveaways which do not involve the purchase of a “chance” ticket, token, or number or the expectation of a “donation” given for the chance are permitted on campus.
- Dangerous activities including car smashes, those involving “wild” and exotic animals, human pyramids, trampolines, explosives, firearms, or other dangerous weapons are not permitted on University property. Exceptions to this rule may be granted by the Student Life & Engagement and Enrollment Management and Student Affairs offices.
- Gender based auctions are not permitted on campus.
- Fundraising events are restricted and must be approved by Student Life & Engagement before they are implemented.
- Any activity that is inconsistent with the educational mission of the University or is in violation of University policies is not permitted.

Planning a major event should begin at least one semester in advance of the date of the event. Smaller programs or events usually take at least four weeks of planning and preparations. Planning is a multi-step process. Refer to the Twenty Planning Questions and Sample Budget to assist in thoroughly developing all phases of the project (Appendix F & G). Assistance in planning project may also be obtained from the organization’s advisor or Student Life & Engagement.

Several aspects of project planning require special attention or permission:

- Alcohol
- Budget
- Contracts
- Facilities
- Liability
- Publicity
- Tickets

When planning programs or events at which alcohol will be served, it is essential that student organizations strictly adhere to State liquor laws, and University guidelines on use.

WRITTEN CONTRACTS
The use of written contracts and agreements is an important, but often ignored business practice for student organizations.

Contracts should be utilized for:

- Speakers, entertainment, and movies;
- Purchase of goods and service;
- Exchanges of services for goods (e.g., advertising by organization in exchange for a prize to give away); and
- Purchases for resale (e.g., buying plants to sell during a campus plant sale)

A basic contract should include:

- Names of the parties involved;
- Place where the contract is made;
- A specific statement of what you agree to do and the date you agree to do it;
- A specific statement as to what the other party will do and when they will do it;
- An agreed upon exchange or consideration (usually the purchase price);
- A statement as to what will happen should either party fail to do what they have agreed upon;
- Signatures of both parties; and
- Date the contract is signed.

Contracts do not have to be notarized to be valid. Assistance in reviewing contacts that are asked to be signed by organizations may be obtained in the Office of Business and Finance, which is located in Ferrell Hall.

As previously stated, a variety of facilities are available for campus events. Specific information on facility use, fees, and availability may be obtained in Student Life & Engagement.

When planning an event, please keep in mind:

- Reservation of space in University facilities is in high demand. Plan and make reservations early.
- Direct facility costs and indirect costs (cleaning, security, etc.), must be budgeted as part of an event. The average cost for security or custodial services is $30 per hour, per employee required.
- Many facilities have user guidelines to which organizations must adhere to. Such guidelines may differ depending on the facility. Make sure that the organization is following the correct user guidelines.
- Damages to facilities will be assessed to the organization.

Student organization officers and members may incur civil and criminal liability for their acts or their participation in the acts of organization members that negligently or criminally injure others. Officers and members may, to some degree, protect themselves with the use of “waiver of liability” statements signed by activity participants. The Director of Student Life & Engagement will discuss liability issues and help identify legal resources when necessary.

BRANDING & PUBLICIZING
Publicizing a club or an organization's activities/events is one of the principle factors that contribute to a successful program. Student organizations are encouraged to be creative in devising public relations programs. Techniques include:

- Bulletin Boards
- Buttons
- Campus Website
- Emails
- Flyers
- Monthly Calendar
- Newsletter
- Posters
- T-Shirts
- Yellow Jacket
- Word of Mouth

Advertising and other promotional events should be tastefully conducted and consistent with the educational nature of the University. University operating policy requires that advertising not reflect unfavorably on the University.

No representation, either expressed or implied, may be made as to the promotion or endorsement by the University of the organization of the activity, program, or event being sponsored unless specific approval has been obtained through Student Life & Engagement and/or University Relations.

West Virginia State University official logos (Clock Tower or Presidential Seal) and images are not available or student organization use. The WVSU Spirit Mark is reserved for a student organization use. (Appendix E)

Student Life & Engagement staff will assist in developing advertisement and publicity campaigns that are consistent with University policy, and in identifying creative publicity alternatives that will fit the budget.

As a financial accounting mechanism, it is advisable to use numbered tickets anytime admission is charged for an event. Tickets are necessary for an event involving advance admission sales. Student organizations must have the prototype of the ticket they intend to use for an event approved in advance of actual printing by the Director of Student Life & Engagement.
RECORD KEEPING & CONSTITUTIONS

Record keeping is an important component of student organization management. The following information will assist each organization in keeping effective records including meetings, financial records, and project reports.

MINUTES

The official actions of an organization are recorded in its minutes. Minutes should be kept at each regular business meeting and important committee meetings. Minutes generally include the following:

- The place, date, and time of the meeting
- The nature of the meeting
- Members absent and present
- Non-member guests present
- Topics discussed, motions, actions, and decisions made
- Items for the next agenda
- Announcements made

PROJECT REPORTS

Reports on projects and other important events are valuable resources for future event planners. A comprehensive project report should contain the following:

- The answers to the 20 Planning Questions
- An outline of the event as implemented
- The statement of actual income and expense
- Samples of all advertising
- Copies of all contacts and other documents
- An evaluation of each program component
- Recommendations for future planners of the event or similar program

All new treasurers of registered student organizations should have training in bookkeeping and accounting. As a general rule the organization should keep the following financial records:

- Checkbook and check stubs
- A consolidated receipt/disbursement book
- Paid bills or invoices for all purchases
- Copies of receipts issued for all cash received

The organization may wish to retain other important documents, reports, receipts, or photographs. The University Archivist is interested in retaining student organization records for purposes. Before destroying any organizational records, contact the Archivist at the WVSU Drain Jordan Library.

CONSTITUTION

The constitution of an organization contains the fundamental principles which govern its operation. The by-laws establish the rules of governance by which the group is to function.
The constitution should be simple but comprehensive with most of the details of the procedural rules set forth in the by-laws. Provision should be made for easy amendment of the by-laws since rules of procedure should be made capable of adaptation by changing conditions.

A sample constitution and by-laws can be found online. The following is a suggested outline for information to be included in a constitution and by-laws:

- **Constitution**
  
  - Article I – The name of the organization
  - Article II - Affiliation with other groups
  - Article III - Purpose of the organization
  - Article IV - Membership eligibility
  - Article V - Officers (title, term of office, how and when elected)
  - Article VI - Advisor (term of service, selection)
  - Article VII - Meetings (frequency, special meetings and who calls meetings)
  - Article VIII - Referendum and Recall
  - Article IX - Amendment (means of proposal, notice, voting requirements)

- **By-Laws**
  
  - A. Membership (selection requirements, resignations, replacement, dropping members)
  - B. Dues (amount and collection procedures, special fees, when payable)
  - C. Duties of officers (power, responsibilities, rules for election, procedures for filing unexpired terms, removal from office)
  - D. Duties of an advisor
  - E. Executive Board (composition and powers)
  - F. Committees (standing, special, how formed, chairmen, meetings, function)
  - G. Order of business
  - H. Parliamentary authority
  - I. Amendment (means of proposal, notice required, voting requirements)
REGISTRATION & MEMBER INTAKE

All student organizations recognized by West Virginia State University are coordinated by Student Life & Engagement. All organizations must declare to be either Class A – Non-pledging or Class B – Pledging and clarify their status as one of the following:

- Academic/Honorary
- Greek Letter
- Civic/Social Service
- 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 interest or 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.

STATUS

To retain active status, each organization must complete five objectives each year, one of which must be based in community service, these objectives are to be turned into Student Life & Engagement.

- Academic and Honorary Organizations – Any organization that has a specific purpose of honoring or promoting further interest in the academic areas. Those in this grouping are usually non-pledging organizations.
- Greek Letter Organizations – Any organization that bears in total the Greek letters as its official name. These organizations usually have the goal of campus and community service in social and civic areas. Those in this grouping are usually pledging organizations.
- Civic and Social Service Organizations – Any organization 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 and must declare either pledging or non-pledging.
- 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 University.

Campus organizations are required to register each academic year. Continuing student organizations must register within 30 days of the beginning of the Fall semester. Registration becomes effective upon written notification to the group from the Director of Student Life & Engagement and is valid for the entire academic year which includes summer sessions. Organizations are also required to submit an updated Cumulative GPA Form listing all officers and members within 30 days of the beginning of the Spring semester.
For campus organizations to revive active status, the following requirements must be achieved:

1. Have a constitution on file in Student Life & Engagement;
2. Have one advisor employed full time at West Virginia State University;
3. Have three members with a GPA of 2.0 (President, Secretary and Treasurer);
4. Must request active status by completing the following forms:
   a. Student Organization Recognition Request Form *(Available Online)*
   b. Request for Accumulative Average
5. Have a representative(s) attend all required meetings and leadership workshops sponsored by Student Life & Engagement and/or Student Government Association.

**INACTIVE STATUS**

An organization is inactive if their membership falls below three members. Greek organizations graduate chapters can request permission from the Director of Student Life & Engagement to pledge 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.

**PLEDGING**

Organizations must comply with the following rules and regulations covering pledging:

1. Pledging Qualifications
   a. Full-time enrollment at WVSU during the semester of pledging.
   b. A cumulative GPA of 2.3.
   c. Must have experienced one grading period of college work earning at least 12 semester hours.
   d. Open to any student regardless of race, color, sex, ethnic origin, or religious affiliation.
2. Pledging period
   a. Pledging is limited to not more than four weeks.
   b. The pledge period shall start no earlier than the first Saturday following the first ten days of the semester.
   c. The pledging period shall end no later than the Saturday before mid-term date.
   d. Only active undergraduates are permitted to participate in pledging activities.
   e. During the pledging period, organizations or individuals shall not require pledges to miss class, be late to class, or to carry out activities during a pledge’s class schedule day.
   f. There is to be no ‘hazing” during the pledge period.
3. Request for Accumulative Average for Pledges
   a. The Registrar must certify each person’s GPA before pledging activities start.
   b. Each organization must submit a copy of the “Request for Accumulative Average” form properly completed. Each individual must sign and put their WVSU ID number on the form. The Registrar will not process the form unless both items are on the form.
   c. “Request for Accumulative Average” forms must be turned into the Director of Student Life & Engagement.
OFF CAMPUS PLEDGING

An individual that pledges an off-campus organization shall not be allowed active membership status with the campus affiliation chapter for a period of one year. The one year period shall begin with the date of initiation. Off campus members are prohibited from participation in any official capacity with the campus organization. Documentation of off campus initiation shall be provided to the Director of Student Life & Engagement.
Advisor Roles & Responsibilities

Advisors play a crucial role in the effective and efficient functioning of student organizations. The responsibilities of student organization advisors are:

1. to maintain contact with the organization to be familiar with its programs and personnel;
2. to advise the organization as to its program and personnel, having in mind not only the objective of the group but also; the purposes of the university, one of which is to foster a spirit of free inquiry in a setting which provides for open-minded, objective, and critical evaluation of the ideas expressed;
3. advisors are encouraged to be present for events that take place outside of the university’s normal business hours or occur off-campus;
4. advisor(s) are encouraged to attend all organization meetings, however they are required to be present at the initial meeting and end of year wrap-up meeting (to be held at the end of the Spring semester);
5. request that executive officers/members submit periodic reports of past meetings, projects, and activities. The advisor should keep those materials to present to newly elected officers each year;
6. to assist the group in selecting projects such as: fundraisers, community service projects, social and organizational philanthropies;
7. to aid in the motivation of the group;
8. to review with the entire organization, the University’s policies, rules and regulations pertaining to student organizations;
9. to keep students aware of the University’s Code of Conduct and Code of Ethics; and
10. to exercise authority when damaging or embarrassing situations arise, to not only the organizational members, but to the university community as well.

The characteristics of a good advisor are:

1. that he/she serves 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. serves as the communicative link between past and newly elected officers
3. serves as a buffer between potential resource persons and the organization
4. one that keeps and protects the interest of all students regardless of race, sex, creed, sexual orientation or religion.

The Director of Campus Life is authorized to remove a student organization advisor for failure to fulfill these responsibilities.

To develop and maintain a quality advising relationship, it is recommended that advisors limit advising responsibilities to two groups. On this issue, West Virginia State University’s rule is that no person may advise or co-advice more than six registered student organizations, A request for a waiver of this provision may be made to the Director of Campus Life.
In carrying out these responsibilities, advisors perform a variety of roles within the student organizations at West Virginia State University. An advisor may serve as:

- **Official University Representatives** (including interpreting policy and rules and acting as a liaison with Student Life & Engagement)
- **Organizational Consultant** (including advising on group structure, program and project planning, financial matters, record keeping, public relations, and problem solving)
- **Leadership Trainer** (including teaching leadership skills and strategies, effective meeting management, group communications, and motivation)
- **Counselor** (including advising on personal communication effectiveness, critical thinking skills, time and stress management, and personal problem solving)
- **Advocate/Supporter** (including development of both internal and external support systems)
- **Resource** (including information and referral on academic and personal counseling, organizational problem solving, and opportunities for leadership training and recognition)

Depending upon personal style and expertise, advisors will prefer varying levels of involvement with the organization. An extreme laissez-faire approach will not satisfy the requirements established for advisors by the University. On the other hand, a style that immerses the advisor in the control of actual decision making in the organization compromises the basic learning processes for students which are inherent in the management of student organizations. Student Life & Engagement therefore recommends that the student organization advisor and officers negotiate a role and advising style that allow:

1. the advisor to be regularly informed on the organization’s structure, policies, and activities;
2. the officers and members to manage day-to-day activities of the organization;
3. the advisor to have formal input into goal setting and major organizational decisions;
4. the officers and members to exercise final authority on decisions and assume responsibility for the outcome of all activities;
5. the advisor to have opportunities for assisting officers and members in the development of leadership skills; and
6. the officers and advisor to regularly evaluate the management processes occurring within the organization.

Advisors (and organization officers) occasionally express concern about personal liability for organization related activities. There are few hard and fast rules concerning liabilities; the following may be helpful as general guidelines:

- Organization advisors, officers, and members are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.
- Organization officers, members and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All persons involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol/drugs and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
Advisors who are University employees may be provided some degree of protection by the State from civil liability for claims arising out of the performance of their duties. The immunity and indemnification provision of the State statutes are subject to several restrictions and limitations. Additional information on liability and on low cost educator’s liability insurance program may be obtained from Enrollment Management & Student Affairs.

There are numerous resources on campus to assist advisors in effectively working with student organizations. These include persons knowledgeable about University rules and policies, student leadership. Financial management, project planning, conflict resolution, problem solving, and personal counseling. The Director of Campus Life can assist in identifying appropriate resources.
ADVISOR & ORGANIZATION RELATIONSHIP

In order for advisors to effectively fulfill their responsibilities as established by the University and for organization officers to maximize the valuable role that advisors play, a working agreement must be reached between the advisor and officers. The general parameters of this agreement were suggested in the preceding paragraph. As soon as possible after the election of new organizational officers, the advisor should meet with them to discuss the advisor-organization relationship. The following is suggested as one means of negotiating the advisor organization relationship:

Step 1 – General Discussion

1. the organization’s purpose, goals, and objectives (these should be put in writing);
2. University expectations concerning students establishing priorities that emphasize the maintenance of high academic standards while being involved in organizations;
3. university rules and policies, particularly with respect to open membership, hazing, sexual harassment non-discrimination, alcohol, and financial accountability;
4. officer expectations of their advisor;
5. the advisor’s experience with student organizations and advisor style and expectations; and
6. leadership strengths and weaknesses of the officers and ways the advisor may enhance and strengthen these skills.

Step 2 – Negotiation Skills

1. when and how the advisor will review the goals, initial project plans, and annual budget;
2. how officers will be kept informed of university policies and how the advisor will be kept informed of the organizations activities (alternatives include advisor attendance at meetings, periodic scheduled meetings between advisors and officers, and written officer reports);
3. the role of the advisor in planning, implementation, and evaluation of specific projects;
4. how the advisor may assist officers in developing leadership skills;
5. the process for handling officer and advisor concerns; and
6. the mechanism for advisor evaluation of organization effectiveness.

Step 3 – Organizational Meetings

Even if the advisor will not be attending organization meetings on a regular basis, the advisor is required to attend the group’s first meeting so that the advisor has an opportunity to meet the members and discuss his or her role.

Step 4 – Carry Out Negotiated Roles

The advisor and officers share responsibility for ensuring that the arrangements negotiated in Step 2 are carried out. Renegotiation may be necessary as the year progresses.

Step 5 – Year End Wrap-Up

Shortly before the election of new officers, the advisor and current officers should need to discuss:

1. group progress during the year;
2. the effectiveness of the negotiated relationship;
3. advisor recommendations for the officers’ future involvement; and
4. officer recommendations for the advisor’s future advising activities.
WVSU Student Organization Policies,
Procedures and Guidelines
UNIVERSITY POLICIES, PROCEDURES & GUIDELINES

ORGANIZATION RULES

The following rules, policies and guidelines of West Virginia State University regulate student organization activities. This listing is not meant to be exhaustive; further information on rules, policies, and guidelines may be obtained from Student Life & Engagement.

Consumption or Possession of Alcoholic Beverages is subject to a variety of State laws and University policies. Student organizations must strictly adhere to these rules; failure to do so can result in loss of registered organization status and, potentially, in criminal and/or civil liability for officers and members. A summary of important State liquor laws and University alcohol policies is listed below:

- No person under the legal drinking age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink.
- No beer shall be sold to any person under the legal drinking age.
- No sales shall be made to an intoxicated person.
- The seller shall not permit the purchaser to remove beer or intoxicating liquor sold for consumption on the premises from the premises.
- No person under the legal drinking age shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining intoxicating liquor or beer.
- No person shall have in his possession of an open container of beer or intoxicating liquor in any public place. This does not apply to beer or intoxicating liquor which has been lawfully purchased for consumption on the premises where bought from a holder of a permit.
- No person shall consume any beer or intoxicating liquor in a motor vehicle.

At public events where beer is served, the special beer ID’s and/or driver’s license should be checked, hands stamped, and beer law signs posted.

As a general guide, Enrollment Management & Student Affair offers the following recommendations for planning off-campus events that involve alcoholic beverages:

1. **Anyone sponsoring an event at which alcohol will be served must abide by the State laws and rules set out above.**
2. **There should be a purpose for a gathering other than the availability of alcohol.** Drinking should not be the primary focus of any activity. It is important to show respect for the rights of non-drinkers in planning activities.
3. **Alcohol should not be served to persons who are intoxicated.** Intoxication is seen as “temporary loss of control over physical and mental powers caused by excessive alcohol intake”. Examples of symptoms can include problems in coordination, speech, hearing, and vision. Emotion and mood become unpredictable. Memory, problem-solving and judgement become poor. A person exhibiting such behaviors may be reaching high levels of blood alcohol content. A party organizer or server who continues to provide alcohol to such a person is endangering the individual’s health, and may be legally liable for that person’s actions.
4. **Advertising should focus on the purpose or them of the event, and not the availability or use of alcohol.** The amount of alcohol to be served should not be specified in advertisements. Examples of inappropriate advertising are: “Drink or Drown”, “Beer Blast”, or “All You Can Drink”.

5. **Food and non-alcoholic beverages should be available at social events where alcoholic beverages are served.** It is suggested that at least one-third of total refreshment budget should be spent on food and non-alcoholic beverages, and that no more than two-thirds of the total refreshment budget be spent on alcoholic beverages. It is also recommended that food served should not be limited to salty foods (e.g., popcorn, chips, pretzels) which increase thirst.

   This guideline is based on the fact that about one-third of the adult population does not drink alcoholic beverages and should provide an alternative to drinking alcoholic beverages. Also, when food is eaten while consuming alcoholic beverages, the food acts to slow down the absorption of alcohol into the bloodstream.

6. **Quantity of alcohol purchased for an event (4 hours of serving) should not exceed the following:** one keg (16 ½ gallons) of beer per 40 persons or 5 gallons of wine per 40 persons or 5 liters of liquor per 40 persons. The above guidelines are based on the fact that one class of beer (12 oz.), one glass of wine (4 oz.), and one shot of 86 proof liquor are similar in their alcohol content and thus can be compared as they provide the same effect on an individual’s Blood Alcohol Content (BAC). Blood Alcohol Content is used by the State of West Virginia to legally define levels of intoxication. 0.10 BAC is the percentage that is conserved illegal. However, .05 and above BAC is the percentage that is considered to be an unsafe level. A relatively safe BAC level is maintained by drinking about one drink per hour. The alcohol purchasing recommendations stated above are based on this standard.

7. **Funds collected through the organization’s voluntary dues, donations, or fundraising may be used for the purchase of alcoholic beverages.** State funds including student fees and funds allocated from an SGA monetary award may not be used to purchase alcoholic beverages.

8. **Group that sponsor events where alcohol is served should also sponsor events where alcohol is not served.** This guideline is intended to promote creative programming and to encourage activities that do not include the consumption of alcoholic beverages. This recognizes that some individuals prefer an alcohol-free environment and that the purpose of certain programs may be thwarted by alcohol consumption.

9. **Alcohol education information should be posted and/or available at events where alcohol will be served.** This can be done via posters, brochures, statements on cups or napkins, etc., this guideline is based on the importance of educating individuals about the implications that alcohol consumption has for personal health and safety, and also, of related legal issues.

10. **Officers of organizations that sponsor events at which alcohol is available should annually attend at least one educational program on alcohol use before any events are scheduled.** It is important that sponsoring organizations assume responsibility for the training of servers, so that servers will be well-informed of the legal liabilities, sources for referral, and recommend supportive action for those with alcohol-related problems. Some University offices (including Student Life & Engagement, Counseling and Accessibility Services), as well as several community organizations, currently sponsor or can assist with such programs.
Amplified Sound Systems either moving or stationary, in connection with a planned event, may be used on campus on in such a manner as will not disturb the normal functioning of the University. Regulations for the use of amplified sound systems are as follows:

1. Amplified sound systems may be used on the upper part of the Student Plaza on Fridays from 4 p.m. until 12 midnight, Saturdays from 12 noon until 12 midnight and Sundays from 12 noon until 10 p.m. Amplified sound systems may not be used any time in these locations Monday through Thursday without the prior approval from the Director of Student Life & Engagement.

2. Amplified sound systems may be used in other areas including, but not limited to, the residence hall areas and grounds adjacent to the University Union upon the approval of the Director of Student Life & Engagement. The time restrictions for the Student Plaza also apply to other locations.

3. The use of amplified sound systems is restricted to registered University organizations. The use of amplified sound systems shall be recorded in advance with Student Life & Engagement. Petitions for exceptions to the above regulations should be submitted to the Director of Student Life & Engagement.

4. Each University organization using a University owned sound system may be charged a service charge and will pay for damages to or loss of equipment.

No person, being the owner or keeper, or harboring or having charge of any dog or other animal shall permit the same upon the grounds of the University unless it be under the personal contact of its owner or keeper by a leash not more than 6 ft. in length. Nor shall such a person, being the owner or keeper or harboring or having charge of any dog or other animal permit the same in any University building or housing, except for seeing eye dogs when accompanying their masters and except for animals brought by their owner or keeper for use for approved research purposes or for observation or care by science department personnel.

1. Any dog or other animal found upon the grounds of the University or in any University building, except as permitted pursuant to the provisions stated above, may be taken into custody by University authorities. University authorities shall as soon as practical after assuming custody thereof, turn the dog or other animal over to appropriate county or municipal authorities for delivery to the custody of the humane society. Release from custody should be sought pursuant to the society's rules.

2. The owner or keeper of any dog or other animal taken into custody by University officials pursuant to this rule shall pay to the University, upon presentation of a bill therefore, $25 to reimburse the University for costs incurred impounding the dog or other animal and turning it over to the control and custody of county or municipal authorities.

3. The use of an animal, domesticated or wild, for a student organization’s event is generally not permitted. However, special exceptions may be made provided that the group has made the necessary arrangements to ensure the safety of all involved (the animal itself, the organization’s members, and the general public). Approval of this activity is made through Student Life & Engagement.
Unless used in connection with an event like Homecoming, banners are generally not permitted to be hung from buildings or between trees, posts, gateways, or other structures on campus. Complete information may be obtained from Student Life & Engagement.

PROHIBITED STUDENT CONDUCT

I. Type One Behavior
A student who has been found in violation of any provisions of this section and in the opinion of the appropriate authority does not merit a more severe sanction may receive an official oral or written warning or reprimand. A repetition of or any further violation may result in a more severe sanction(s). A copy of any warning letter or letter of reprimand will be kept in the Office of Student Affairs and remains active for the specified time stated in the letter.

II. Type Two Behavior
The following behavior may result in a maximum sanction of conduct probation, or any lesser sanction authorized by this code.

A. Alcoholic Beverages. (Alcoholic liquor, wine, or non-intoxicating beer.) The legal age in West Virginia for purchasing alcoholic liquor, wine or beer is 21. An individual who is less than 21 years of age cannot purchase alcoholic liquor, wine, or beer. Any student who is disruptive while under the influence of alcoholic beverages is considered in violation of Institutional regulations. Possession or use of alcoholic beverages on state property is prohibited.

B. Placing Banners, Posters, and Stickers on Institution Property without Proper Authorization.

C. Bringing Dogs or Other Pets onto the Campus. For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in Institution buildings or on Institution property.

D. Gambling. Gambling by organizations or individuals is prohibited.
E. **Solicitation.** The term “solicitation” is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on Institution property except by contract with the West Virginia Higher Education Policy Commission, or as a regular process that is necessary to support an administrative or academic service of West Virginia State University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia State University will audit all solicitation activities.

F. **Smoking (Tobacco).** For health and safety reasons, state law prohibits smoking in certain Institution owned buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in all Institution facilities. Smoking is permitted outdoors farther than twenty (20) feet from all entrances and exits to buildings.

G. **Failure to Appear on Official Request before a Duly Constituted Judicial Body.**

H. **Public Use of Abusive or Obscene Language.**

I. **Disrespect toward an Institution Faculty or Staff Member or Administrator.** Treats a faculty, staff, or administrator with contempt or is disrespectful in language or deportment.

J. **Disturbing the Peace.** Disruption of peace on campus by fighting, disorderly conduct, etc. Includes violation of Institutional policies concerning demonstrations and use of sound amplifying equipment.

K. **Failure to Maintain a Current Address with the College.**

III. **Type Three Behavior**

The following behavior may result in a maximum sanction of **suspension** from the Institution for a period not to exceed one year or any lesser sanction authorized by the Code.

A. **Misuse of Institution Documents.** Forging, transferring, altering or otherwise misusing any student identification card or registration form or any other official student or Institution document.

B. **Misuse of Institution Telephones.** Placing long-distance telephone calls by using fictitious and unauthorized billing numbers, and/or obtaining unauthorized access of telephone for long-distance calls.
C. **Negligent Destruction of Institutional or Personal Property.** Failure to exercise care, thereby damaging, defacing, or destroying Institutional property or property of any person while on Institution premises or Institution related premises.

D. **Negligent Infliction or Threat of Bodily Harm, including but not limited to:**

1. Failure to exercise care, thereby causing bodily harm to any person while on Institution property or related Institution premises;

2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on Institution property or related Institution premises.

E. **Misbehavior at Sporting Events, Concerts, & Social/Cultural Events, including but not limited to:**

1. Bringing onto the field, court, stage, or other venue any banners, flags, bottles, cans, or thermos jugs;

2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.

F. **Use or Illegal Drugs.** Possession or use of any drug that is illegal by municipal, state, or federal law.

G. **Unauthorized Use of Institutional Keys.** Causing the unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room property, or facility owned or controlled by the Institution.

H. **Bad Checks.** The passing of worthless check(s) or failure to redeem promptly a worthless check.

I. **Violations of Housing Contract General Conditions.** Otherwise covered in this Code, all general conditions of the housing contract.

J. **Violation of Residence Life or Dining Service Regulations.** Except as may be superseded by regulations previously set forth in this Code, this includes any and all rules, regulations, and policies established for student use of residence hall and dining service facilities.
K. **Drunken or Reckless Driving.** Operation of any vehicle on the campus while drunk, high on illegal drugs, or in a reckless or wanton manner.

L. **Under the Influence of Alcohol or Illegal Drugs in Class or on a Campus Job.** Found to be under the influence of alcohol or illegal drugs in class or on a campus job.

M. **Unauthorized Possession of Institutional Property.**

N. **Perjury.** In a hearing, willfully and knowingly giving any false testimony material to the issue of matter of inquiry.

IV. **Type Four Behavior**
The following behavior is considered of the utmost gravity by the Institution and may result in a maximum sanction of **expulsion** from the Institution or any other sanction authorized by this code. Expulsion is the cessation of all educational services.

A. **Dishonesty** including, but not limited to:

1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of Institutional or organizational funds.

2. False statements in an Institution disciplinary hearing or to Institution officials conducting investigations.

B. **Disruptive Conduct.** Disruptive picketing, protesting, or demonstrating on Institution owned or controlled property or at any place in use for an Institution sponsored or supervised function. Such disruptive activity includes but is not limited to:

1. Unauthorized occupancy of Institution facilities or buildings;

2. Interference with the rights of students, faculty, staff, and/or administration to gain access to any Institution facility for the purpose of attending classes, going to work, participating in interviews and conferences, or any other authorized purpose;

3. Interference with the orderly operations of the Institution by destruction of property, breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance;

4. Deliberate interference with Institution pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on Institution owned or controlled property or at Institution sponsored or supervised functions;

6. Failure to comply with the directions of Institution officials, police, and other law enforcement officers acting in the performance of their duties.

C. **Weapons and/or Explosive Devices.** A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The only exception to this rule is in an academic program where these activities are part of completion of the degree program and/or course requirements. In these cases, the student must be under the direct supervision of the course instructor who must be present at the time the student engages in these activities. If the instructor is not present, then the student may not engage in these activities. The terms “weapons,” “tools,” or “instruments” shall include by way of illustration, but are not limited to, the following items:

1. any loaded or unloaded firearm (pistol, blank pistol, signal pistol, revolver, rifle, shotgun, stun guns, pellet guns, BB guns, bows and arrows, etc.)

2. any knife (Bowie, Dirk, lock blade, hunting, pen, pocket, X-Acto knives, dissection tools, switchblade, utility, etc.)

3. any martial arts device (Chinese Star, nunchaku, dart, etc.)

4. any razor (straight, regular, retractable, etc.)

5. any defensive device (gas repellent, mace, stun guns, chemical sprays, chemical acids, etc.)

6. any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to:
   a) blackjack
   b) chains
   c) clubs
   d) metal, brass, or any artificial knuckles
   e) nightstick
   f) rings
   g) pipe
   h) studded or pointed bracelets
   i) ax handles
   j) etc.
7. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to:

a) bullets
b) ammunition of any type
c) fireworks of any type and size
d) smoke or stink bomb
e) any type of homemade bomb
f) or item which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, explosive devices, detonators, etc.)
g) chemical acids

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on Institution property, or in any vehicle a student brings on Institution property being used by the Institution, at any Institution function or activity, or any Institution event held away from the Institution.

The responsible administrator shall prosecute any violation of this policy that may constitute a violation of state and/or federal criminal statutes in the form of a juvenile petition of a criminal complaint.

The use, possession, or transmittal on Institution property or at any Institution function or activity of non-facsimile water pistols or matches is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student to suspension.

D. **Infliction or Threat of Bodily Harm.** Assault, battery, abuse of or threat to any person, or conduct that threatens or endangers the health, safety, or well-being of other persons on Institution owned or controlled property or at an Institution sponsored or supervised function.

E. **Theft or Unauthorized Possession of Property.** Theft, commandeering, or misuse of or to Institution owned or controlled property or to a member of the West Virginia State University community or any person on Institution owned or controlled property. Unauthorized possession of keys to Institution owned or controlled property.
F. **Destruction of Institution Property.** Malicious destruction, misuse of, or damage to Institution owned or controlled property or to a member of the West Virginia State University community or any person on Institution owned or controlled property.

G. **Unauthorized use of Emergency or Safety Equipment.** Tampering with or unnecessary use of Institution fire alarm systems and firefighting equipment, and or any other Institution equipment of an emergency or safety nature.

H. **False Reporting of Emergency.** False reporting of a fire or that a bomb or other explosive has been placed in any Institution building or on Institution owned or controlled property.

I. **Distribution or Sale of Illegal Drugs.** The distribution or sale of any drug which is illegal by municipal, state, or federal law on the campus or in West Virginia State University owned or controlled property.

J. **Hazing.** Any action 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 (6) hours of continuous sleep; physical or psychological shocks; inappropriate suggestions, 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 people hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and 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 that would degrade or otherwise compromise the dignity of the individual, including forced uses and abuse of alcohol and drugs.

K. **Trespassing.** Knowingly entering in, upon, or under a structure, conveyance, or vehicle owned or controlled by West Virginia State University without having been authorized, licensed, or invited and is requested to depart by the owner, tenant, agent, or official of West Virginia State University but refuses to do so.

L. **Misuse of the Institution Computer Network and/or Computer System.**

1. Disruption or interference with the normal use of computers, computer related equipment, data, or programs of individuals, the network, or the Institution;

2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
3. Attempts to breach security in any manner;

4. Use of a computer account for other than the purpose for which assigned;

5. **Illegal Download & Distribution.** Includes any unauthorized distribution and/or downloading of copyrighted materials through the use of University or personal computers on the institutional network.

M. **Unlawful Discrimination.** Discrimination based on race, sexual orientation, color, religion, national origin, political affiliation, handicap, or age.

N. **Conspiracy.** Any student subject to this code who conspires with any other person to commit an offense under this code, if one or more of the conspirators does an act to affect the object of the conspiracy.

O. **Rape.** Commits an act of sexual intercourse or sexual intrusion without the other person’s consent or engages in sexual intercourse or intrusion with another person who would be outside the statutory age of consent for this person’s age group.

P. **Nonconsensual Sexual Intercourse and Contact.** Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion*. 

Nonconsensual sexual intercourse means any act between persons involving penetration, however slight, of the female sex organ by the male sex organ or involving contact between the sex organs of one person and the mouth or anus of another person.

Nonconsensual sexual contact means any intentional touching, either directly or through clothing, of the breasts, buttocks, anus or any part of the sex organs of another person, or intentional touching of any part of another person’s body by the actor’s sex organs, and the touching is done for the purpose of gratifying the sexual desire of either party.

Nonconsensual sexual intrusion means any act between persons involving penetration, however slight, of the female sex organ or of the anus of any person by an object for the purpose of degrading or humiliating the person so penetrated or for gratifying the sexual desire of either party.

Q. **Sexual Harassment** Gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

1. **Hostile environment** sexual harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and
patently/objectively offensive that alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

2. **Quid pro quo sexual harassment** exists when there are: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and Submission to or rejection of such conduct results in adverse educational or employment action

3. **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

R. **Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Prostituting another student;

2. Non-Consensual video- or audio-taping of sexual activity;

3. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);

4. Engaging in peeping or voyeuristic behaviors;

5. Knowingly transmitting a sexually transmitted disease (STD) or HIV to another student.

S. **Stalking and Harassment.** WVSU is determined to provide a campus environment free of violence for all members of the campus community. For this reason, WVSU does not tolerate stalking or harassment, and will sanction those found guilty to the fullest extent possible. WVSU is also committed to supporting victims of stalking or harassment through the appropriate provision of safety and support services. This policy applies to all students, employees, faculty and staff of WVSU.

**What Behaviors Constitute the Crimes of Stalking and Harassment?**

Stalking, per West Virginia law, is clearly identifiable as repeatedly following another person. But, unlike other crimes such as speeding and murder, there is no "master list" of behaviors that constitute harassment. Harassment, using the West Virginia definition
of "willful conduct," could include numerous behaviors. The following is a list of behaviors that could potentially be considered stalking or harassment (Stalking Resource Center; WV Foundation for Rape Information Services); however, note that the list is not all-inclusive:

- Surveillance or watching the victim (sitting in a car in front of the victim's house, going through the victim's trash, contacting the victim's family and friends, etc.);
- Pursuing/following the victim;
- Unexpected appearances where the victim works, lives, goes to school or visits;
- Approaching or confronting the victim, perhaps even in violation of a protective order;
- Telephone harassment, which might include playing disturbing music, hang-ups or threats;
- Sending/giving unwanted gifts, letters or e-mails to the victim;
- Monitoring of telephone calls or computer use;
- Use or misuse of technology to stalk and harass (see below);
- Spreading rumors or otherwise defaming the victim's character;
- Vandalism or other destruction of property;
- Threat to the victim and/or her/his family, friends and pets;
- Physical attacks; and
- Sexual assault.

Except for vandalism, threats and physical and sexual violence, each of the above behaviors could be considered annoying and/or disturbing, but hardly criminal. It is the cumulative pattern of behaviors that forms the "course of conduct" that can cause the targeted individual to be afraid and distressed. For example, a single e-mail or bouquet of flowers may not be frightening, but 150 e-mails, bouquets of dead flowers and late night threatening calls become something that cannot and should not be ignored.

Every situation is different. Because many of the behaviors may be viewed as innocent or even romantic, stalking and harassment can be difficult to prove, much less prosecute.

T. Cyberstalking and Cyber Harassment. WVSU addresses cyberstalking and cyberbullying as forms of harassment and/or discrimination. It is important that students report being harassed so investigations can occur, talk about options and students’ rights, as well as be provided with on or off campus resources as needed.

Use of Technology to Stalk
Technology has provided stalkers with additional tools and added new dimensions to the impact on victims. This use/misuse of technology by stalkers is sometimes referred to as "cyberstalking." For example:

- Stalkers can use hidden cameras to watch their victims or global positioning systems (GPS) to track victims (Stalking Resource Center);
• "Spy phone" software programs and devices that utilize GPS allow stalkers to monitor victims' cell phone conversations and text messages;
• Software is available that enables stalkers to remotely access victims' computers and know their every keystroke or each website they visited;
• Stalkers can post comments and pictures about victims on message boards or social networking sites;
• Stalkers can fill victims' email with spam or send a virus or other damaging programs to victims' computers; and
• Stalkers can easily and legally obtain public information about victims through online searches, such as phone and address listings, court records, property records, subscriptions, etc. (Stalking Resource Center). That information might later be used to gain access to victims' homes, pets, families and/or friends.

**Stalking and harassment** are crimes in West Virginia and are subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action through the WVSU Office of Judicial Affairs. This can include expulsion from WVSU and/or criminal prosecution simultaneously.

**Reporting Stalking or Harassment**
WVSU encourages reporting of all incidents of stalking or harassment to law enforcement authorities, and respects that whether or not to report to the police is a decision that the victim needs to make. Advocates at your local rape crisis center are available at **REACH Rape Crisis Center at 304-340-3676**. Additionally, **Counseling and Psychological Support Services** can provide assistance if you are being stalked or harassed at **304-766-3168** or the **Office of Campus Police at 304-766-3353**. These resources can also inform you of your legal options.

**Reducing Your Risk**
Although no prevention strategy is 100% effective, following basic safety measures can help reduce your risk of being a victim of cyberstalking or cyber harassment. **Individuals who consent to sex must be able to understand what they are doing. “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”**

**U. Repetition of Misconduct**
If a student is found in violation of an offense that occurred during the specified term of a previous disciplinary action sanction, the student will be subject to the maximum sanction of “expulsion” or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found in violation of conduct proscribed in the code, that student may be subject to the next higher sanction authorized in the Code.
V. **Restitution**
Restitution may be ordered by the appropriate official or West Virginia State University hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia State University for damage to, destruction of, or misappropriation of property.

VI. **Failure to Observe Sanction**
Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

VII. **General Conduct Provision**
All disorders and neglects to the prejudice of good order and discipline at the Institution, all conduct of a nature to bring discredit upon the Institution, and crimes and offenses not covered above which a student is found guilty.
Appendix A
SANCTIONS

The purpose of a sanction, in addition to protecting others, is primarily to educate and individual by increasing his/her awareness of the consequences of conduct violations and the importance of responsibility to the Institution’s community for one’s actions. This will ordinarily be the guiding force behind imposition of sanctions. In some instances, the community’s need to function properly outweighs the Institution’s ability to educate an individual. In such a case, for the benefit of both the student and the community, suspension or expulsion from the Institution may result. For additional information regarding specific sanctions refer to the Student Handbook.
Appendix B

POLICY ON HAZING

According to the State of West Virginia, the National Interfraternity Council, the National Pan-Hellenic Council, and all other national organizations represented on our campus, hazing is not permitted and has not place in our student organizations. All acts of hazing by any organization member or alumni are forbidden.

Hazing is defined as, “Any action 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 (6) hours of continuous sleep; physical or psychological shocks; inappropriate suggestions, 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 people hearing bodies; engaging in public stunts buffoonery; morally degrading, or humiliating games and 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 compromise the dignity of the individual, including forced use and abuse of alcohol and other drugs”

Anti-Hazing Law
(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, be amended by adding thereto a new article, designated article sixteen, to read as follows:

ARTICLE 16. ANTI_HAZING LAW>

18-16-1. Short title.
This article shall be known and may be cited as the “Anti-hazing 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 included, 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 other 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 contract, forced conduct which could result in extreme embarrassment, or any other force 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) “Institutions 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 cause 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 hazing code, the person committing such an act may be found guilty of a felony and he subject to penalties provided for such a felony.

PROCEDURES
All complaints and/or request for definition of hazing are to be filed with the Director of Student Life & Engagement. All cases decided by the Director are appealed to the Vice-president of Enrollment Management & Student Affairs and finally to the President of WVSU.
Appendix C
DANCE POLICY

Any organization that sponsors a dance shall not allow non-students to attend. To enforce this policy, the organization must provide a member or members at the interest to insect the identification of each student. If the person does not have a current validated West Virginia State University ID, then the individual shall not be allowed to enter the dance by the sponsoring organization.

However, special invitations may be offered to non-students accompanied by WVSU students with proper identification and prior approval of the organization’s advisor, the Director of Student Life & Engagement, and the Assistant Vice-president of Enrollment Management & Student Affairs. All non-students must be 18 years of age or older. Certification of age must be shown by displaying current photo identification.

Additional invitations may be issued by the Director of Student Life & Engagement for special situations. Guests who may be a threat to the proper functioning of the dance will be refused admittance. Security, the host organization, and the advisor shall make the decision collectively. However, if a special situation is determined to be potentially dangerous situation, then the decision of WVSU Public Safety is final.

The requirements for dances are:

- Dances shall end before or on the time stated on the Event Registration Request form. No music shall start after the closing time. Lights shall be turned on at the closing time.
- The dance shall not go beyond 1:30 a.m. on Fridays and 2:00 p.m. on Saturdays unless authorized by the Director of Student Life & Engagement and the Vice-president of Enrollment Management & Student Affairs. An extension of the time frame may be granted if student behavior warrants such a privilege.
- The dance area must be cleaned by the sponsoring organization immediately after the dance. This includes but is not limited to:
  - Replace all furniture to its original place, or as the thing were when the room was reserved.
  - Remove all paper and tape from windows and walls.
  - Pick up all trash from floors.
- An organized step show or an impromptu step show is not permitted at the dance unless prior approval is given by the sponsoring organization.
  - Dances hosted by Greek letter organizations may have an intermittent (periodic show during the scheduled dance) step show with the prior approval of the host organization and the Director of Student Life & Engagement.
  - Only Greek letter organizations may step, subject to the approval of the host organization.
  - Permission is granted or denied by the signing of a contract prior to the scheduled event.
- The President and/or Basileus of each organization seeks permission from the host organization’s President and/or Basileus. His or her signature must appear on the contract.
- Stepping is a privilege and any misconduct by the individual organizations will result in the ceasing of the organization’s stepping privileges at said dance and the organization will be subject to further sanctions by Student Life & Engagement, and Judicial Affairs. Each organization regulate the conduct of its members. Members causing a disturbance will also be requested to leave the dance.
- Misconduct is the sole judgment of the host organization, advisor, the Director of Student Life & Engagement and security. It is not open for discussion.

- The sponsoring organization, advisor, and security are collectively charged with maintaining order at said dance.
- The sponsoring organization, advisor, and security are collectively charged on enforcing the University policy on:
  - No weapons, alcoholic beverages, marijuana, or other illegal drugs allowed at the dance.
  - No smoking allowed inside the building.
  - No drinking of beverages or eating of food on the dance floor.
- The sponsoring organization, advisor, and the perpetrator (if caught) are responsible for damages to property.
  - If the perpetrators caught and found guilty by the WVSU Hearing Council, then he/she bears full responsibility for damages incurred.
  - If the perpetrator is not caught, then the sponsoring organization bears full responsibility for all damages.
- Any organization that fails to actively enforce policy with regard to providing a safe environment for all students will be subject to immediate suspension/expulsion from the University. Any individual in violation of the aforementioned policy will be subject to the same. This policy will be enforced fairly, but without fail.
Appendix D

BUILDING COORDINATORS

Requests for the use and/or rental of university facilities by internal individuals or groups must be made through the respective building scheduler.

<table>
<thead>
<tr>
<th>Campus Facility/Space</th>
<th>Building Scheduler</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cole Complex Computer Lab</td>
<td>Patty Goff</td>
<td>304-766-3065</td>
</tr>
<tr>
<td>Cole Complex Conference Room</td>
<td>Julie Salvidar</td>
<td>304-766-3156</td>
</tr>
<tr>
<td>Davis Fine Arts Theatre</td>
<td>Micah Peggs</td>
<td>304-766-5105</td>
</tr>
<tr>
<td>Davis Fine Arts Gallery</td>
<td>Josh Martin</td>
<td>304-766-3193</td>
</tr>
<tr>
<td>Erickson Alumni Center</td>
<td>Cynthia Rakes</td>
<td>304-766-3130</td>
</tr>
<tr>
<td>Ferrell Hall Auditorium</td>
<td>Micah Peggs</td>
<td>304-766-5105</td>
</tr>
<tr>
<td>Hamblin Hall Auditorium</td>
<td>Glenna Curry</td>
<td>304-766-3102</td>
</tr>
<tr>
<td>Hill Hall</td>
<td>Patty Goff</td>
<td>304-766-3065</td>
</tr>
<tr>
<td>Keith Scholars Hall</td>
<td>Derrien Williams/Vikki Green</td>
<td>304-766-5707</td>
</tr>
<tr>
<td>University Union</td>
<td>Jaleesa Nunez</td>
<td>304-766-3114</td>
</tr>
<tr>
<td>Walker Convocation/Fleming Hall</td>
<td>Sean McAndrews</td>
<td>304-766-4122</td>
</tr>
<tr>
<td>Wallace Hall Auditorium</td>
<td>Karleen Slaughter</td>
<td>304-766-3191</td>
</tr>
<tr>
<td>Wallace Hall Computer Lab</td>
<td>Michael Anderson</td>
<td>304-766-3393</td>
</tr>
</tbody>
</table>
Appendix E

WVSU BRAND IDENTITY & GRAPHICS

Brand & Graphic Identity for University Approved Student Organizations

West Virginia State University approved student organizations are permitted to use the West Virginia State University spirit mark for the organization’s event promotions, t-shirts, posters and the like.

SPIRIT MARK

The WVSU Spirit Mark is the secondary identifier for the University’s athletic programs and student organizations. The Spirit Mark can be used interchangeably, or in combination with the Yellow Jacket logo pictured below. Do not add elements or combine the Spirit Mark with other graphics. Do not distort or change the proportion/size of the Spirit Mark’s graphic components. Do not use a pixelated (low resolution) Spirit Mark. Do not alter the Spirit Mark’s colors. Do not recreate a different graphic identity or signage using a component of the Spirit Mark.

OFFICIAL COLORS

Black and WVSU Gold are the primary colors for West Virginia State University. The following color details are to be communicated to a designer and/or production company to ensure proper colors are used with the Spirit Mark:

WVSU Gold
C:20 M: 30 Y:100 K:0
R:207 G:171 B:43
Spot: PMS 7752C

Black
C:0 M:0 Y:0 K:100
R:0 G:0 B:0
Spot: PMS Black
APPROVAL
All flyers, posters and the like bearing the Spirit Mark must be approved by the office of Student Life & Engagement, 103 University Union before production/dissemination of promotional materials. This approval process includes review and approval of the WVSU Spirit Mark by Student Life & Engagement staff in collaboration with University Relations & Operations. Student Life & Engagement can be reached at (304) 766-3288 or sweeneyt@wvstateu.edu for Trina Sweeney, and/or jacksoc@wvstateu.edu for Chris Jackson.

WVSU INSTITUTIONAL LOGO
The institutional logo is for University use only. Student organizations may use the Spirit Mark.

QUESTIONS/CLARIFICATIONS
Please know this is not an exhaustive list of University’s brand and graphic identity. More information can be found online at http://wvstateu.edu under University Relations and Operations’ About Menu. Contact University Relations & Operations, Jack Bailey, jbaile19@wvstateu.edu.

*A black and white version of the WVSU Spirit Mark is available upon request.*
Appendix F

20 PLANNING QUESTIONS

1. What is the title of the project, program, or event?
2. What do you want to do? (Specifically describe the project)
3. What will be accomplished if the project is successful?
4. To what organizational purpose is the project related?
5. What is the project timetable? When is to be completed? When is planning to begin? What sequentially must happen to complete the project?
6. Who are the key people inside and outside the organization necessary to completing the project?
7. What are the specific responsibilities of each person?
8. What materials and equipment are necessary?
9. Are other special resources (including security, clean-up, etc.) required?
10. What will the project costs? (See the appropriate section for a suggested budget form)
11. What key decisions must be made? By whom? When?
12. What research is necessary to develop the project?
13. What blocks or problems can be anticipated?
14. Are any special University rules or regulations involved? (See the Director of Campus Life)
15. Are any special liability issues or contracts involved? (Seek advice from the Director of Campus Life)
16. How will the project be advertised or promoted?
17. What contingencies (rain, too few or many people, cancellation of entertainment) should be anticipated? How will they be handled?
18. If more than $250.00 in expense or income is involved, has the program been approved by the Director of Campus Life?
19. What permit(s) or special permission is required? (parade, beer, facility use, etc.)
20. How will the project be evaluated? By whom? Who will write the report?
Appendix G
SAMPLE BUDGET

Budgeting is critical to successful program planning. Here is a simple budget format that can be adapted to the requirements of most events; copies are available in Student Life & Engagement.

**ESTIMATED INCOME**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>@ $</th>
<th>= $</th>
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</thead>
<tbody>
<tr>
<td>Tickets Sales</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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<td></td>
<td>_______</td>
<td>_______</td>
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</tr>
<tr>
<td></td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Donations</td>
<td>_______</td>
<td></td>
<td>$ _______</td>
</tr>
<tr>
<td>SGA Funds</td>
<td>_______</td>
<td></td>
<td>$ _______</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>_______</td>
<td></td>
<td>$ _______</td>
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<tr>
<td></td>
<td>_______</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>_______</td>
<td></td>
<td>$ _______</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>_______</td>
<td></td>
<td>$ _______</td>
</tr>
</tbody>
</table>

**ESTIMATED EXPENSES**

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Speaker(s)</td>
<td>$ _______</td>
</tr>
<tr>
<td>Decorations</td>
<td>$ _______</td>
</tr>
<tr>
<td>Entertainment (movie, band, DJ, etc.)</td>
<td>$ _______</td>
</tr>
<tr>
<td>Other Fees (lodging, meals, hospitality, etc.)</td>
<td>$ _______</td>
</tr>
<tr>
<td>Facility Charge</td>
<td>$ _______</td>
</tr>
<tr>
<td>Tickets</td>
<td>$ _______</td>
</tr>
<tr>
<td>Ticket Handling Charge</td>
<td>$ _______</td>
</tr>
<tr>
<td>Publicity</td>
<td>$ _______</td>
</tr>
<tr>
<td>Physical Facilities (tables, set-up, clean-up)</td>
<td>$ _______</td>
</tr>
<tr>
<td>Security</td>
<td>$ _______</td>
</tr>
<tr>
<td>Audio Visual (projector, microphones, etc.)</td>
<td>$ _______</td>
</tr>
<tr>
<td>Refreshments</td>
<td>$ _______</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$ _______</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

Profit or Loss (Income minus Expense) $ _______
Appendix H
Grant Writing Information

Beginning with the 2017 federal fiscal year, USDA NIFA non-competitive capacity grants (i.e. formula funds: research, extension, EFNEP, McIntire-Stennis, RREA) require prior written approval from NIFA before purchasing general purpose equipment costing $5,000 or more and special purpose equipment costing $150,000 or more.

General purpose equipment is defined as equipment that is used “not limited to research, medical, scientific, or other technical activities.” This includes motor vehicles, office and laboratory furnishings, air conditioning equipment, reproduction and printing equipment, and audio-visual equipment. Conversely, special purpose equipment is “used only for research, medical, scientific, or other technical activities.”

Please see the packet for more information regarding this new requirement. The packet is located on the Research and Development Corporation and the Office of Sponsored Programs webpages. The packet includes:

- USDA NIFA Fact Sheet for Prior Approval for Equipment Requirement for Non-Competitive Capacity Awards
- USDA NIFA Frequently Asked Questions for Equipment Prior Approval for Capacity Grants
- USDA NIFA Sample Request for Prior Approval for Equipment Form
- USDA NIFA Capacity Building Grant Equipment Prior Approval Request Submission Checklist
- USDA NIFA Request for Prior Approval for Equipment Form

Please review all items in the packet carefully. A completed, unsigned “USDA NIFA Request for prior approval for equipment form” (page 13) must accompany all equipment purchase requisitions that meet the definition of general purpose equipment costing $5,000 or more and/or special purpose equipment costing $150,000 or more.

Does my Grant Application need to be submitted through the West Virginia State University Office of Sponsored Programs (OSP)?

If you answer yes to one or more of the questions below, please complete an Intent to Submit form, located on the OSP webpage and submit it via grants@wvstateu.edu to contact the OSP team regarding your grant application.

1. Does the application require an “institutional” or “authorized” signature?
2. Does the application commit University resources? For example, lab space; faculty or staff time; or institutional matching funds.
3. Does the application use the University’s name?
4. Does the application use West Virginia State University Research & Development Corporation’s name?

For any questions please contact the Office of Business and Finance or the Office of Sponsored Programs.
WVSU Student Organization
REGISTRATION FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>Academic Term:</th>
</tr>
</thead>
</table>

**ORGANIZATION INFORMATION**

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor First Name:</td>
<td>Advisor Last Name:</td>
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<tr>
<td></td>
<td>Phone Number:</td>
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<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>Organization President First Name:</td>
<td>President Last Name:</td>
</tr>
<tr>
<td></td>
<td>Phone Number:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

| Organization Address - Street: |                                      |
| City:                          | State and Zip:                      |
| Secretary:                     | Treasurer:                          |
| Student ID#:                   | Student ID#:                        |
| Email:                         | Email:                              |
| Phone Number:                  | Phone Number:                       |

**ORGANIZATION'S PURPOSE**

Please provide a full description of your Organization's Purpose(s) and mission:

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**ORGANIZATION DESIGNATIONS**

**Educational Purpose:**
- Academic
- Social
- Recreational
- Religious
- Political
- Special Interest

**Special Permission:**
- Social Fraternity or Sorority
- Sports Club
- Honor Society

**Classification:**
- Class A – Any organization that maintains an open membership policy based upon interest or desire. This category also includes organizations that select or elect members.
- Class B – Any organization that requires a pre-entry of training observation and/or probation period as a prerequisite for full membership into the organization.

**Check One:**
- Academic and Honorary Organizations – Any organization that has a specific purpose of honoring or promoting further interest in the academic areas. Those in this grouping are usually non-pledging organizations.
- Greek Letter Organizations – Any organization that bares in total the Greek letters as its official name. These organizations usually have the goal of campus and community service in social and civic areas. Those in this grouping are usually pledging organizations.
- Civic and Social Service Organizations – Any organization 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 and must declare either pledging or non-pledging.
- 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 University.

**ADDITIONAL DOCUMENTATION**

<table>
<thead>
<tr>
<th>Organization’s Current Constitution attached?</th>
<th>Yes</th>
<th>No</th>
<th>Organizations Bylaws attached?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA Form attached?</td>
<td>Yes</td>
<td>No</td>
<td>Full Listing of all Organization Officers names, addresses, email and phone numbers is attached?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Organization has an off-campus affiliation:</td>
<td>Yes</td>
<td>No</td>
<td>If yes, please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate Contact Person:</td>
<td></td>
<td></td>
<td>Phone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate Organization’s Address:</td>
<td></td>
<td></td>
<td>City:</td>
<td></td>
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</tbody>
</table>

**INTERNAL USE ONLY**

| Organization Request Received Date:         | Constitution Received Date: |
| Bylaws Received Date:                       | Cumulative GPA Form Received Date: |
| Organization Recognition Granted Date:      | Letter Sent Date: |
| Organization Recognition Denial Date:       | Director’s Signature: |
Event Registration Form

Title/Name of Event: ____________________________________________________________

Sponsoring Organization or Department: ____________________________________________

Description of Event:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Type of Event:  Conference _____  Dance _____  Election Campaign _____  Fraternity/Sorority Intake _____
Fundraising Event _____  Guest Speaker _____  Information Table _____  Meeting _____
Membership Interest Event _____  Social Activity _____  Other _____

Date of Event: ___/___/___  Time: Start _____  End _____  Est. Attendance: _____

Event is: Closed to the Public _____  Open to the Public _____ *(If yes, a list of guests must be provided)*

Is there an admission fee? Yes _____  No _____  If yes, students $_____  non-students $_____  

Would you like this event to be included in any Office of Student Life and Engagement advertising platforms? (Example: apps, bulletin boards, calendar, social media, television, etc.) Yes _____  No _____

If this event a fundraiser, who/what is the fundraiser for? How do you plan to use the funds raised?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Requested Building Location and Room Number: _________________________________

Organization President or Representative:
Name: ___________________________________  Title/Position: _________________________
Phone: (______) _________-_________  May we text this number?  □ Yes  □ No
Email: __________________________@wvstateu.edu  Other Email: _______________________
Signature: _____________________________________________  Date: _______________________

Organization On-Campus Advisor:
Name: ___________________________________  Title/Position: _________________________
Phone: (______) _________-_________  May we text this number?  □ Yes  □ No
Email: __________________________@wvstateu.edu  Other Email: _______________________
Signature: _____________________________________________  Date: _______________________

SUBMISSION OF THIS FORM DOES NOT RESERVE OR CONFIRM SPACE USAGE FOR YOUR EVENT!
It is your responsibility to make sure that you obtain all of the necessary signatures prior to submitting this form to the Office of Student Life and Engagement. Contact the appropriate Building Scheduler to discuss availability. Copies of any posters and digital advertisements must also be attached. Once you receive approval, confirm your requested with the Building Scheduler.
BUILDING SCHEDULER:
Cole Complex Computer Lab: Ms. Patty Goff, 112 Hill Hall, 304 – 766 -3065
Cole Complex Conference Room: Ms. Julie Saldivar, 105 Cole Complex, 304 - 766 - 3158
Davis Fine Arts Gallery: Mr. Josh Martin, 207 Davis Fine Arts Bldg., 304 - 766 - 3198
Davis Fine Arts Theater: Mr. Micah Peggs, 401 Davis Fine Arts, 304 - 766 - 3188
Erickson Alumni Center: Ms. Cynthia Rakes, 200 East Hall, 304 - 766 - 3130
Ferrell Hall Auditorium: Mr. Micah Peggs, 401 Davis Fine Arts, 304 - 766 - 3188
Fleming Hall: Mr. Sean McAndrews, 210 Fleming Hall, 304 - 766 - 4122
Hamblin Hall: Ms. Glenna Curry, 101 Hamblin Hall, 304 – 766 – 3102
Hill Hall: Ms. Patty Goff, 112 Hill Hall, 304 – 766 -3065
Keith Scholars Hall: Mr. Derrien Williams/ Ms. Vikki Green, Keith Scholars Hall, 304 – 766 – 5707
University Union: Ms. Jaleesa Nunez, 104 University Union, 304 – 766 – 3114
Walker Convocation Center: Mr. Sean McAndrews, 210 Fleming Hall, 304 - 766 – 4122
Wallace Hall Auditorium: Ms. Karleen Slaughter, 101 Ferrell Hall, 304 – 766 – XXXX
Wallace Hall Computer Labs: Mr. Michael Anderson, 726 Wallace Hall, 304 – 766 – 3393

TO BE COMPLETED BY THE BUILDING SCHEDULER

Requested Space Available? Yes _____ No _____ (If yes, Building Scheduler must sign below.)
Advisor Presence Required? Yes _____ No _____ (If yes, Advisor must agree to be present and sign below.)
Custodian Required? Yes _____ No _____ (If yes, Physical Facilities must agree to be present and sign below.)
Security Required? Yes _____ No _____ (If yes, Public Safety must agree to be present and sign below.)

Please Note: Physical Facilities and/or Public Safety may also require payment for services rendered or request additional safety and security measures.

Building Scheduler Signature: __________________________________________ Date: _____________

Advisor Presence Agreement – I agree to be present during the event to serve as a University Representative.

Name: ______________________________ Signature: __________________________________________ Date: _____________

Public Safety (Ferrell House)

# of Officers _______ x # of Hours _______ x Rate per hour $ ____________ = Total Cost __________

Title: ______________________________ Signature: __________________________________________ Date: _____________

Physical Facilities/Custodial Services (Physical Facilities/Harold McNeil Building – Front Office)

# of Custodians _______ x # of Hours _______ x Rate per hour $ ____________ = Total Cost __________

Title: ______________________________ Signature: __________________________________________ Date: _____________

Event Approval (Office of Student Life and Engagement, 104 University Union)

Event Approved: Yes _____ No _____ Director Approval Required: Yes _____ No _____

Title: ______________________________ Signature: __________________________________________ Date: _____________

Director Signature: __________________________________________ Date: _________________
# REQUEST FOR ACCUMULATIVE AVERAGE

<table>
<thead>
<tr>
<th>Organization</th>
<th>Semester/Year</th>
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<tbody>
<tr>
<td>President</td>
<td>Advisor</td>
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<td>e-mail</td>
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The below signed agrees to the release of his/her grade range to the Organization and its Advisor(s)

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<tr>
<th>Print</th>
<th>Student ID # (not SS#)</th>
<th>Signature</th>
<th>Registrar’s Use Only</th>
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<tbody>
<tr>
<td></td>
<td>ID#</td>
<td>John Thomas Doe</td>
<td>Cumulative GPA</td>
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<td>2.30 or Above</td>
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Registrar – Please verify the above information. Draw a red line after the last name verified. Thank You.

Organization Advisor Signature

Director of Student Activities Signature
105 University Union

Assistant Vice-President of Student Affairs Signature
323 Sullivan Hall East

Registrar’s Signature or Designate DATE

How many names were verified? ____________________________
## GUEST SPEAKER REQUEST

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Phone/Email:</th>
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<tr>
<td>Advisor:</td>
<td>President</td>
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<td>Activity/Event:</td>
<td>Date:</td>
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<table>
<thead>
<tr>
<th>Guest Name</th>
<th>Outside Organization</th>
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### Speakers Purpose and Speaking Points:

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Student Organizations
Guest Speaker Policy

It is the policy of the University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic or issue is too controversial for intelligent discussion on campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful, democratic means.

To this end, a registered student organization, after consultation with a prior approval of its faculty advisors, may invite guest speakers to the campus to address meetings, subject only to the following provisions:

1. Sponsorship must be by a recognized registered student organization.
2. Arrangements for the use of University facilities must be made through SLE and the responsible unit controlling and desired facility.
3. It must be made clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are his own and not those of the University.
4. The student organization must take whatever steps are necessary to insure the meeting is conducted in an orderly manner.
5. The student organization must provide means for critical evaluation of the speaker's presentation.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting in accordance with University opponents.

In a situation attended by extreme and emotional feeling, the Executive Committee of the Faculty Senate shall prescribe conditions for the orderly and scholarly conduct of the meeting but may not select the speaker or topic. Such conditions shall include, but are not limited to: designating a member of the tenured University faculty, and staff, requiring the inclusion of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed; or requiring a debate format in which the speaker debates with qualified opponents.

A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of West Virginia, or which is prohibited by the rules of the university or the Student Handbook/Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

As a potential speaker, receiving invitation form one or more WVSU Student Organization, I certify that I have been informed on the Guest Speaker Policy as outlined above and agree to comply with the conditions outlined above.

Speaker’s Name (Print) _________________________ Speaker’s Signature
______________________________
# W-9 Request for Taxpayer Identification Number and Certification

**Main Instructions**

1. **Name**: Enter the name as shown on your income tax return. If the name is different, enter the name as it appears on your tax return.
2. **Business Name**: Enter the business name as it appears on your tax return.
3. **Individual/Head Proprietor**: Check if you are the individual/head proprietor.
4. **Corporation**: Check if you are a corporation.
5. **Partnership**: Check if you are a partnership.
6. **Trust/Estates**: Check if you are a trust or estate.
7. **Exemption Codes**: Enter the exemption codes if applicable.
8. **Address Information**: Enter the street address, city, state, and ZIP code.
9. **Account Number**: Enter the account number(s) if applicable.

**Part I: Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). For entities, see the instructions on page 2.

**Social Security Number**

<table>
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<th>Social Security Number</th>
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**Employer Identification Number**

<table>
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<th>Employer Identification Number</th>
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</table>

**Part II: Certification**

1. **Signature of**
2. **Date**

**Purpose of Form**

An individual or entity who is required to file an information return with the IRS must obtain the correct taxpayer identification number (TIN) for all information returns. Examples of information returns include, but are not limited to, the following:

- **Form 1099-INT (interest earned or paid)**
- **Form 1099-DIV (dividends, including those from stocks or mutual funds)**
- **Form 1099-B (sales and certain other transactions by brokers)**
- **Form 1099-S (proceeds from real estate transactions)**
- **Form 1099-K (merchandise and third party network transactions)**
- **Form 1098 (home mortgage interest)**
- **Form 1098-E (student loan interest)**
- **Form 1098-T (tuition)**
- **Form 1099-C (canceled debt)**
- **Form 1099-A (acquisition or abandonment of secured property)**

**Future Developments**

Information about developments affecting Form W-9 (such as legislation enacted after we released it) is at www.irs.gov/efiles.
Office of Student Life and Engagement
103 University Union
PO Box 1000
Institute, WV 25112 - 1000
(304) 766 - 3288

Student Government Association (SGA)
212 University Union
PO Box 1000
Institute, WV 25112 - 1000
(304) 766-3122