

Temple University Ambler

Office of Student Life

Bright Hall 101 267-468-8424 or 8425

The Office of Student Life enhances student learning outside the classroom by providing social, cultural, educational, and development programs, thereby creating a campus climate that supports and encourages mutual respect and understanding of human diversity. The Office of Student Life affords opportunities for students to develop special skills and interests, participate in organizational training, interact regularly with other students, and plan and manage events.

A diverse group of student organizations provide experiences for students interested in pursuing unique opportunities that will challenge and strengthen leadership qualities and skills. These organizations include academically-based societies, pre-professional clubs, social service groups, faith-based organizations and Greek letter fraternities and sororities.

For more information on any of the services provided by the Office of Student Life or for organization information, contact the office located in Bright Hall 101 or 267-468-8425.

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REGISTRATION OF NEW ORGANIZATIONS

Student organizations are formed in order to contribute to an individual's educational growth, recreational needs, personal development, and community involvement. A new student organization is any group which did not register the previous year with the Office of Student Life.

A student organization at Temple University Ambler consists of at least four (4) students (Undergraduate, Graduate, Professional and Continuing Education). All must be registered for at least three (3) credit hours and have a valid Temple University I.D. Individual organizations may have additional eligibility requirements. Please note that a new organization may not duplicate the goals and objectives of an existing organization and must not be in conflict with the constitution of the Ambler Student Government Association (ASGA).

Officers:

It is recommended that each organization have four (4) officers. The following requirements apply to officers of student organizations (individual organizations may have additional requirements):

1. Be registered for at least three (3) credit hours and have a valid Temple University I.D.
2. Be in good academic standing (at least a 2.0 GPA). Be free from disciplinary action.

STEPS TO REGISTER A NEW STUDENT ORGANIZATION

1. Make an appointment with the Coordinator of Student Activities or the Assistant Dean for Student Life in the Office of Student Life, Bright Hall 101, to discuss establishing your student organization. You will then obtain a Student Organization Registration Packet.
2. Select an advisor for your organization. Your advisor should be a faculty, staff or administrative member of the University, ideally at the Ambler Campus. Your advisor will serve as a resource, assist in fulfilling goals, as well as serve as a University liaison.

Submit all completed information, including typed Constitution and By-Laws, Budget Request (if eligible), Advisor Contract, Membership Roster, Certification Statement, and Release of Information, to the Coordinator of Student Activities in the Office of Student Life, Bright Hall 101. Your registration materials will be reviewed by the Coordinator of Student Activities and ASGA officers. Once approved, your organization will be a registered student Organization.

**Upon completion of the Student Organization Registration Packet, your organization's registration will be valid for one academic year (or until the end of the Spring semester of the current academic year). Each organization must complete a Student Organization Registration Renewal Packet to continue active status for the following academic year.*

RENEWAL OF A CURRENT STUDENT ORGANIZATION

All student organizations must renew their registration in the Office of Student Life, Bright Hall 101. If changes are made throughout the year, these changes should be reported within ten (10) days. The names of all members, elected/selected officers, and advisor(s) must be current and on file in the Office of Student Life.

STEPS TO REGISTER A CURRENT STUDENT ORGANIZATION

1. The Student Organization Registration Renewal Packets are distributed each Spring semester, or you may obtain one from the Office of Student Life, Bright Hall 101.
2. Submit all completed information, including updated Constitution and By-Laws (if necessary), Budget Request (if eligible), Advisor Contract, Membership Roster, Certification Statement, and Release of Information, to the Coordinator of Student Activities, Bright Hall 101. Your updated information will be put on file in the Office of Student Life.
3. Remember, all eligibility requirements that affect new student organizations also affect renewing student organizations. Be sure to review the "Eligibility" and "Officers" sections under "Registration of a New Student Organization" the previous page.

Upon completion of the Student Organization Registration Renewal Packet, your organization's registration will be valid for one academic year. Each organization must complete a Renewal Packet to continue active status for the following academic year. Failure to complete a Renewal Packet will result in your organization losing its privileges to function at the University.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

All organizations must agree to the following provisions in order to qualify as registered organizations:

1. The University policy on the responsibility of student organizations for the conduct of members and guests states: **(Each student organization shall be responsible for the individual and collective conduct of all of its group-sponsored activities and functions.)** This policy applies to both on and off campus events; participants and their guests are expected to act in accordance with applicable University policies as well as federal, state, and municipal laws.
2. Registration merely connotes acknowledgment of the organization's existence by the University and the Office of Student Life and does not constitute approval or endorsement of any act, activity, philosophy or purpose of the organization. Temple University and the Office of Student Life staff are not responsible for an organization's actions, nor do they endorse any political position assumed by the organization or the misuse of Temple University's name. Violation of this provision may be cause for administrative/legal action and/or revocation of registered status.

3. Each registered organization should send at least one active member to every General Assembly meeting held by ASGA. If an organization is receiving funding from ASGA, a representative from that organization MUST attend every General Assembly meeting. Check with the ASGA Office, Bright Hall, for scheduled meeting times and places.
4. The registration of a student organization may be withheld, temporarily withdrawn or suspended permanently by the Assistant Dean for Student Life upon presentation of evidence by Temple University personnel or student(s) that the registered organization is involved in or advocates any of the major or minor violations of Temple University's Student Rights and Code of Conduct or of the regulations listed below:
 - a) No organization's rules, procedures, constitutions or by-laws may be in conflict with the regulations, goals, or objectives of the University or state and federal laws.
 - b) The officers are responsible for familiarizing themselves and all members with all University policies and procedures pertaining to the organization's activities.
 - c) Each organization shall be responsible for the individual and collective conduct of its members and guests at all of its group-sponsored activities and functions.
 - d) Each organization will provide accurate and up-to-date information on the application for registration as a student organization. When new officers are installed, the organization is responsible for informing the Office of Student Life of the change within ten (10) working days.
 - e) All organizations must follow the established registration process.
 - f) Organizations must maintain contact and communicate with the Office of Student Life on a regular basis.
 - g) Organizations that have been allocated offices, supplies, equipment, and keys must keep them secure and in good condition. The University will not be held liable for personal items or organizational materials left on University property.
 - h) All forms of hazing are strictly prohibited. (Refer to "Hazing" on page 14.)
 - i) All organizations and their members and guests must comply with the laws and University policies relating to the use of alcohol. Alcohol is prohibited at student organization functions on University property. (Refer to "Alcohol" on page 17.)

SERVICES AVAILABLE TO REGISTERED ORGANIZATIONS

Registration of student organizations is indicative of a relationship of cooperation between the organization and Temple University. Any registered student organization may avail itself of the following University services at Ambler:

- a) The opportunity to use University facilities for meetings and approved activities.
- b) The opportunity to conduct approved fund-raising projects.
- c) The opportunity to participate in and coordinate activities with other University organizations.
- d) The opportunity to use an official mailing address and mailbox. All organizations are given a mailbox in the Student Activities Office, Bright Hall Lounge, available for use upon registration of the organization.
- e) The opportunity to use the University telephone services. A telephone for organization use is available in the Office of Student Life, Bright Hall
- f) The opportunity, if applicable, to have material photocopied in the Copy Center, Bright Hall.
- g) The opportunity to participate in the annual Organizational Fairs and Open Houses, as well as other activities to recruit members.
- h) The opportunity to distribute literature at appropriate University locations.
- i) The opportunity to advertise organization activities in the Temple Column, if applicable.
- j) Seek assistance from the Office of Student Life in any area of program planning and organizational development.
- k) The opportunity to obtain funds from ASGA, if eligible.

ASGA FUNDING

Budget Allocations:

1. All student organizations on the Ambler Campus which are registered with the Office of Student Life will have the opportunity to submit a budget request to ASGA. The Treasurer and the ASGA advisor will examine the request and determine the amount of funding that each organization is eligible to receive. The allocation decision will be based upon the organization's needs and the requirements established by the ASGA parameters for funding, and must be approved by the General Assembly of ASGA.

2. ASGA will only provide **funding for** eligible student organizations which are registered with the Office of Student Life on the Ambler Campus.
3. ASGA will only provide **funding to** those organizations which take the time to follow the proper procedures and properly complete the appropriate budget request forms.
4. Any budgetary items construed as "programming" or purely "entertainment" will not be considered for funding by ASGA and funded through the General Activities Fee (GAF). These events must be open to the entire student body.
5. Any violation of ASGA funds (such as the conversion of funds for personal use, misuse of an organization's appropriations, or any other violations) of the established funding guidelines) may result in the suspension of registration with the Office of Student Life and loss of funding by ASGA, and possible action taken by the University.
6. Any organization which receives ASGA funds, but fails to spend any of those funds within the course of the semester, will forfeit the right to those or any remaining funds.
7. In order to actually receive allocated funds, an organization must also have a member regularly attend meetings of the General Assembly of ASGA as defined in the ASGA Constitution.

ASGA will consider, **BUT IS NOT REQUIRED** to fund the following:

- a. Advertising cost of an organization Postage
- b. Duplicating/printing
- c. Office supplies
- d. Food
- e. Conference registration fees
- f. Professional journals/subscriptions
- g. Speakers' fees
- h. Philanthropic fund-raisers and events
- i. Certificates and plaques

**Note: In order to be considered for funding, your organization must be open to the entire campus or sponsor an event that is open to the entire campus.*

ASGA will **NOT CONSIDER FUNDING** the following:

- a. Religious activities, journals, materials, etc. Exception: This does not apply to all registered religious organizations wishing to program an open forum or discussion where different beliefs of each faith are represented.
- b. Political activities, journals, materials, etc. Exception: The same as stated in "a" above regarding political beliefs.

- c. Fraternity and Sorority activities, programs, etc. which are not available to the entire campus community
- d. Alcohol purchases
- e. Vehicle rental costs and gas costs
- f. Expenditures for entertainment programs sponsored for the student organization
- g. Cash awards
- h. Scholarships

Obtaining ASGA and GAF Funds:

An organization must first register with the Office of Student Life, Bright Hall 101

1. A budget request form is included in the New Student Organization. Packet and is turned in to the Coordinator of Student Activities upon registering your organization. For currently registered organizations, budget requests are included in the Student Organization Registration Renewal Packets that are to be turned in by each year. An organization may also pick up a budget request any time during the year in the Office of Student Life or by contacting the Treasurer.
2. All budget request forms will be reviewed by the ASGA Finance Board to determine *their* eligibility under ASGA funding guidelines.

Spending of an Organization's Initial Budget:

In order to ensure that expenses meet the specifications of the ASGA financial parameters, all expenditures must be approved by ASGA and signed by the Treasurer of ASGA before money will be released. All legitimate expenditures must then be "reconciled to the Treasurer with the proper receipts from the organization. If the money was not spent for the purpose it was intended, the organization will be responsible for reimbursing ASGA. This action will also affect all possible future funding by ASGA.

Spending Funds in Excess of an Organization's Initial Budget:

ASGA is not responsible for, nor will they fund any expenditure in excess of an organization's original allocated budget without proper approval. Proper approval consists of completing the proper budget request form, having the request approved by the Finance Board, and approved by a majority vote of the General Assembly of ASGA. If any organization exceeds the amount allocated by ASGA, either intentionally or unintentionally, reimbursing ASGA for the full amount is required and all future funding will be denied until the full amount is paid.

Finance Board Deadlines:

All Budget Requests are distributed to current registered student organizations at *the* end of each semester with specific deadlines. Budget Requests are also available in the Office of Student Life, Bright Hall 101.

TEMPLE STUDENT GOVERNMENT (TSG) FUNDING ALLOCATIONS

Registered student organizations on each of Temple University's campuses are eligible for funding from Temple Student Government (TSG), whether for a specific event/activity or a general operating budget for the academic semester/year.

The first step in the funding process consists of an initial request in the form of an application to the TSG Allocations Board, which follows certain funding guidelines (updated each year). The Allocations Board reviews all student organizational funding requests and then makes an initial recommendation to the General Assembly of TSG for approval. The General Assembly has the right to amend any allocation before approval or disapproval.

The final step in the process is the approval or disapproval of the Student Body President of TSG. The allocation becomes law pending the Student Body President's approval or by a 2/3 veto override by the General Assembly.

The Council of Student Organizations provides all registered organizations with all of the necessary information on funding guidelines and also serves to address the individual needs of student organizations on all campuses.

For additional information on TSG funding, contact the Office of Student Activities 204-7131.

FACULTY/ STAFF ADVISING

All student organizations must select an advisor for their organization. Your advisor should be a faculty, staff or administrative member of the University, ideally at the Ambler Campus. Some roles which advisors often play include:

- a. Generating ideas, especially in establishing and fulfilling goals.
- b. Serving as a resource person capable of identifying sources of information and services in the academic general community.
- c. Functioning as a liaison to the University administration and other segments of the University community.
- d. Acting as a budget consultant, particularly in securing and expending funds.
- e. Training and teaching organization members leadership and organizational behavior.
- f. Counseling officers and members when there are difficult decisions to be made, both organizational and personal.
- g. Evaluating the effectiveness of programs.

Organizations must list advisors in the Student Organization Registration Packet so that the Office of Student Life can issue periodic notices and information to them. Additional material on the role of advisory is available in the Office of Student Life Bright Hall 101

USE OF FACILITIES

The Office of Student Life, Bright Hall 101, reserves Bright Hall Lounge, 106, 108, and 201, as well as tables and glass cases located in Bright Hall Lobby. Rooms, tables, and showcases are available on a first come, first serve basis. Requests for other rooms on campus should be made through the Campus Scheduler located in the Widener Hall at 267-468-8223. Pets, bicycles, rollerblades, and skateboards are not permitted in buildings at any time.

Room Reservations:

Rooms are available for organizational meetings, programs, or other approved events at no cost to the organization unless a set-up by Facilities Management is requested.

Bright Hall Lounge has a student use priority. This means that the lounge should be left available for student use (i.e., TV watching, studying, etc.) as much as possible.

Only special events open to all students should be scheduled for the lounge and the Office of Student Life reserves the right to move programs between rooms as necessary.

All room reservations for Bright Hall Lounge, 106, 108, and 201 must be made through the Office of Student Life, Bright Hall 101. Reservations should be made at least two weeks in advance to allow Facilities Management lead time to set up the facility.

***Reservations involving set-ups should be made at least 2 weeks in advance to allow for proper notification to Facilities Management. The requests should be made to the Office of Student Life, NOT directly to Facilities Management.** If an organization has established meeting times for an entire semester, those reservations should be made as soon as possible for the entire semester to assure the availability of a meeting space.

1. All room reservations should be made on a Room Reservation form. These forms may be obtained in the Office of Student Life. A staff member from the Office of Student Life must sign off on the reservation form to have a valid reservation.
2. An organization will receive a copy of the Room Reservation form as confirmation of the reservation. A copy of the reservation form will also be on file in the Office of Student Life.
3. All room reservations will be posted outside of each room at the beginning of every week. If there is a conflict or confusion about a reservation, contact the Office of Student Life as soon as possible to rectify the situation.

4. Any set-ups required for a room reservation must be made at the time the reservation is made. A staff member from the Office of Student Life will assist organizations in creating an appropriate set-up for the meeting/event. All set-ups will be done by Facilities Management and there will be charges applied. (Organizations should make sure that Facilities Management costs are approved in their budget before ordering any room set-ups. This can be done by contacting the Treasurer of ASGA for approval.) Organization members are **NOT TO MOVE FURNITURE** between rooms or within rooms.
5. Organizations requiring additional security for an event should make those arrangements with the Office of Student Life at the time the room reservation is made. Organizations should get approval from the Treasurer of ASGA for the cost of additional security.
6. Any audio-visual equipment needed for a meeting/event should be requested at the time a room reservation is made.
7. Standards (posting poles) for directional signs are available upon request.
8. Organizations are responsible for removing any decorations immediately following a meeting/event.
9. The Office of Student Life assumes no responsibility for materials placed in or missing from any University facilities.
10. No advertisement of meetings/events in University facilities may be undertaken until a facility reservation is confirmed with the Office of Student Life. Failure to act in accordance with this policy may result in cancellation.
11. Organizations granted the use of space will be held liable for any damages to University property and furnishings.
12. Cancellation of a facility reservation must be done at least three (3) or more business *days* in advance in the Office of Student Life. Failure to do so may result in possible suspension of future reservation privileges.
13. Changes to facility reservations must be made at least six (6) or more business days prior to the meeting/event, in the Office of Student Life. For this purpose, the organization must pay for any charges incurred if the event is not properly canceled.
14. Organizations granted the use of space will be held liable for any damages to University property and furnishings.
15. Cancellation of a facility reservation must be done at least (3) or more business days in advance in the Office of Student Life. Failure to do so may result in possible suspension of future reservation privileges.

16. Changes to facility reservations must be made at least six (6) or more business days prior to the meeting/event, in the Office of Student Life. For this purpose, the organization must pay for any charges incurred if the event is not properly canceled.

Vendor Tables & Showcases:

1. Organizations may make a reservation for a vendor table or a showcase in the Office of Student Life, Bright Hall 101.
2. Tables and showcases are available in Bright Hall Lobby.
3. Tables may be used for recruitment, fundraising, or other approved activities. Organizations should check with other groups and with the Office of Student Life if they wish to sell merchandise (i.e., pretzels, candy, etc). The Office of Student Life lists organizations' use of tables and merchandise sales.
4. An organization may reserve one table per day. Table reservations should be made at least one week in advance, or more, if selling merchandise.
5. Showcases should be reserved at the beginning of each semester or as soon as possible when an organization realizes a need for a showcase.
6. Organizations may reserve one showcase at a time for a two-week period. Requests for extended time periods may be made and approved/denied by the Office of Student Life.
7. Organizations must remove showcase displays on the last day of their scheduled reservation. If an organization fails to remove a display, the display will be removed for the organization and the materials will be placed in the organization's mailbox in the Student Activities Office in Bright Hall Lounge.

FOOD SERVICES

All requests for food service that are paid for by University funds must be provided by the University Dining Services. Requests to use food services from an outside vendor must be pre-approved by the Assistant Dean for Student Life and the Associate Vice President of Business Services. Considerations for special requests will include, but not be limited, to the following:

- a. When ethnic food items cannot be produced by the University Dining Services.
- b. When the University Dining Services documents that it cannot meet the stated request(s) for food services. In such cases, an organization is required to obtain a written note stating why the request could not be honored. The off campus caterer must produce a copy of its Food Product Liability Insurance Policy,

which must reflect a minimum of \$1 million in general liability coverage.

The following steps should be taken when requesting food for an event:

1. Organizations should get approval from the Treasurer of ASGA for any food costs.
2. Food requests should be done at the same time a room reservation is made. The staff in the Office of Student Life will assist organizations with the ordering of food for events once approval has been given by the Treasurer of ASGA and he/she has notified the office.
3. The Food Services Director for the campus should be contacted to select and order a menu for an event. The phone number for the Food Services Department on the Ambler Campus is 267-468-8346.
4. After the menu and the time, date, and place of request are determined, an organization should place a follow-up call to the Food Services Manager at least three (3) days prior to the event to check on the food order.
5. Any cancellation of food requests should be made at least one (1) week prior to the scheduled event. The organization is responsible for any charges incurred due to failure to properly cancel a food order.

STUDENT ACTIVITIES OFFICE

1. The Student Activities Office (SAO) is a student-staffed assistance center run through the Office of Student Life and is located in Bright Hall Lounge. Hours of operation are 9:00 am - 9:00 pm, Monday through Thursday, and 9:00am - 3:00pm on Fridays. The office phone number is 267-468-8427. The SAO provides the following services:
2. The SAO assists the Temple University Ambler community with general questions/information pertaining to the campus and the community.
3. The SAO provides a sound system and TV for student use in the lounge.
4. The SAO houses mailboxes for all registered organizations. Mail may be picked up at the front window of the SAO and signed for by an organization member. Limited cabinet space is available for organization use. Please check with the Office of Student Life to reserve cabinet space.
5. The SAO handles flyer postings for "Student Activities" bulletin boards located throughout campus.

PUBLICITY AND PROMOTION

An integral part of effective programming is the publicity and promotion that an event receives. Too often, an event will be less successful than the organization had anticipated because people simply did not know the event was scheduled. Publicity and promotion assistance for programs is available through the Office of Student Life. The following is a list of resources available to organizations for the advertising of events:

On Campus:

1. Campus bulletin boards
 - a. Flyers, posters, banners, and leaflets must be approved by either the Office of Student Life or the Student Activities Office, Bright Hall Lounge, before being posted.
 - b. When required, banners will be hung by Facilities Management.
 - c. All materials for posting must include the name of the sponsoring organizations) and the date, time, and place of the event.
2. Temple Column - organizations must get approval from the Treasurer of ASGA before placing an ad in the Temple Column.
3. WRFT Radio Station located in Bright Hall 267-468-8416.
4. Bulletin boards. Contact The Office of Student Life, Bright Hall or 267-468-8425, for posting information.
5. The Office of Student Life (Bright Hall 101) offers poster printer service for all student groups. We can take an original flyer and print it to poster size. The cost for this service is \$6.00 per poster.
6. Graphics Media Center, located at Main Campus, Student Center, Lower Level (across from the Bookstore), can provide low cost, banners, flyers, campus distributions, etc.

Off Campus:

1. Local newspapers - organizations must get approval from the Treasurer of ASGA before placing ads.
2. University News Bureau
3. Local colleges
4. Local radio stations - many stations accept Public Service Announcements with no charge to the *organization*.

STUDENT DEVELOPMENT TRANSCRIPT

The Student Development Transcript is a service designed to provide you with official documentation of your involvement in campus activities and leadership positions at Temple University. During your stay at Temple, you can record involvement in activities

such as fraternity/sorority and/or student organization participation or leadership, Spring Fling, and paraprofessional positions, and submit these activities to be included on the Student Development Transcript. This transcript, validated by the Dean of Students, can be sent to prospective employers or graduate schools in order to highlight co-curricular activities. As competition for entrance into graduate school or a professional position increases, you will be able to provide the Student Development Transcript, which is official documentation of skills and development which are not recorded on your academic transcript. For more information on this program, contact the Office of Student Life.

POLICIES, REGULATIONS AND DEADLINES

The information presented is intended to assist students in forming and maintaining their organizations and in helping them to operate within University policies and guidelines. **It is expected that all' provisions stated as "policies" or "regulations" will be strictly adhered to; those stated as "guidelines" may be modified with approval from the Office of Student Life.** One further note: although this Manual is extensive, it does not contain every University policy and procedure with regard to organizations and sponsored events. **Members of each organization are responsible for contacting the Office of Student Life staff on the appropriate campus if an issue arises that is not covered in the Manual.**

POLICIES

Temple University Student Organizations Non-discrimination Policy:

*Temple University is a culturally diverse academic community. Temple welcomes all people. It is committed to serving individuals and groups from all **backgrounds** and strives to provide an equal opportunity to all members of our community regardless of race, ethnicity, religion, gender, national origin, sexual orientation, age, disablement or economic status. Discriminatory or intimidating behavior against anyone in the University community will not be tolerated*
Policy:

Temple's community firmly believes that tolerance and respect for divergent backgrounds, lifestyles and views are essential requirements for good citizenship and academic excellence. University policy prohibits discrimination, violence, intimidation, and acts which may incite and are directed toward any members(s) or group(s) within or outside the University. Temple's policy' against discrimination and intimidation will be enforced in all academic forums, University residence facilities, properties, and at all University-sponsored events.

As it pertains to student organizations, this policy mandates that student organizations within Temple University do not discriminate, practice or promote prejudice or intimidation either within the individual organization or in the greater University community. Specifically, student organizations may not determine or limit membership, voting privileges or leadership positions based on any of the following distinguishing characteristics: race, ethnicity, religion, gender, national origin, sexual orientation, age,

disablement, and economic status, political or philosophical beliefs. The University's mission is one rooted in opportunity and tolerance for all people. Elected officers of registered organizations are required to sign and take responsibility for the Organization Non-discrimination Statement, which reads:

We, as registered members of the aforementioned organization, hereby certify that this organization does-not discriminate within or outside the greater University community on the basis or race, ethnicity, religion, gender, national origin, sexual orientation, age, disablement, or economic status. Specifically, this means that we do not determine or limit membership, voting privileges or leadership positions based on any of the factors listed above. Further, we certify that this organization will not practice or promote prejudice or intimidation and will abide by the University policy on ethnic intimidation.

We acknowledge our responsibility as petitioning members of this organization to educate our members as to their rights and responsibilities under University policies and procedures, especially those set forth in this "Organization Resource Manual". We also agree to monitor the activities of this organization and its members in connection with organization functions and events.

HAZING POLICY

Hazing is a violation of state law and contrary to University policy. It is especially anathema to arty concept of brotherhood, sisterhood; friendship or community. Temple University abides by the statutory definition of hazing as adopted by the General Assembly of the Commonwealth of Pennsylvania, Act. No. 175 eff. February 15, 1987:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public and 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 shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, 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, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of the definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in any organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Allegations of hazing that arise out of Greek-letter social organizations at the University are

handled as follows:

1. Allegations of hazing, either by individuals or organizations, shall be referred to the Assistant Dean for Student Life, Bright Hall 101, first, for review of the allegations. If the allegations constitute an offense under the University Code of Conduct, the matter will then be turned over to the University Disciplinary Committee.

Registered student organizations found guilty of hazing will forfeit their registered status and all associated privileges, subject to appeal, for a period to be determined by the Office of Student Life. Appeals must be filed with the Assistant Dean for Student Life within five (5) days of the written notice of decision and state grounds for the appeal.

TEMPLE UNIVERSITY SMOKING POLICY

Statement of Purpose:

The Surgeon General of the United States has determined that cigarette smoking causes over 350,000 preventable deaths annually in this country. More than 19% of all absenteeism is attributable to smoking-related illness. Furthermore, numerous studies have concluded that smoking adversely affects the health of those persons who are "passively" exposed to tobacco smoke as well. Increased risks of cancer, impaired lung function, bronchitis, pneumonia, and other respiratory illnesses have been documented in individuals passively exposed to tobacco smoke. Eye irritation, nasal congestion and aggravation of existing health conditions have also been recorded on those "passively" exposed to smoking.

In view of these findings and in the interest of protecting the health and well being of the entire University, Temple University has adopted this policy statement on smoking.
Policy:

General Policy Statement on Smoking

1. Temple University is committed to providing a smoke-free environment for everyone at Temple.
2. All University facilities were designated as non-smoking effective July 1, 1990.
3. All smoking must be done 25 feet away from any entranceway of University buildings. Signs are posted that indicate designated smoking areas.
4. All indoor Temple University-sponsored activities that take place in facilities not owned or operated by Temple University will be smoke-free in those areas under Temple's control.
5. This policy will be enforced according to established University policies and procedures.

Enforcement of the Policy

Students

The University's enforcement of the smoking policy for all students will be as follows:

Smoking in University facilities is a violation under the University Code of Conduct. Infraction of the policy on smoking will be handled in the same way as other violations of the Code.

Employees

This policy will be enforced according to applicable rules and **regulations**.

REGULATIONS

Regulations for picketing, demonstrations and rallies:

The Office of Student Life is committed to providing leadership and developing opportunities for members of the campus community to gain insight about themselves and others by emphasizing respect and appreciation for different philosophies, lifestyles and cultures. In order to foster experimentation, judgment and assertion of ideas and beliefs, the Vice President of Student Affairs promotes debate and fair and objective discussion, but resists destructive, intimidating, and intrusive protest.

Temple University Policies are as follows:

1. Orderly picketing as a method of expressing ideas or to demonstrate approval or disapproval of an event is permissible
2. Picketing shall be confined to the out-of-doors in a manner that will not disrupt the normal and orderly use, including exit and entrance, of buildings owned, controlled, used or occupied by the University. Picketing will not be permitted inside any University building.
3. Picketers may not disrupt instruction, research, administration, or other University activities.
4. Reservations for outdoor demonstrations and rallies must be made forty-eight (48) hours in advance to avoid scheduling too many events for the same place at the same time and to coordinate security coverage:
5. Indoor demonstrations and rallies can be held in Bright Hall Lounge if the space is available. The availability of other facilities is in accordance with space usage policies for each building. Reservations for rooms for demonstrations and rallies are made in the same way as reservations for other activities (see Section III).
6. Students who participate in campus programs are expected to conduct themselves in a manner that does not interfere with the freedom of speech of others. The following behaviors are considered to be disorderly conduct:
 - a. Questions inappropriate to the format of the program.
 - b. Interruptions which prevent the continuation of the program (singing, heckling, foot stomping, seizing the microphone, throwing of objects, etc.).
 - c. Picketing designed to restrict access to the program.
7. The placing of signs, posters, and banners is restricted to specific areas. Information about these locations is available in the Office of Student Life. Posting is prohibited only on bulletin boards or other designated areas. Windows, pillars, walls, doors, etc., are not approved posting places.
8. The University reserves the right to restrict the use of placards by organizations

demonstrating on outdoor University property. Placards are prohibited at all indoor events.

Regulations For Fund-Raising/Solicitation:

Any Organization that wishes to undertake any type of fund-raising should contact the Office of Student Life, Bright Hall 101, as soon as possible to get approval and establish fundraising dates. By following this step, organizations will not be competing against one another for sales.

1. No individual or group shall solicit funds, engage in any sales, solicit orders or authorize or conduct any concession at any University function or on the campus without first obtaining permission. *University facilities are not available for personal or private gain except by pre-approved vendors.*
2. The Office of Student Life is not liable for any actions by registered student organizations and/or individuals in regard to fund-raising activities. The consumer has the right to register its complaints in writing and the Office of Student Life will begin administrative action by the University if warranted.
3. Any organization providing collection boxes for toys, clothing, food, etc., must first obtain permission from the Office of Student Life before the boxes are placed in any building. Organizations must remove the boxes by the designated date.

GUIDELINES FOR RESPONSIBLE USE OF ALCOHOL IN UNIVERSITY BUILDINGS

Assumptions:

1. The University will abide by Pennsylvania law prohibiting the sale of alcohol.
2. The University will not serve, or make available to persons under the age of 21, alcoholic beverages of any kind.

REFERENCE TELEPHONE NUMBERS

The following phone numbers are for the Ambler Campus. When dialing from an off campus telephone, please dial "(267) 468" instead of "3" for the **phone** number. For additional phone numbers, please contact the Dean's Office located on the 1st floor of the Administration Building or:

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| 1. | Academic Advising
West Hall 109 | 3-8200 |
| 2. | Academic Services
West Hall 102 | 3-8248 |

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| 3. | Ambler Student Government (ASGA)
Bright Hall 110A | 3-8429 |
| 4. | Bookstore
Bright Hall | 3-8460 |
| 5. | Career Development/ Student Employment
West Hall 109 | 3-8210 |
| 6. | Disability Resources & Services
West Hall 109 | 3-8200 |
| 7. | Computer Services
Ground Floor, Learning Center | 3-8323 |
| 8. | Copy Center
Bright Hall 104 | 3-8280 |
| 9. | Health Services
Darwin Module | 3-8490 |
| 10. | Office of Student Life
Bright Hall 101 | 3-8425 |
| 11. | Program Board
Bright Hall 110B | 3-8428 |
| 12. | Temple Column Newspaper
Bright Hall 110E | 3-8430 |
| 13. | WRFT Radio Station | 3-8416 |

The following telephone numbers are for the Main Campus, Health Sciences Center, and Tyler Campus. When dialing from an off-campus phone, please use "204" instead of "1" for Main Campus; "707" instead of "2" for Health Sciences Center; and, "782" instead of "4" for Tyler Campus.

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| 1. | Main Campus General Number | 1-7000 |
| 2. | Student Activities Office
219 Mezzanine Student Center | 1-7131 |
| 3. | Student Services
Center City Campus | 1-1500 |

4. Student Activities 2-4017
Health Sciences Campus
5. Student Services 4-2883
Tyler Campus
6. University President 1-7405
2nd Floor Sullivan Hall-Main Campus

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