



Student Organizations Handbook

Welcome to student organizations and leadership at Seaver College! We have designed this handbook to be a comprehensive guide for interest groups, recognized student organizations, and their advisors. As a companion to the Seaver College Student Handbook, this guide contains campus policies and procedures, as well as information on how to form and maintain active student organizations. At Seaver College, we place students at the heart of the educational process. As a Christian University with a liberal arts education program, we believe that learning and development occur inside and outside of the classroom. In nurturing student learning and development—intellectual, spiritual, social, emotional, and physical—we consider student organizations and their advisors to be vital partners in the process. Seaver College provides an abundance of opportunities for student leadership and campus involvement along with University resources and services to support those efforts. Student Activities serves as the primary liaison between student organizations and Seaver College. Our offices are located in the Howard A. White Center (first floor). Please visit us any time, or contact us at [\(310\) 506-4201](tel:3105064201). We are here to serve you, and look forward to supporting your leadership and service to the community. Have a wonderful school year!

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I. Introduction

Pepperdine University Mission

Pepperdine is a Christian University committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.

Affirmation Statement

As a Christian University, Pepperdine affirms:

That God Is

That God is revealed uniquely in Christ

That the educational process may not, with impunity, be divorced from the divine process

That the student, as a person of infinite dignity, is the heart of the educational enterprise

That the quality of student life is a valid concern of the University

That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline

That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence

That freedom, whether spiritual, intellectual, or economic, is indivisible

That knowledge calls, ultimately, for a life of service

The Mission of Seaver College

Seaver College offers a Christian liberal arts education program. Learn more about Seaver College's Mission and Goals: <https://seaver.pepperdine.edu/about/our-story/seaver-mission/> .

Student Affairs Mission Statement

Student Affairs provides many opportunities for student learning and development. For more information about the Student Affairs Mission Statement visit: <http://seaver.pepperdine.edu/studentaffairs/mission/> .

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II. Establishing and Maintaining a Recognized Student Organization

Definition and Purpose of a Student Organization

At Seaver College, we believe students benefit from active participation in student organizations. A student organization comprises a group of at least ten Seaver College undergraduate students, unless Student Activities has given an exception during new club registration, who voluntarily gather for a common purpose. Students are encouraged to form organizations that:

- Advance the mission of Pepperdine University,
- Provide an environment that facilitates individual growth, fostering community, promoting diversity and open mindedness within a larger community,
- Contribute to the holistic development of students,
- Serve as a vehicle for service to the campus and surrounding communities,
- Support the University's curricular and co-curricular programs,
- Enhance the overall quality of student life at Seaver College.

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Student Organization Recognition and Privileges

The University administration recognizes student organizations that exhibit support of its Christian mission and educational aims. More specifically, Seaver College recognizes student organizations that adhere to the following goals:

1. Help students advance significantly in personal, social, and academic growth through a program of services to students
2. Cultivate a true spirit of community in all areas of the University
3. Serve the campus and surrounding communities
4. Promote diversity and social engagement
5. Set standards that encourage excellence in each member
6. Educate each member to fulfill the approved purpose of the organization
7. Provide structured opportunities for self-governance and effective organization management

8. Provide an atmosphere that supports and rewards academic achievement

9. Support all policies and expectations set forth by the Seaver College Student Handbook

The University will not recognize any group that engages in or promotes conduct and/or beliefs that contradict the community standards and expectations set forth in the [Seaver College Code of Conduct](#) [↗](#). All recognized student organizations provide the opportunity for students to form community and must affirm all Seaver College policies. Recognized student organizations must affirm all Seaver College policies. Please visit the section titled "How to Form a Student Organization" to learn all the necessary steps to become a recognized student organization.

Only student organizations in good standing with the University receive official University recognition and the following privileges to better serve their organizations and the community:

- Use of the University's name in the identification of the organization and in the sponsorship of activities and events
- Ability to hold meetings and social activities on and off campus
- Use of approved campus facilities and services (e.g., meeting space, audio-visual equipment, maintenance services, etc.)
- Permission to recruit members from the campus community
- Ability to engage in on-campus fundraising activities
- Ability to advertise and promote the organization and its activities, according to publicity guidelines
- Special advising, assistance in program planning, and financial management advising by Student Activities
- Permission to recruit approved off-campus speakers and guest performers
- Membership in the Inter-Club Council (ICC), National Pan-Hellenic Council, Panhellenic Association, or Inter-Fraternity Council (IFC), which includes the privilege of requesting financial resources from ICC funding.

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University Standards and General Conduct Expectations

General Conduct Expectations

Student organizations, their leaders and members are expected to display the highest standards of conduct, honor, and integrity and to uphold all policies contained in the [Seaver College Code of Conduct](#) [↗](#). In keeping with the University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to consider and respect the teaching of Jesus and historic, biblical Christianity. It is expected that all student organizations will adhere to biblical teaching regarding moral and ethical practices. Engaging in or promoting conduct or lifestyles inconsistent with biblical teaching is not permitted.

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On or Off-Campus Conduct

An event is defined as an occurrence or activity, whether formal or informal, spontaneous or planned, on or off-campus, in which four or more members and/or new members of an organization are engaged (e.g., sporting activity, formal, meeting, house party, etc.).

Organizations must agree that whether activities are on or off campus, they are an extension of the University and subject to the principles and regulations governing all University activities. Off-campus rights and freedoms of student organizations involve the responsibility to display conduct and behavior that reflect favorably on them, the University, and the community. Although the University is not responsible or liable for students' off-campus events or behavior, it does reserve the right to take disciplinary action in response to behavior off-campus that violates University expectations and policies or adversely affects the University community and/or the pursuit of its objectives.

Any activity in which four or more members or new members of an organization are engaged may be considered an event of that organization and will be subject to all guidelines thereto pertaining.

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Standards of Conduct for Events

Pepperdine is a Christian University. As such, all events, programs, and performances must be suitable for family audiences. All participants, whether internal (students) or external (vendors, artists, and producers), shall perform and/or conduct themselves in a manner that is consistent with the standards of the University. If participants fail to adhere to University standards, disciplinary action may ensue. Examples of these standards include:

- No alcoholic beverages or non-prescribed drugs are permitted on campus. Anyone under the influence of alcohol or narcotics will be reported to the local authorities and removed from campus. The University will not honor any rider requests to provide Performer/Group/Entertainer with alcohol.
- No unlawful or improper conduct or language is permitted on stage during a performance or on campus. Examples of behavior and/or language inconsistent with the standards of the University include, but are not limited to: mosh pits, stage diving, crowd surfing, or any other actions that may create a dangerous situation; statements that disparage God, Jesus Christ, or religion; language that demeans and exploits any identities; explicit lyrics; and references to sex, alcohol, and narcotics/drugs. Under no circumstances will the Student/Performer/Group/Entertainer use profanity or tell obscene jokes or stories of any kind whatsoever during the performance. The determination of what is improper or obscene with respect to statements made by the Student/Performer/Group/Entertainer will be made in good faith by the University, and will be at the sole and absolute discretion of the University.
- All Pepperdine University campuses are smoke-free at all times and smoking, including e-cigarettes, is strictly prohibited. See the Smoking Policy in the [Student Code of Conduct](#) [↗](#) for more information.
- All supporting talent accompanying the Student/Artist/Producer/Entertainer/Vendor must also comply with the standards of conduct stated herein. A breach of any provision of this Contract by supporting talent will be deemed to be a breach by the Student/Artist/Producer/Entertainer.

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Alcohol/Drug-Free Activities

Pepperdine University seeks to foster an alcohol-and-drug-free environment. Therefore, all activity of student organizations, whether on or off-campus, must be alcohol-and-drug-free. Alcoholic beverages are not to be served or consumed at any formal/informal meeting, gathering, or event of a student organization, whether on or off-campus. In planning events, both on and off-campus, student organizations must make arrangements to ensure that no alcoholic beverages are served or consumed. Pepperdine is a federally funded campus; which also bans the use of marijuana

products. Moreover, illegal drug use of any kind is strictly prohibited by University policy and local law. For more information about the University's policy for Alcohol and Other Drugs, visit the [Seaver College Code of Conduct](#) [↗](#).

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Hazing

Pepperdine University is committed to the highest standards of academic excellence and Christian values which strengthen lives for purpose, service, and leadership. Hazing is a violation of our Christian teaching that all people are created in the image of God and should be treated with dignity and respect. Therefore, Pepperdine is dedicated to a University community free of hazing.

Hazing is prohibited by state law and University policy. The University's hazing policy applies to all student organizations – including groups governed by the Sports Club Council, Inter-Club Council, Inter-Fraternity Council, Panhellenic Council, National Pan-Hellenic Council, and athletic teams – as well as unrecognized student organizations.

It is unlawful to engage in hazing. See California Penal Code section 245.6 ("Matt's Law"). Matt's Law defines hazing as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term 'hazing' does not include customary athletic events or school-sanctioned events." Individuals found guilty of hazing may be imprisoned and/or fined. Matt's law also allows a person against whom the hazing is directed to sue the individuals who participate in the hazing or organizations that authorize, request, command, participate in, or ratify the hazing.

Pepperdine's Definition of Hazing

Pepperdine defines hazing much more broadly than Matt's Law. This broader definition is classified into three categories: 1) subtle hazing; 2) harassment hazing, and 3) violent hazing (see descriptions and examples below). Pepperdine prohibits any student or student organization from engaging in, individually or as part of a group, an act which is humiliating, intimidating, or demeaning or potentially endangers or puts at risk the mental health or physical safety of a student for the purpose of or in connection with initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities.

The following terms are an important part of Pepperdine's definition of hazing:

- **Passive Participant:** An individual member of the hazing group who stands by and watches the hazing activity perpetrated upon another person and chooses not to do or say anything that would or could change the course of action. The University considers passive participants as much of the problem as active perpetrators, and will consider passive participants to be contributors who help perpetuate hazing culture.
- **Consent:** Even if someone agrees or is otherwise complicit in participating in a potentially dangerous activity, this does not remove the responsibility from the perpetrators (or passive participants). Furthermore, it may not be true consent when considering the pressure and desire to belong to the group. Consequently, the implied or expressed consent of any person toward whom an act of hazing is directed cannot be used as a defense to a charge of hazing.

Example of Hazing and Prohibited Activities

A complete list of activities that would constitute hazing would not be possible, but hazing can be classified into three categories that would reasonably be expected to affect another person's dignity or well-being. Almost anything that new members are required to do that is not required of more senior members or any other activities devoid of legitimate educational value is likely to constitute hazing. Violating or encouraging others to violate any University policy in the context of new member activities is prohibited (e.g, alcohol consumption).

Subtle Hazing

Subtle hazing typically involves activities that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel they need to endure subtle hazing to feel like part of the group or team. Some examples include, but are not limited to:

Any activity that is presented as optional but has real or perceived negative consequences for nonparticipation (e.g., not participating in Spirit Cup activities results in running laps).

- Deception
- Assigning demerits
- Silence periods with actual or implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members to perform duties not assigned to other members
- Encouraged exclusion from social contact
- Compelling a person or group to remain at a certain place
- Line-ups and drills/tests (sometimes includes name calling)
- Requiring new members to refer to other members with titles (e.g. "Mr." or "Miss") while they are identified with demeaning terms
- Expecting certain items to be in one's possession (e.g., backpacks, shields, paddles, bricks, etc.)
- Activities that would unreasonably interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)
- Required uniforms, costumes, or clothing designating new member status (e.g., t-shirt with "Pledge")
- Depriving students of sense awareness (sight, sound, etc.)

Harassment Hazing

Harassment hazing typically involves behaviors that cause emotional anguish or physical discomfort in order to make new members feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members. Some examples include, but are not limited to:

- Verbal abuse

- Threats or implied threats
- Wearing or carrying apparel or items likely to subject the wearer to embarrassment, ridicule, or harm
- Stunt or skit nights with degrading, crude, or humiliating acts, inappropriate scavenger hunts or road trips
- Public stunts and buffoonery
- Fake branding/cutting or psychological game playing
- Shaving of the head or any other part of the body
- Sleep deprivation or disruption
- Sexual simulations or nudity in any form
- Expecting new members to perform personal service to other members—cook, clean, etc.
- Expecting new members to be deprived of maintaining a normal schedule of personal hygiene
- Expecting new members to harass others
- Degrading or humiliating games and activities

Violent Hazing

Violent hazing involves behaviors that have the potential to cause physical, and/or emotional harm. Some examples include, but are not limited to:

- Forced, pressured, or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Forced or coerced ingestion of substances or concoctions
- Burning
- Water intoxication or other consumption challenges
- Abuse or mistreatment of animals
- Any activity which involves vomit or other body fluids
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to extreme heat or cold without appropriate protection
- Branding, tattooing, piercing

Positive New Member Activities

There are many new-member activities that are positive, educationally appropriate, and develop group unity, bonding, and a sense of belonging. Examples include, but are not limited to the following:

1. Attending pre-season or organizational training sessions
2. Engaging in community service
3. Completing a "ropes" course or other group building activities
4. Participating in a supervised group, organization or team trip
5. Competing with each other in team games, splitting the team equally between new members and returning members

Because it is not always clear to individuals which activities are unacceptable and constitute hazing, student leaders and members of student groups are required to consult with groups' advisors, coaches, or other University officials responsible for the program or activity in advance of the planned event. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place at Pepperdine.

How You Can Tell If It Is Hazing

If you have to ask if it's hazing, it probably is. Here are some things to think about, and to help you determine if the activity is hazing.

- Is this in line with your organization's mission and values?
- Are alcohol or other drugs involved?
- Are any local, state, federal laws or University rules being violated?
- Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor, University official, or media?
- Must new members carry specific items with them at all times?
- Must new members remain silent for a certain time period, or are they denied contact with friends and family?
- Would you be comfortable describing this activity to your parents? Or have details about it published in the Graphic?

Pre-Approval of New Member Activities

All new member activities must be approved in advance by the appropriate department responsible for overseeing the organization, group, or team involved. In deciding whether to approve the program, the department will consider whether the proposed activity constitutes hazing as defined above and also whether the activity is likely to produce or would be perceived by a reasonable person as likely to be humiliating, intimidating, demeaning, or potentially endangers or puts at risk the mental health or physical safety of a student. Organizations, groups and teams may not engage in any new member activities that have not been approved by the responsible department

Disciplinary Action

Individuals accused of hazing will be brought before the Student Disciplinary Committee pursuant to the Disciplinary Procedures set forth in the Seaver College Student Handbook. Student Organizations charged with hazing will be brought before the Student Organizations Judicial Board. Student organizations and members found to have engaged in hazing will be disciplined, up to and including, deactivation of the student organization and dismissal from the University of its members. University disciplinary proceedings may be instituted against a student also charged with violation of any law, including Matt's Law. See California Penal Code section 245.6. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Immunity for Reporting Hazing

In an effort to encourage reporting of hazing incidents, the Office of Community Standards may grant immunity from University discipline to a person whose conduct violated the hazing policy but voluntarily:

- reports a hazing incident before being contacted by a University official concerning the incident or otherwise being included in the institution's investigation of the incident; AND
- the conduct the student engaged in did not cause physical harm or emotional to another; AND
- cooperates fully and in good faith throughout the institutional investigation and disciplinary process regarding the hazing incident.

NOTE: The grant of immunity is not automatic and will be determined by the dean of students for community standards.

Reporting Hazing

*To report hazing **as it is occurring**; please dial these emergency phone numbers:*

On-Campus: Department of Public Safety, [310.506.4441](tel:310.506.4441)

Off-Campus: 911

*To report hazing **after it has occurred**; please contact any of the following numbers:*

Department of Public Safety (CCB), [310.506.4442](tel:310.506.4442)

Office of Community Standards (TAC, 2nd Floor), [310.506.4471](tel:310.506.4471)

Greek Life Advisor (HAWC 112), [310.506.4201](tel:310.506.4201)

Anonymous reports may be made on the "LiveSafe" mobile app or on the anonymous Wave Tip line by calling voice mail at [310.506.7634](tel:310.506.7634) or online at: www.pepperdine.edu/publicsafety/concern 

Anti-hazing Hotline for Greek Organizations: call toll-free 1.888.NOT.HAZE (1.888.668.4293)

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Leadership

Students must be in good standing with the university to hold or apply for a leadership position. The Seaver Code of Conduct posits that student leaders should not be on disciplinary or academic probation if holding a leadership office. Reference the [Seaver Code of Conduct, section VIII](#) [↗](#) for more information.

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Student Organization Disciplinary Process

Philosophy of Student Discipline

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students and organizations develop responsibility and encourage self-discipline and self-governance, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of members of the University community. An institution of higher learning is authorized by law to establish and administer codes of conduct and to discipline organizations whose actions negatively impact the campus community. The University reserves this right. Student organization disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where probation or deactivation is not a probable penalty; more procedural formality should be observed in serious disciplinary cases. In all situations, fundamental fairness requires that student organizations and their leaders be informed of the nature of the charges and be given a fair opportunity to respond to them.

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Reporting Misconduct

Anyone may report a violation of the Code of Conduct by contacting the Office of Community Standards at [\(310\) 506-4472](#). Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the Code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The University reserves the right to take action against an individual or student organization for violating the Code of Conduct regardless of how much time has passed since the incident. Anonymous reports may be made on the anonymous Wave Tip line by calling voice mail at x7634 (on campus) or [\(310\) 506-4001](#) (off campus) and then dialing 9563. Students living in the residence halls may also notify their Resident Advisors. *For any campus emergency, call [\(310\) 506-4441](#).*

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Authority and Responsibility for Student Organizations Discipline

The Vice President of Student Affairs is responsible for overall coordination of rules and regulations regarding student discipline for misconduct and serves as the final appeal for student disciplinary decisions. The Associate Dean of Student Affairs is the person appointed by the Vice President of Student Affairs to be primarily responsible for the operational details of the student organizations disciplinary process. In such cases when organizations and their

leaders violate the Code of Conduct, the Student Affairs Advisor (or designee) and the Associate Dean of Student Affairs are responsible for the disciplinary process. The Student Affairs Advisor will review reports of misconduct and may conduct an investigation. If the Student Affairs Advisor considers the report to indicate probable violation of the Code of Conduct, the incident will be heard through either an informal hearing by a staff member or a formal hearing by the Student Organizations Judicial Board.

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Disciplinary Procedures

Administrative Hearings

In some cases of organization or member misconduct, a formal panel hearing may not be necessary. This is most often true when the violation is of a less serious nature and the misconduct would not result in probation or deactivation. In such a case, the organization's leaders attend an administrative hearing with a University staff member and student leaders (normally the Student Affairs Advisor) to discuss the incident, the group's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this discussion. Informal actions are not subject to appeal.

Notice and Formal Hearings

If, after reviewing a report of misconduct, the Student Affairs Advisor determines that the incident is deemed sufficiently serious, the incident will be submitted for hearing by the Student Organizations Judicial Board. The Board will be composed of two students, two staff, two faculty members, and the Associate Dean of Student Affairs or designee (chair). A quorum of one student, one staff member, one faculty member, and the chair is necessary to conduct a hearing.

Before meeting with the Student Organizations Judicial Board, the organization's leaders (usually executive board) will be provided in writing with a summary of the behavior that allegedly violates particular provisions of the Code of Conduct. The notice will also include the time of the hearing, not less than five nor more than fifteen calendar days after the organization has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Associate Dean of Student Affairs (or designee). Other than as outlined below, hearings need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

Hearings will be conducted according to the following guidelines:

1. All procedural questions are subject to the final decision of the chair.
2. Hearings normally will be conducted in private. Admission of any person to the hearing will be at the discretion of the chair.
3. The alleged organization has the right to be assisted by any advisor they choose. The advisor, for example, may be a faculty or staff member. The alleged organization is responsible for presenting its own case and, therefore, advisors are not permitted to represent the student(s) or to participate directly in the hearing. The role of the advisor is to accompany the students and advise them privately during the hearing process.
4. Hearings will be chaired by the Associate Dean of Student Affairs (or designee) and will proceed in the following manner:
 1. Reading of the specific charges of violations of the Code of Conduct.
 2. The student organization's denial or admission of the violations. (If the organization admits the charges, then the Board may dismiss the student and deliberate on the appropriate sanctions.)

3. Review of the information in support of the charges.
 4. Questions about the information by the student organization representative(s) charged and/or the Board.
 5. Presentation of information by the student organization representative(s) charged that rebut the charges and questions by the Board.
 6. Closing statement by the alleged organization representative(s).
5. The Board may ask questions of the witnesses. The alleged group may not directly question the witness, but may direct questions to the chair after the witness has been excused. The chair will then determine if the questions are appropriate, and if so, will ask the witness to return and answer the questions. Witnesses may only be present while giving testimony. Alleged groups must present a list of witnesses and purposes of their statements to the chair 24 hours in advance of the hearing.
 6. A list of witnesses called by the University should be presented to the alleged group 24 hours in advance of the hearing.
 7. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Board at the discretion of the chair. This information must be submitted to the chair at least 24 hours in advance of the hearing.
 8. If, during the course of the hearing, additional charges are discovered, the alleged group will be notified of the new charges and will be granted additional time, if needed, to prepare a defense of the new charges. The alleged group may waive the additional time and the hearing can proceed with the new charges taken under consideration by the Board. A record should be made in the hearing notes of additional charges and whether or not the group desires additional preparation time.
 9. After the hearing, the Board will determine by discussion whether the organization has violated each section of the Code of Conduct that the group is charged on the basis of whether it is more likely than not that the alleged group or member violated the Code of Conduct.
 10. If the group is found to have violated the Code of Conduct, the Board will then make a recommendation to the chair for appropriate sanctions. The chair will make a final decision of the sanctions to be imposed, and will notify the organization in writing of the Board's decision and the sanctions issued, if any.
 11. There will be a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the alleged, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.
 12. If the alleged student group fails to appear at the hearing, the Board may make a decision based on the available information. If the chair determines that good cause exists for the alleged group not appearing at the hearing, a new date may be set for the hearing.

Sanctions for Student Organizations

Student groups and organizations may be charged with violations of the Code of Conduct. A student group or organization and its officers/leaders may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. The following sanctions may be imposed upon groups or organizations: warning, probation, fines, loss of privileges, restitution, deactivation, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified period of time.

In the event that a student organization violates the Code of Conduct or community standards contained in the Student Organizations Handbook, the organization will be subject to disciplinary action.

- **Warning:** Oral or written notice to the organization that it is violating or has violated the Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction.
- **Fines:** Payment of charges for violation of regulations.
- **Restitution:** Compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions.
- **Educational Sanctions:** Community service, essay writing assignment, attendance to a seminar, action plan, drug or alcohol programs/assessments, or other discretionary sanctions as deemed appropriate.
- **Probation:** A status indicating that the organization's relationship with Seaver College is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to be violating any University regulations. Note: Organizations that are placed on probation are required to sign a probation agreement. Probation may include a loss of privileges (e.g., loss of social privileges) for a designated period of time.
- **Loss of Privileges:** Such loss may include, but is not limited to, funding, eligibility to hold on or off-campus events, membership recruitment, advertising, use of University facilities and services, etc.
- **Suspension:** Short-term revocation of a student organization's status as an officially recognized and registered organization. Any organization that is placed on suspension will be given a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group including meetings and events, whether formal or informal, must be approved by Student Activities in advance. Generally speaking, only supervised internal meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.
- **Deactivation:** Formal revocation of a student organization's status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

Appeals Process

The University has implemented procedures for student organization appeals with the intent of assuring fundamental fairness. Student organizations who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Vice President of Student Affairs. The appeal letter must be submitted within seven (7) calendar days of the issuance of the sanction.

The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. Appropriate grounds for appeal include:

- Insufficient evidence to support the decision
- New evidence or facts not known to the student or organization at the time of the hearing
- Procedural irregularity that undermined the student or organization's ability to present a defense
- Inappropriateness of the sanction for the violation of the Code of Conduct

Generally the appellate process does not require a hearing, nor does it require the Vice President of Student Affairs to make personal contact with the student organization or the Board. The Vice President of Student Affairs may, but is

not required to, convene an ad hoc appeals committee to assist in making a recommendation to the Vice President of Student Affairs regarding the appeal.

The Vice President of Student Affairs may affirm, reverse, or modify the sanction. The Vice President of Student Affairs may also return the case to the Board for further consideration. The Vice President's decision shall be final and effective immediately. In the event of extenuating circumstances the Vice President of Student Affairs may refer the appeal to the Dean of Seaver College.

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Types of Student Organizations

Inter-Club Council

The Inter-Club Council (ICC) comprises representatives from nearly one hundred student organizations, which represent diverse student interests and leadership opportunities in several categories: Identity Based, Service, Student-led Ministries, Fraternity and Sorority Life Councils, and Special Interest groups. Fraternities and sororities maintain their own distinctive councils. Each year, the ICC in conjunction with Student Activities allocates funding to recognized student organizations from the ICC General Fund and Student Development Fund, provided they abide by the stipulations outlined in the Inter-Club Council by-laws. Among its responsibilities, the Inter-Club Council:

- Facilitates campus-wide, student-led activities;
- Fosters organizational growth through student-led mentoring and collaboration;
- Coordinates the budgeting and financing of ICC fund (general and student development) appropriations to member organizations.

For more information contact the [Student Organizations Coordinator](#).

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Club Conference (Club Con)

For Club Con, two representatives from an organization must be present during the training and pass the informational quiz if the organization wishes to have funding from ICC. If an organization does not attend the Club Con or does not have the appropriate number of representatives at the meeting, the club will not be granted funding from the Inter-Club Council.

Two Representatives: The two representatives must be active members of the organization. One representative must be the main contact and the other may be any member from the organization or club, not limited to only students who serve on the organization's E-Board.

The Quiz: At the end of the meeting, one representative will have the chance to pass the funding quiz that will be given. In order to pass, the student needs at least an 80%. If the first student does not pass on the first attempt, the second representative that was at the meeting will have to make an appointment to come to the ICC Office (HAWC 140) to take the quiz during office hours. If this student passes, the organization will be granted funding. If the second student also does not pass, the organization will not be granted funding until the spring when the second Club Con of the year takes place and when the quiz will be offered again.

Additional Resources: All of the slides that were used during Club Con will be available for the students' use. Club

members and club representatives will have access to a digital folder with all of the information needed and reviewed that aids in the passing of the quiz.

Student Government Association (SGA)

The Student Government Association (SGA) represents and advocates for the general student body through an elected executive board and senate. SGA's executive branch consists of the four student body officers; President, Executive Vice President, Vice President of Administration, and Vice President of Finance. SGA's legislative branch, known as the Senate, consists of four class presidents (one per class), twelve class senators (three per class), and a director for each of SGA's standing committees.

In cooperation with University administration, SGA allocates funds collected from the Campus Life Fee to improve the student experience. SGA supports projects related to student life, leadership development, spiritual formation, cultural awareness, civic engagement, class activities, as well as the promotion of strategic initiatives, campus unity, and communication among students, faculty, and administration. To learn more about serving in an elected or appointed position, please visit the SGA website at sga.pepperdine.edu. Students can also contact their SGA representatives by calling (310) 506-4534, emailing sga@pepperdine.edu, or stop by the SGA Office, located in the TCC.

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Student Programming Board (*the Board*)

The Student Programming Board (*the Board*) exists to create a lively schedule of activities for students, both on and off campus. Some of the *Board's* most popular events include Blue & Orange Madness, Winter Wonderland, ReelStories Film Festival, Spring Concert, and Coffeehouse events. *The Board* produces a biweekly newsletter featuring upcoming events, is advised by Student Activities staff, and consists of the following committees: Event Planning, Marketing, and Administrative & Special Projects. *The Board* plans, promotes, and coordinates events consistently throughout the year, many through partnerships with student organizations and campus departments. For questions, information, and event submissions, *the Board* may be reached at (310) 506-7153, by emailing spb@pepperdine.edu, visiting their [Community website](#) or [Instagram page](#) , or stopping by Student Activities, located in the HAWC.

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Campus Life Fee

All approved ICC organizations are allocated funds for each academic year. Funding is split into three categories: General Funds, Student Development Funds, and Promotional Funds. Each club has the opportunity to access up to the set funding amounts for the year, but is not guaranteed to be able to access the full amount. ICC receives funding from the Campus Life fee, which is split between SGA, the Board, ICC and SWAB. ICC's allocation is held in a single agency account and does not allocate the yearly funds to each organization individually. ICC's goal is to maximize funding for all organizations, and strictly allocating to each organization would greatly limit that ability.

To accomplish this, each organization receives the following funding amounts from the Campus Life Fee, which is paid by every Seaver College undergraduate student in fall and spring semesters:

The Board	\$50.40	(40%)
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SGA	\$31.50	(25%)
ICC	\$31.50	(25%)
SWAB	\$12.60	(10%)
Total	\$126.00	(100%)

For students studying abroad, the ICC and the Board's portion of the fee is allocated to their particular international program.

The ICC and the Board's portion of the fee is allocated per the number of students that are attending that particular international program.

The Campus Life Fee is also assessed to Seaver College undergraduate students registered in summer term. There is a \$42.00 fee assessed to students with any summer enrollment, regardless of the number of sessions in which they are enrolled. All of these funds are allocated to the Board for social, recreational, and leisure events offered throughout Summer Sessions 1, 2, and 3.

In consultation with the Vice President of Student Affairs, SGA, ICC, and the Board may request adjustments to the Campus Life Fee, either collectively or individually. All proposed fee adjustments should be made by the end of fall semester and must be approved by a majority vote of the SGA Senate. The official SGA resolution and any supporting documentation will be forwarded by the SGA Advisor to the University Management Committee for final review and approval.

SGA

SGA funds policy and advocacy initiatives that are intended to improve the overall student experience. Any registered student organization that seeks SGA funds must first submit and present a funding proposal to ICC prior to petitioning SGA as an additional funding source. Once the registered student organization receives award notification from ICC, the registered student organization may then petition SGA to supplement funds already awarded by ICC. To request SGA funds, the registered student organization is to submit an official SGA resolution at least 7 days prior to the date when funds are to be administered. SGA resolutions must include the amount awarded by ICC and are to be submitted to the SGA Vice President of Administration at sgaadminvp@pepperdine.edu and copy the ICC Vice President of Finance at iccfinance@pepperdine.edu.

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Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Association (Greek Letter Organizations)

The National Pan-Hellenic Council and the Panhellenic Association each comprise representatives from those nationally recognized sororities on campus, while the Interfraternity Council (IFC) comprises representatives from each national fraternity. All officers in the councils are elected by and among council members. The National Pan-Hellenic Council, Panhellenic Council, and IFC serve as the governance bodies for the Fraternity & Sorority Life system.

In cooperation with Student Activities, each council meets each semester to accomplish some of the following goals:

- Provide a communication network between the fraternities and sororities
- Coordinate the campus calendar for all Fraternity & Sorority Life organization's fund-raising, social and service events

- Plan Fraternity & Sorority Life events and activities
- Develop standards and policies for the Fraternity & Sorority Life system
- Be the official voice of the fraternities and sororities as well as a sounding board for all grievances related to Fraternity & Sorority Life activities
- Facilitate the expansion process involving interest groups seeking a fraternity or sorority charter
- Coordinate all Fraternity & Sorority Life recruitments

Pepperdine University recognizes the following national fraternities and sororities, which comprise membership in IFC, Panhellenic, NPHC, and NALFO Councils:

Interfraternity Council Fraternities	Panhellenic Sororities	National Pan-Hellenic Council	National Association of Latino Fraternal Organizations (NALFO)
Alpha Tau Omega	Alpha Phi	Alpha Phi Alpha	Lambda Theta Nu Sorority, Inc.
Psi Upsilon	Delta Delta Delta	Alpha Kappa Alpha	
Sigma Chi	Delta Gamma		
Sigma Phi Epsilon	Gamma Phi Beta		
	Kappa Alpha Theta		
	Kappa Kappa Gamma		
	Pi Beta Phi		

For more information contact the [Fraternity and Sorority Life Advisor](#) or visit: <https://community.pepperdine.edu/seaver/studentactivities/greeks/>.

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Student-Led Ministries

Students are encouraged to create and lead ministries that help students grow in Christian faith and character. We are guided by our mission, which is to strengthen students for lives of:

- Purpose, through relationships, ministries, and programs that focus on practicing the spiritual disciplines, building character and integrity, and instilling a sense of Christian vocation;
- Service, through providing opportunities and encouragement for servant leadership and engagement with the community; and
- Leadership, through equipping and mentoring students through the successful launch and sustaining of their ministry, enabling them to engage and change the culture on Pepperdine’s campus and beyond through peer leadership.

A Student-Led Ministry will:

- Be led by Pepperdine students

- Be advised by a full-time Pepperdine faculty or staff member
- Foster Christ-centered spiritual formation and growth
- Affirm Christian values
- Address the moral, ethical, and spiritual dimensions of current issues
- Be formed to meet a spiritual need in Pepperdine's community
- Strengthen students for lives of purpose, service, and leadership
- A ministry may be developed based on students' gifts and talents (e.g., drama, music), special interests (e.g., Celebration Chapel, Sideline for athletes), or special needs (e.g., leadership training, campus-wide fellowship).

To apply for recognition of your student-led ministry, please complete and return a [Student-Led Ministries application](#)  to the Hub for Spiritual Life at spirituallife@pepperdine.edu.

The university will not recognize non-Christian religious organizations. The University reserves the right to refuse recognition to any group who forms along denominational lines. Students from a church can meet together on campus, but it must be student-led.

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How to Form a Student Organization

Recognition Process

Pepperdine supports the establishment and continuation of all undergraduate clubs and organizations whose purpose both aligns with the mission of Pepperdine University and adds value to the undergraduate experience through a diversity of activities, interests and initiatives.

In order to be approved and recognized as a registered student organization of Seaver College, clubs must establish the following:

- An official club name
- A mission/purpose statement
- A faculty/staff advisor (advising by an outside entity or individual is not permitted, with the exception of national sorority and fraternity advisors)
- A governing constitution
- A process for selecting and replacing leadership
- A membership roster; with a minimum of 10 members**
- A preliminary calendar of events, meetings, and activities**

** These will be modified or enhanced as the club grows and develops into an established organization.

The process of becoming an officially registered student organization with Seaver College is as follows:

1. Contact the [Student Organizations Coordinator](#) with the intent of establishing a club.
2. Fill out the appropriate application forms that document the requirements listed above.
3. Apply/Submit all required materials through [Peppervine](#) .

4. The ICC President in conjunction with the Student Advisory Committee will review the application for University approval.
5. The club representative will receive an notification of approval, denial, or –request additional information– from the Advisory Committee through Peppervine.

The Student Advisory Committee (comprised of Student Affairs staff) reviews all requests for recognition of student organizations. Simply following the procedural steps set forth in the Student Organizations Handbook does not guarantee recognition. Generally, a response to a submitted registration will be given within ten business days, and will be sent to the student(s) and faculty/staff advisor submitting the application.

If approved, the club must select a delegate to serve as the club's ICC representative (excluding members of the Sports Club Council). This delegate will be required to attend all orientation meetings and ICC General Council meetings. If this delagete is unable to attend initial orientation meetings, a member of the E-Board may attend in the delegate's place. If denied, an appeal can be made to a review board consisting of Seaver College administration. To appeal, applicants must send a formal letter of request to the Director of Student Activities.

Note: It is the policy of the University to oppose and prevent illegal discrimination of any student organization based on ethnic origin, race, gender, sexual orientation, ability, socioeconomic status, or creed. This includes, but is not limited to, membership selection and/or involvement in activities.

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Annual Maintenance Procedures for Student Organizations

1. Organizations must maintain and regularly update an accurate list of members and officers on Peppervine. Student Activities staff may ask at any time for a current roster.
2. Organizations must be familiar with the Student Organizations Handbook.
3. Organizations must provide requested reports or other procedures that may be required periodically.
4. Organizations must be an active member of the appropriate governance council and comply with its by-laws (e.g., Inter-Club Council, National Pan-Hellenic Council, Panhellenic Council, Interfraternity Council, or Sports Club Council).

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Additional Information for All Student Organizations

1. Membership may only consist of Seaver College undergraduate students.
 - Alumni and graduate students of Pepperdine University may be honorary members, but cannot hold offices in the organization.
2. Organizations must re-register at the beginning of each academic year with updated changes to leadership and roster.
 - Any changes to the roster (e.g., officer changes, etc.) must be reported to the Student Organizations Coordinator as they arise.
3. Organizations must obtain approval of all events, activities, publicity, and promotions from their Student Organizations Coordinator and/or Student Activities.
4. Organizations must maintain at least ten active members after one semester of operation.

5. In order to maintain eligibility to apply for funding from their respective councils, a representative from the organization must attend all of the group's council meetings (Inter- Club Council, Sports Club Council, Panhellenic Council, or Inter-Fraternity Council) and adhere to each council's respective by-laws.
6. Only University-recognized organizations are authorized to use meeting space, University equipment, supplies, and any form of campus-wide publicity and distribution.
7. Organizations must submit a Calendar of Events (list format) at the beginning of each semester (no later than September 30th and January 30th, respectively). The calendar should include the following details for each event and routine meeting: date, location, time, contact phone, and event description, and an indication of whether or not the activity/meeting is open to non- members. This information will be used to update the Student Organization and/or Master Student Life calendars.

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Naming an Organization

When choosing a name for a new organization, care should be taken to ensure the name clearly reflects the purpose and mission of the group, and distinctly identifies it from other organizations (including a differentiation in any acronyms that will identify the group). Only national, departmental honor societies or national fraternities and sororities (belonging to the NIC, NPC, or NPHC respectively) may adopt a Greek-letter name. Student Activities reserves the right to deny any organization a chosen name at its discretion.

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Notification of Change or Termination

The organization's president is responsible for notifying Student Activities if there is a change in student leadership. If a student organization wishes to terminate its recognition, a letter stating this must be sent to Student Activities immediately. The club president and the faculty advisor of the organization must sign the letter. NOTE: An organization that ceases to support the University's mission and policies may lose its recognition status and the accompanying privileges.

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Reapplication

Reapplication is the process of telling ICC that you plan to keep your organization active for the upcoming year. Student organizations need to reapply at the end of Fall or Spring semester depending on their ICC category. Social and Professional Greek-lettered organizations will reapply their organization at the end of the Fall semester. Every other organization will reapply at the end of Spring semester.

Note: If your club chooses to not reply, and does not communicate with ICC, your club is subject to be determined as inactive and new leadership will be considered.

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Club Standings

- New Organization- First year organizations will receive 50% allotment of funding until completing their first year.
- Active - Has submitted all forms for reapplication and is meeting ICC policies
- Inactive - Is missing paperwork from reapplication or is not meeting ICC policies

- Advisor has asked to meet with leaders to create next steps to fix missing areas
- Frozen- Did not complete reapplication or does not meet ICC policies
 - Does not communicate with ICC advisor to address issues
- Probationary Levels
 - Level 1- loss of funding for a semester
 - Level 2- loss of funding for a year, no social events for a semester
 - Level 3- loss of funding for a year, no social events for a year, meeting with Student Activities to determine continuation status of club

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Alumni Events

The Seaver College Alumni Relations office is here to help make that happen! Interacting with alumni who better understand your unique Pepperdine perspective can bring about career support, network connections, sponsorships, and new friendships!

And if you are an alumna who wants to connect with current students who are in an organization that you were a part of, we can assist you in that as well! As a reminder, alumni are only able to hold honorary member status with our Seaver undergraduate organizations and clubs.

What we can do to support your student-alumni connections:

- Student-alumni event/program financial grants
- Personal consultations
- Event support and advice
- Online event registration
- Event/program communication & advertising
- Web presence
- Alumni E-newsletters
- Alumni contact information

Fill out the form [here](#) [↗](#) to get in contact with Esther Chung, Manager of Affinity Engagement.

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Student Organization Officers

1. All **officers** of Seaver College student organizations must be undergraduate students.
2. Officers of student organizations are expected to maintain a level of conduct and integrity in line with the University's Standards of Conduct. A student organization reserves the right to remove an officer from their position if they are acting in opposition to this expectation. Expectations and removal of officers should be included in the written constitution of that organization.

3. Officers that are placed on academic or disciplinary probation will be subject to removal from office, and will be notified in writing.
4. The name, phone number, and e-mail address of all organization officers must be updated regularly on Peppervine. Any change of officers should be submitted to the same office within five business days of the change.
5. Student organization officers are responsible for the programs of their organizations, and must ensure that all activities are conducted in accordance with the [Seaver College Code of Conduct](#) [↗](#) and are consistent with University policy governing student organizations.

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How to Use Peppervine

Event Requests

1. Login to vine.pepperdine.edu
2. Go to your club's membership page
3. Go to the left hand side on the side bar
4. Click "Events"
5. Once on the page, click "create event" on the top right corner
6. Fill out with necessary information

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Submission Deadlines

- Event Request (In-Person): 2 Weeks
- Event Request (Virtual): 1 Week
- Funding Request: 2 Weeks
- Event with 200+ expected attendees: 4 Weeks
- Event that requires outside vendors: 4-6 Weeks

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What is an Event?

Pepperdine has a strict "four or more" rule, meaning that if four or more people from your organization are in attendance, you need to make an event request. An event is any activity or situation, sponsored, co-sponsored or endorsed by the organization, or any event a reasonable person would associate with the organization.

In order to host an in-person event, you must submit an event request 2 weeks (14 days) prior to the date of the event for review. Event requests are reviewed once a week in each of the following areas: ICC General, ICA, Fraternity and Sorority Life, Student Led-Ministries, and the Service. If you do not know who reviews your event requests, please reach out to iccgeneral@pepperdine.edu and we can share that information.

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Using the RSVP Feature

Utilize the RSVP feature on Peppervine in order to keep record of how many people may attend a certain event, a feature which is vital when ICC reviews both event and funding requests. To RSVP for an event, follow these directions:

1. Login to vine.pepperdine.edu
2. Click on your organization
3. Select "Events" and click on the event you would like to RSVP to
4. Scroll down to Registration and click on "Register"

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Attendance Tracking

It is a requirement to take attendance at **all** events submitted on Peppervine. Failure to do so will result in loss of funding and potential loss of social events.

To do so, follow these directions:

On Computer

1. Login to [Peppervine](#) .
2. Click on your organization
3. Scroll down to "All Events" and look at the event which attendance tracking is needed
4. Click on the tiny QR code on the middle right side of the event (refer to picture below)
5. You can now place that QR code up on a presentation to allow students to sign-in using their phones!

On Cell Phone

1. Open the CampusGroups App on your phone.
2. Click on groups
3. Select your group
4. Click on "events" under the description
5. Click on the event that you would like to check in
6. Click on "check in attendees"
7. You can either scan your participant's QR code (instructions in the next portion) or type in names!

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Event Feedback

To ensure all participants who RSVP'd receive a Post-Event Feedback form after your event, follow these directions:

1. Logon to vine.pepperdine.edu

2. Create an Event Request (see instructions above)
 3. On the “Post Event Feedback” page of the Event Request Form, check the box that says “Automatically Send Post Event Feedback notification after event”
 4. Input specific post event feedback questions
 5. Complete the rest of the Event Request Form and click “Submit”
- To access the responses to the Post Event Feedback Form, follow these directions:

1. Logon to vine.pepperdine.edu
2. Switch to manage access
3. Go to your club’s membership page
4. Go to the organization tool dropdown menu
5. Click on “Events”
6. Click on the event you would like to access and scroll down to the “Post Event Feedback” section
7. Click on the blue “Export Feedback” to view all responses

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Student Organization Advisors

Each registered student organization is required to identify a full-time faculty or staff member from Pepperdine University to serve as a mentor. In addition to a faculty or staff mentor a Student Affairs advisor will be appointed for each student organization, to provide additional support for events and overall club development. The advisor should be available to assist the officers with problem-solving, advise in the planning of social or fund-raising activities, offer appropriate guidance to the officers, and, in general, serve as a mentor and consultant to the organization’s members. Advisors serve as liaisons between student organizations and the University and are responsible for helping the organization adhere to University policies and procedures. ICC Advisory Board Advisors will be appointed to each organization by the Student Activities office in congruence with the category of club the group falls under. Categories of clubs include: Academic/Honor Societies, Greek, Inter-Cultural, Service, Student-Led Ministries, Sports, and Special Interest.

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Responsibilities of a Student Organization Advisor:

1. The advisor is to be familiar with the organization’s constitution, budget, and this handbook.
2. The advisor is encouraged to be present at no less than two group meetings per semester.
3. The advisor is strongly encouraged to attend off-campus events or activities sponsored by the student organizations. The advisor is required to attend off-campus functions when requested by Student Activities.
4. The advisor is required to attend meetings of all organization advisors when called by Student Activities each year.
5. The advisor’s role is to encourage the organization to operate within University guidelines, and should discourage any activities that violate University policy.

6. If the advisor is unable to continue with said responsibilities, Student Activities should be immediately notified in writing. A new advisor should be chosen within 10 days of the resignation.

7. The advisor must approve the organization's calendar of events each semester.

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Financial Allocations

Student organizations receive financial resources primarily through allocations from the general fund, membership fees, fundraising, and donations. For additional information, about financial allocations through ICC funds, see Section III of this handbook.

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III. Campus Services, General Policies, and Procedures

Financial Policies and Procedures

Financial Policies

University Financial Accounts

After a student organization has been granted recognition, it can be assigned a campus financial account upon request from the club president to the Student Organizations Coordinator.

Account Balance

All University accounts must be kept in active good standing with a positive balance. Any organization with a negative balance will be notified by Student Activities and will have 30 days to bring the account to positive balance. After 30 days, the organization will be referred to the Student Organizations Judicial Board for its delinquent balance and its account will be frozen until the outstanding debt has been paid. A pattern of outstanding negative balances may result in disciplinary sanctions for the organization and/or its officers.

Should an organization carry a negative balance, it must pay this debt before the end of the week prior to final exams in the spring semester, and must raise funds if necessary through dues, fundraising, donations, etc. to bring the account to good standing. Should a negative balance be carried past the end of that week in the spring semester, the remaining negative balance will be split evenly among the most current membership roster, and a charge will be placed on each member's student account. Any organization that wishes to end the rights of its recognition must have paid any debt from its account balance.

On and Off-Campus Accounts

Student Organizations are required to keep all funds allocated by the University or a University organization (such as the Inter-Club Council, Panhellenic Council, or the Inter Fraternity Council) in the on-campus account provided by the University. Organizations that collect membership dues of their own may have and maintain off-campus accounts for transactions with these funds, but must not deposit money allocated from the University in these accounts.

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Payment/Reimbursement Procedures

There are three ways for clubs to pay vendors for goods and services: 1) Using the ICC purchasing card; 2) Paying out-of-pocket and then submitting a Reimbursement Request; and 3) Paying vendors through use of a purchase order.

ICC Credit Card:

Use of the ICC credit card is the preferred method by which a club should purchase goods and services.

Registered clubs in good standing with the university may use the ICC credit card. The club President or ICC Delegate must schedule a meeting with [Inter-Club Council](#) to use the ICC Credit Cards. ICC's office hours are Monday through Friday between 9 AM and 4 p.m and are located in HAWC 140.

Reimbursements:

When students pay "out-of-pocket" for goods and services, they must:

- 1) Submit a Petty Cash Reimbursement form on Peppervine or in-person at HAWC 140
- 2) Bring all itemized receipts in an envelope to the Student Organizations Office, HAWC 140 with the following information: name of the person being reimbursed (written also on the receipt), their campus-wide ID number, phone number, email address, purpose of purchase, and the organization they represent.

All reimbursements must be approved prior to the purchase by ICC through a funding request form. If the purchase is approved, the additional steps listed in the ICC bylaws must be followed.

For receipts less than \$300, reimbursement will be done through petty cash at the Cashier's Office. This is the fastest and most convenient way to be reimbursed. If possible, purchases should be divided so that each receipt is less than \$300, and all reimbursements can be made through petty cash.

For receipts that are greater than \$300, reimbursement will be processed through the Accounts Payable Office. All receipts must be submitted to the ICC within one week of purchase. The reimbursement check will be sent to the student's campus mailbox within two to four weeks of submission. Any student being paid or reimbursed through Accounts Payable must have a [W-9](#)  form on file.

Note: Reimbursement/payment requests must include original receipts and must be submitted within two weeks of purchase to guarantee reimbursement or payment. Additionally, requests will not be approved or paid unless the organization's account has the funds to cover the expense. All reimbursements must be submitted and collected in the academic school year that it was approved and during working hours (not included: breaks, holidays, and summer session).

Direct Pay to Vendors (Paying funds directly from Pepperdine to a vendor can be done, but is not recommended.)

The following four steps must be taken in order to do this:

1. Contact the [Student Organizations Coordinator](#) or [ICC VP Finance](#) at least one month prior to purchase with the name of the vendor(s) that will be used and the estimated cost of all goods or services.
2. Obtain a completed W-9 from the vendor(s) that will be used.
3. Work with the Student Organizations Coordinator to create a purchase order with Accounts Payable before an invoice is created.
4. Obtain an invoice from the vendor(s) and submit to the Student Organizations Coordinator.

Note: The date on the invoice must fall *after* the date on the purchase order. Invoices that are created before the purchase order is created will not be processed and cannot be paid under any circumstances.

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Deposits

To deposit dues or money from fundraising, complete a [deposit form](#) which may be obtained from the Student Organizations Coordinator.

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Funding

The Inter-Club Council (ICC) aims to support the endeavors of Student Clubs and does so by providing leadership development and resources. The ICC funds two specific budgets: the ICC General Fund and the Student Development Fund. At ClubCon, organizations will have the opportunity to choose how they allocate their ICC funds into their two different budgets (General and Student Development).

Funding Requests

Must be submitted 2 weeks in advance of the funding meeting or request will be automatically denied.

1. Log in to vine.pepperdine.edu
2. Go to your club's membership page
3. Go to the left hand side on the side bar
4. Click "Money"
5. Once on the page, click "Budgeting"
6. Fill out the necessary information
 1. Specify between Promotional Material Request and Normal ICC Funds Request

ICC will review each funding request during their weekly funding meeting. ICC will respond to requests within 48 hours of the funding meeting. If you do not hear back from ICC, please email iccfinance@pepperdine.edu to follow up on your request.

Inter-Club Council Funding Policies

At ClubCon, organizations will have the opportunity to choose how they allocate their ICC funds. Below are policies around how organizations can utilize their funds; along with the difference between General Funds and Student Development Funds.

General Fund - Events open to the general Pepperdine population to attend

Student Development Fund - Events that directly impact the development of your club members or Executive members

Non-Approved Funding

- ICC will not fund any items that run counter to the mission or purpose of Pepperdine University and all applicable guidelines
- ICC will not fund any items that are to be sold or otherwise profited from
- ICC will not fund philanthropy or other charity events as our funds must be spent on students
- Recurring membership fees and subscriptions
- Investment products

- Non-approved movie events. All movie events must be pre-approved by ICC and rights must be purchased through [SWANK](#) .

Timeframe

ICC will not retroactively fund any costs. All funding must have prior approval and a funding agreement must be signed and returned.

Non-Approved Payment Methods

- ICC will not make or receive payments via personal payment networks, including but not limited to Venmo, PayPal, Square Cash, WePay or WeChat.
- Cash may not be used especially, but not exclusively, for purchases made with the intention of submitting for reimbursement.
- Bitcoin and other electronic currencies are not approved

Food

- Food is not an optimal use of funds, and as such, is approved less frequently
- **Only** if it is related to the purpose of the event
- Maximum of \$18 per person
- Informational/ Introductory Club meetings
- Banquets
- Special Events (ie. performance, speaker)

Mileage

- Drivers will be reimbursed for one-way travel, even if the trip is round trip.
- Drivers will be reimbursed according to the IRS mileage reimbursement rate.

Travel (Student Development Fund)

- ICC will cover at most 10 attendees for trips unless special approval is granted
 - Reimbursements do not include commuting to airports or Uber/Lyft
 - Flights average: \$300-\$450 per person

Retreats (Student Development Fund)

- Advisors required to attend
- 10 attendees max
- Lodging covered, travel is not included
- If you are requesting food for the retreat, this will count as one of your two food requests

Conferences

- Must be requested 1+ month in advance
- Lodging and flights must be requested in advance

- Participants will sign an attendance contract and travel covenant
- If a student cannot make the conference, they must find a replacement to take their spot or have to reimburse ICC for their cost of attendance.

Prizes/Giveaways

- A prize is something offered that has a value. Certificates or trophies having no resale value would not be considered prizes. If there is no charge for the gaming pieces then prizes of value can be auctioned or given away based on winning.
 - ICC will review each request and determine if this is an essential part of the event. If you are approved you must record who won each prize/giveaway: Name | email address | CWID and share this information with ICC.

Promotional Fund Request

Promotional fund requests will be reviewed on a rolling basis, to be approved, denied, or in discussion within 1 business week of submission.

1. Log in to vine.pepperdine.edu
2. Go to the InterClub Council tab
3. Go to the “Surveys and Forms” link
4. Click on the “ICC Funding Request 2022 - 2023”
5. Select “Promotional Material Request”
6. Fill out the necessary information
 1. Vendor: name, email, website link
 2. Upload your product’s design mock up in PDF Format
 3. Select payment method (petty cash or ICC credit card)
 4. Names and CWIDs of students receiving materials via Google Sheet link
 5. Read and acknowledge conditions
7. You will either get a confirmation or denial based on your request (if your request is over \$500, you will be automatically denied). If you are approved, the VP of Marketing will send you additional directions regarding payment and/or reimbursement.

This request form can be used for the following items (this is not a comprehensive list): shirts, mugs, pins, buttons, patches, sweatshirts, banners, stickers, etc. Any generalized promotional item is eligible for review and will be approved or denied on the basis of design and cost.

Note: Any copyrighted material will be denied.

Using ICC Funds

After being approved for funding, ICC will approve the budget request on Peppervine with instructions on how to access your funding. Listed below are the steps to follow with each financial option.

- Petty Cash (14 days for receipts to be submitted and 120-day expiry from the date the form was picked up. All funds must be collected within the same academic year)

- If your request is under \$300, ICC may choose to offer you the ability to purchase the approved items with your own money and can reimburse you after the event.
 - All petty cash items must be purchased on a credit/debit card.
 - You must keep the original itemized receipt which must have the last four digits of the credit card.
 - Submit a [Petty Cash Request Form](#)  on Peppervine: ICC page > Surveys and Forms > Petty Cash Reimbursement 22-23
- ICC Credit Cards
 - If your request is larger than \$300 or items can be purchased online, ICC will approve you to use one of our three credit cards.
 - Email iccfinance@pepperdine.edu to schedule a time to meet with one of the three cardholders to purchase your items.
 - Turn in or email over any receipt from vendor to the ICC representative whose credit card you used. **Receipts must have the four digits of the credit card on them.**
- Amazon Prime
 - ICC has Amazon Prime. When requesting items on Amazon, send iccgeneral@pepperdine.edu your wish list.

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Equipment and Facilities Reservations

Audio-Visual Equipment Reservations

Audio-visual equipment may be checked out by registered student organizations on a first-come, first-served basis. All equipment is for on-campus use only. Requests must be submitted at least ten (10) business days prior to use. The following process must be followed to reserve equipment:

1. Plan the event and identify the equipment needs.
2. Fill out the [A/V Services Request Form](#) .
3. For events after 5 PM students should [request training](#)  from A/V staff members

If your event is not in Elkins, Fireside, the HAWC or the Light House feel free to use the in-classroom PC. Upload all materials to your Google Drive for easy access!

- When you are finished, please turn off the AV system on either the touch panel or the button panel (depending on the room)
- There are no additional mics in classrooms, so meeting hosts will have to simply speak up and project their voices.

Your organization's event request you will be asked if AV services are needed if you selected Elkins, Fireside, the second floor of the HAWC, or the Light House. The following items are available within those locations:

- Wireless microphone
- Speakers
- Day of training for the leaders who will be running tech

Organizations are responsible for the equipment, once in their care. In the event that equipment is damaged or not returned, the organization will be held financially responsible, and any fees will be assessed to the organization's account. It is the organization's responsibility to pick up and return equipment according to the agreed upon schedule. Failure to return equipment according to schedule may result in a loss of A/V equipment privileges.

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Set-Up Requests for Events

Set-up equipment (e.g., chairs, folding tables, lectern, and stage) is available for reservation on a first- come, first-serve basis for all officially recognized student organizations. For small-scale events please allow fourteen (14) business days prior to the event to submit a request. In the case of large-scale events, advanced planning with Student Activities or your sponsoring department should occur at least two months in advance.

The following process is required to obtain a set-up reservation:

1. Print out a Set-Up Request Form, or obtain one in the HAWC.
 - Set-up request forms are found [here](#).
2. Complete the Set-Up Request Form.
3. **Bring the completed Set-Up Request Form to Student Activities located in the HAWC at least ten (10) days prior to event for Student Activities stamp of approval on Set-up Request Form before submission to Warehouse Services.** Note: Late submissions will be considered on a case by case basis. Failure to obtain proper stamp of approval from Student Activities may result in judicial action.
4. Student organizations are responsible for all overtime or extra costs associated with event set- ups.
5. Set-ups for normal business hours are Monday – Friday from 8 AM – 5 PM (Note: permanent tables, such as the concrete tables in the quad, may not be used for event purposes. Plan in advance to reserve tables for these areas.).

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Tabling

If you would like to table to promote your event, you will need to fill out a Warehouse Service form. The form is in the [event request form](#) , located at the top of page 2. However, groups must select they are tabling on page 1 to see this form.

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Event Approval

Any event that involves other organizations, members of the community, guest speakers/entertainers, or that goes beyond a regularly scheduled group meeting must be formally approved by Student Activities.

No student organization may plan an off-campus formal, weekend retreat, event, etc., without getting its location approved by Student Activities. Student Activities reserves the right to deny a requested event location at its discretion. Failure to obtain such approval may result in judicial action.

In general, submissions for event approval should be submitted through the Event Submission Form on [Peppervine](#) .

- Small events, pertaining only to the group's membership, involving relatively simple planning: allow seven business days.
- Medium events, such as a week-long philanthropy, coffeehouse, or guest speaker: allow one month.
- Large events, such as concerts or conferences: allow two to three months.

Medium or large events require a planning meeting with the Student Activities to ensure adequate preparation and to assist your organization with resources that are available through the University. It is the organization's responsibility to schedule this meeting. Medium to large scale events should also have a Student Affairs representative or approved organization advisor in attendance.

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Facilities Reservations/Hours of Operation

Facilities are available to recognized student organizations on a first-come, first-served basis, generally between the hours of 6:30 AM to 12 midnight. Meetings may be held in classrooms, although food is not allowed in classrooms or lecture auditoriums. Food is permitted in the following locations: Fireside Room, outdoor areas, Light House Student Lounge, Howard A. White Center, and the Rockwell Dining Center.

1. To avoid interference with worship services, all campus organizations are prohibited from hosting any activity during the following times: Sunday mornings until noon and Wednesdays, 7 - 8 PM
2. All events must be approved by Student Activities in order to avoid conflict with other events taking place on campus.
3. Student organizations will be held financially responsible for any damage to University property or trash left in the rooms.
4. Individual students not associated with a recognized student group are not permitted to reserve classroom space, unless authorized by an academic division to be used for academic purposes.

Facilities reservations must be made at least two weeks prior to the event using the [maintenance request form](#) .

Light House Reservations and Use

Reservations for the Light House may be made through [Student Activities](#), x4201. In order to use any of the sound/audio equipment in the Light House, an organization must have made arrangements (at least one month in advance) to hire a trained sound-board operator. A list of trained sound board operators may be obtained from Student Activities located in the Tyler Campus Center Suite 210.

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Event Requirements

Event Accessibility Policy

All student organizations inviting members of the general public to attend events organized by the student organization are responsible for complying with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and in so doing, should be prepared to (1) provide information in materials promoting the event regarding requests for accommodation, including contact information for those handling requests for accommodation; (2) ensure that the student organization's budget has accounted for the need to provide accommodations upon request; and (3) make available those accommodations or auxiliary aids, including interpreting services (on their own or in consultation with the University's Office of Student Accessibility). Student organizations

are expected to consult with the University's Office of Student Accessibility with questions regarding requests for accommodation, and to obtain referrals for service- providers who may assist in meeting such accommodation requests.

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Concerts and Major Events

All concerts or major events must be coordinated with Student Activities. Questions can be addressed in the Tyler Campus Center Suite 210, or by calling x4201.

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Outside Music

All student organizations event planners should ensure and take responsibility for the sound level throughout the entire duration of an event, including set-up and take down, when reserving a space. When using a sound system as part of an event in Adamson Plaza (e.g., tabling), the sound system's noise level should be maintained at an **ambient** sound level and consistently monitored for noise control. Ambient sound should be understood as light background music that when played, persons nearby can maintain a conversation without having to adjust or raise their voices. At the beginning of the event, the event planner will perform a sound check by stopping by the Student Affairs Office (TCC 210) to test whether or not staff in nearby offices can hear the music from Adamson Plaza. The music level should be such that it does not interrupt normal University business (e.g., counseling session, career advising, studying in the library, etc.). Organizations may be assessed a \$100 fine and lose the privilege of having background music while tabling in the quad if the sound level is not carefully monitored. All student organizations must sign an agreement statement with Student Activities regarding this policy prior to their event.

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Contractual Agreements

Due to the complex nature of contractual agreements, no student or student organization may enter into a contractual agreement on behalf of Pepperdine University. Only University officials may extend verbal and/or written offers, as well as sign contractual agreements on behalf of Pepperdine University. Before entering into a contractual agreement on behalf of the University, the Office of General Counsel must review the agreement. Additional review by other campus departments, such as Public Safety, Insurance and Risk Management, and Regulatory Affairs may need to occur, as well. All initial contractual reviews must be carefully coordinated with Student Activities. At least ten business days should be allowed for the contract review process.

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Event Notification Policy

If an event is anticipated to increase campus traffic, parking, or noise near the Malibu Country Estates (MCE) especially after 8 PM a notification letter must be sent to the residents of the MCE a month in advance of the event. Student groups should alert the [Student Organizations Coordinator](#) so that the Regulatory Affairs Office may be notified and may assist with dissemination of the letter. All amplified sound must be turned away from the MCE during an event. Areas that are in close proximity to the MCE that will be affected by this policy include but are not limited to Alumni Park, Firestone Fieldhouse, Pool, various Intramural Fields, and the Track.

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Film/Movie Guidelines

Pepperdine University recognizes and complies with the Federal Copyright Act that governs how copyrighted materials, such as movies or films, may be used. If a group is wanting to host a movie night for their organization, they must obtain a [SWANK](#) [↗](#) movie license. For movies not on SWANK, please contact whoever owns the copyright for the film for permission to publicly view. Please note: any movie that is being watched outside of a credited and rostered course needs a license. Pre-recorded videodisk or streaming services are for HOME USE ONLY. Federal law prohibits public performances. The sale or rental of a pre-recorded videodisk or subscription to a streaming service does not grant the purchaser any public performance rights. Federal copyright law restricts private showings and prohibits their public performance.

Movies that are intended for the campus community must follow the Federal Copyright Act and uphold University content guidelines. In the event a student organization wishes to show a film, the following content guidelines must be considered first, and the organization must obtain appropriate permissions consistent with copyright law.

Visit the Kids-in-Mind [website](#) [↗](#), which rates movies based on a scale of 1 to 10 in three general categories: sex and nudity, violence and gore, and profanity. As a general principle, films with gratuitous violence, sex, nudity, and/or profanity are considered inappropriate. Movies with a rating of 6 or less in each of the categories above (via the K-I-M website) will generally be approved. In some cases, however, student organizations may propose to show a film with a higher rating because of some particularly redemptive quality (e.g., a film addressing human suffering and evil, such as Schindler's List). In these cases, an ad hoc film committee (includes: Fraternity and Sorority Life Advisor, SGA Advisor, SPB Advisor, and 1 non-SGA student must convene to carefully deliberate and/or approve/deny the film and should reference the following site, which contains detailed film analyses, as a part of their discussion: [Screen It!](#) [↗](#). Certain compromises may be allowed based on content deemed educational in nature.

For more information regarding the Film/Movie Policies or if your group wishes to show a movie or film on campus please contact [Student Activities](#) at x4201.

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Formals/Dances

The University cares deeply about the safety and well-being of all students, especially those traveling to off-campus locations. The University is also concerned that all student events create a positive, wholesome experience for everyone involved. All student formals/dances are expected to be alcohol and drug free and be a time where the ideals of Pepperdine are exemplified and promoted.

All off-campus formals/dances must be approved in advance through Student Activities. Once approved, the event must be submitted to the Student Activities events calendar with a full description of information including date, time, location and contact information of two officers of the organization. Arrangements must be made with the Student Affairs Advisor to ensure compliance with the University's risk management protocols. An approved organization advisor must attend the event. Advisors who attend must attend Student Activities advisor training.

Events must be within a 75 mile drive of campus and no overnight stays are allowed for the organization, its members, and/or guests. Travel to and from the event must be by chartered transportation. Examples include busses, university vans, etc. Groups wishing to travel to/from dance formals in chartered buses should make arrangements in advance for pickup and drop-off on campus. Please note, pickup or drop-off should take place at the Rho Parking Lot, unless restricted by campus construction. Groups must work with the FSL or Student Organizations Coordinator to find another approved location. No arrangements for other locations on or off campus are permitted for pick-up or drop-off.

A list of all attendees and their dates must be submitted to the FSL Advisor no later than 48 hours prior to the event. Persons not on the list may not attend the event. Informal pre- and post-party events (such as pre-gaming in the residence hall or student residence) that can be tied to an event will be considered part of the event.

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Guest Speakers and Professional Entertainment

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program. A recognized student organization wishing to bring off-campus professional entertainment and/or a speaker must obtain approval of the speaker and event from Student Activities before steps are taken to secure the entertainer or speaker.

As soon as the terms of an outside arrangement are agreed upon verbally by the promoter or agent and the activities representative and approval is given by Student Activities, a contract and a W-9 form (supplied by Student Activities) is to be completed. All copies of the contract must be reviewed by University General Counsel via Student Activities. Student Activities will retain one copy and two copies must be sent to the agent or promoter with a deadline date for return. The agent is to sign both copies and return one to Student Activities. A University issued contract, as well as the agent's contract, must be signed by both parties for mutual protection. If an agent or promoter does not issue a contract, a University contract must still be signed by both parties.

As soon as the contract(s) is signed by both parties, Student Activities will submit a purchase order to the University accounting department. All performers or speakers should be paid immediately following their performance or lecture. If the promoter or agent cancels the arrangements prior to the event, the purchase order may be voided. In an event of a breach of contract please contact Student Activities as soon as possible. All forms must be signed and approved prior to the event taking place (Note: the approval process may take up to six weeks).

Make sure that *all* physical arrangements are set. This includes the completion and submission of a [Set-Up Request Form](#) to Student Activities. The Set-Up Request Form should be sent to the Student Affairs Advisor no later than ten (10) business days prior to the event. Student organizations are responsible for all overtime or extra costs associated with event set-ups. Consult with Student Activities regarding each of the above facets of program management. Due to the variety of legal implications inherent in obtaining off-campus entertainment or speakers, extreme care should be taken to avoid glaring oversights or mismanagement of contractual agreements. The importance of working with professional staff in Student Activities cannot be overstated.

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Services for Student Organizations

Food Services

Catering services are available through Pepperdine Dining Services. Arrangements for catering services through Pepperdine Dining Services should be made at least ten (10) business days in advance of the event. Contact x4121 for more information.

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Housekeeping Services

In cases when events generate trash, Housekeeping services should be requested from FM&P in advance by contacting x4101 or submitting a Facilities request [online](#) [↗](#) at least ten (10) business days prior to an event.

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Poster Area

The poster area is located in the HAWC on the first floor, and is available to officially recognized student organizations to make oversized posters for designated areas. Student organizations must receive a Student Activities stamp of approval before hanging a poster in a designated area. Departmental posters do not need a stamp of approval. If you have questions about posters please contact Student Activities at x4201, or visit the Student Activities office located on the first floor of the Howard A. White Center.

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Van and Shuttle Services

A van or shuttle request must be submitted to the [Campus Programs Coordinator](#) as soon as the date for a van need is known. There is no guarantee of availability, so the sooner a request is submitted, the better your chances are for reserving one. Allow at least ten business days in advance for local services and one month for long distance travel.

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Publicity Guidelines

Public Advertising Displays

Student Activities must approve all forms of on-campus advertising by student organizations and clubs. Please visit us in the HAWC to obtain approval of your advertisements, as follows:

Student Activities Bulletin Boards

- Student Activities Bulletin boards may be used to advertise approved on-campus events, meetings, or other University-related activities.
- To obtain approval of flyers or posters, bring an original copy of the advertisement to Student Activities for a date-stamp. You may then make copies, and post them in the appropriately designated places (see below).
- Flyers or posters for bulletin boards must not be larger than 11 x 17.
- Posters, flyers, or any other form of advertising are not permitted on glass, glass doors, walls, windows, doors, stairs, railings, trees, vehicles, phone booths, and light posts.
- No materials may be placed on bulletin boards designated for University departments, unless permission has been obtained from that department.
- Personal advertisements (e.g., car for sale, room for rent, etc.) can only be posted on the bulletin boards on the first floor of Payson library.

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Printing Requests

Posters are essential parts of every event's promotional efforts and ICC is here to support your marketing campaign by being the liaison for your club and printing services. In order to start the process, please complete the promotional request form under the funding request form. For questions, you should email iccpublicity@pepperdine.edu.

Under no circumstances may a student approach Printing Services independently if they wish to receive ICC funding. Each request should contain several pieces of information:

- A PDF copy of your poster(s)
- Sizing requirement
 - Either 8.5x11" (flyer) OR 11x17" (poster)
- Quantity needed
 - Maximum 50 for 8.5x11" OR 30 for 11x17" per event
 - Requests can mix these two dimensions, but the final pricing must fall beneath that of maxing out either dimension
- Date needed

To ensure that ICC has enough time to process your request, please submit your PDFs two weeks prior to the date you need them by. Once your prints arrive in the office, you will receive an email notifying you that they are available for pick-up.

Please note, that regardless of whether you are using ICC printing services, or printing independently, your posters must be approved by the VP of Publicity in order to be stamped and posted. Posters must have several pieces of information to be approved:

- Name of the organization
- Name of the event
- Date of the event
- Location
- Time
- Contact information (if applicable)

*Ensure that all posters are stamped with the Student Activities stamp, on the front and fully visible or they will be taken down.

Please note that any promises of food or free merchandise are the responsibility of the club to fulfill. An approved poster design does not guarantee funding for those items and in no way supersedes the final funding decision as sent out after reviewing an event's budget request.

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Freedom Wall

- The Freedom Wall is a venue for individual members of the community to respectfully express themselves and may not be used by organizations for advertising.
- The wall is governed by the principle that speaking freely in a participatory democracy must be done with responsibility.
- When posting an item, students are encouraged to sign and date it.
- Visit the [Freedom Wall webpage](#) for policies and further information.

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Global E-mails

- Global e-mails (e-mails sent directly to all staff, students or faculty) are prohibited.
- Information or advertising for an activity that is relevant to the University community may be made by submitting a Public Relations Announcement. See "Public Relations Announcements" below.

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Mailings in Student Boxes

- When possible, please make use of bulletin boards or other channels for publicity, rather than using non-addressed mailbox "stuffers." Many mass mailings end up on the floor, necessitating a mailer clean-up effort.
- Mass mailings to all student boxes must be relevant to the interest and concern of the entire student body.
- Student organizations must obtain approval by Student Activities before submitting a mass mailing to the mailroom. To receive approval student organizations should bring a copy of the proposed mailer to the Student Organizations Coordinator to review.
- Give a copy of the mailing to Student Activities for filing purposes.
- The mailing must be sorted in "box number" order.
- Please obtain a mass mailing form from Student Activities. Completed and approved forms should be submitted to the TCC Mail Room.
- The mailroom cannot guarantee that mass mailings will be placed in boxes sooner than two working days after delivery to the mailroom.
- Only mailroom employees are permitted inside the mailroom to stuff boxes.
- Chain letters will not be placed in boxes.
- Off-campus groups are not permitted to send mass mailings to student boxes.

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Posters in Adamson Plaza (Quad area)

- Posters can be made at the HAWC at any time (24/7) but can only be approved during office hours (Monday through Friday, 8 AM – 5 PM). Paint and butcher paper supplies are provided. Paper is only supplied if the poster is made in the designated Poster Area. **The organization wishing to hang the poster must supply its own blue painter tape.**
- You are responsible for cleaning the poster room after use. Neglecting to do so may result in fines and/or loss of advertising privileges.
- In order to accommodate all posters, each one should not exceed 6 ft. by 4 ft.
- Posters must be placed in approved areas. The designated areas include: the wall adjacent to the ramp and on both sides of the wall separating Adamson and Joslyn Plazas. Posters **may not** be placed on the Tyler Campus Center building, the ground, walls, trees, stairs, stair railings, or light posts in any area of the campus. Posters must not be placed near the building name, Tyler Campus Center.
- Each group that places a poster in the plaza area is also responsible for its removal. Each poster must be taken down no later than 48 hours after the event is completed. Failure to do so will result in loss of advertising

privileges.

- For posters, and all announcements, the official name of the sponsoring organization, as well as the event contact information, must be clearly identified on the advertisement.
- All completed posters must be stamped for approval at the Student Activities front desk before they are displayed. If found that a group is removing another group's posters, then that group will result in a loss of advertising privileges.
- Refer [here](#) for an approved posting area diagram.

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Public Relations Announcements

- Public Relations Announcements are routinely e-mailed to the University community by the Public Relations Office.
- Events or activities advertised in these announcements should be relevant or of interest to the majority of the campus community, and should contain specific details regarding time, place, cost, and contact information for events.
- Public Relations Announcements may be submitted to the [Office of Integrated Marketing Communications](#)
- Announcements should be submitted no later than three business days prior to the date the announcement will be sent out.
- All announcements must be approved by the Student Affairs Advisor.

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Student Organizations Websites

- Recognized student organizations are a webpage on [Peppervine](#) [↗](#).
- If a club chooses to host its website on another server, the club president must e-mail the web link to the [Student Organizations Coordinator](#) and copy the advisor.
 - The e-mail to the Student Organizations Coordinator must indicate that the faculty advisor approves of the website's content and agrees to monitor the site, as well.
 - On the front page of the site, please list the following details: registered name of organization, contact name, contact e-mail address, name of faculty advisor, and the day, time, and location of regular club meetings
- Website content must be consistent with community standards and expectations expressed in the Student Handbook. Disregard for this policy (e.g., profanity, sexual references, beverage containers, etc.) will result in loss of website privileges.

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The Rock Policy

- Only recognized student organizations or a department can paint the rock.
- Student organizations wishing to paint the rock must provide a contact person and information via the Rock Painting Form found at <https://community.pepperdine.edu/seaver/studentactivities/forms/>
 - Reservations for the rock can only be made for a 24-hour period.
 - A reservation to paint the rock must be made for every event.

- Organizations may paint the rock after 8 PM.
- **Stakeouts for the rock are prohibited and battling for the rock is unacceptable.** The use of paint pellets, egg throwing, etc. is prohibited.
- No items may be strung from plaza walls or buildings and no light poles or handrails may be decorated.
- Rock decorations other than paint (e.g., wood, signs, decorations, structures) must be safe and sturdy and must adhere to the following guidelines:
 - Structures or decorations may not exceed 8 feet in height.
 - No items may balance or hang on the structure
 - Structures and decorations must be fully contained within the sand/dirt perimeter surrounding the rock.
 - Structures or decorations may not have protruding nails, screws, or sharp objects.
 - Structures or decorations over 4 feet in height must be approved by a University engineer.
 - Drawings and plans for the structure or decoration must be submitted to the Student Affairs Advisor and the University engineer at least 5 business days prior to construction. The University engineer must personally inspect and approve the structures or decorations by 8:30 AM the morning of completion. Scheduling of this meeting is the responsibility of the student organization.
 - Unsafe structures must be redesigned or removed immediately at the discretion of the University engineer or Student Activities.
 - A removal plan for structures or decorations of abnormal size or weight must be approved by the Student Affairs Advisor.
 - Failure to fully comply with these guidelines will result in immediate removal of the structure by the university and a \$100 fine issued to the responsible persons/organization/department.
- Once the rock is painted and the group has left the Plaza, no other group may paint over the rock until the following night at 8 PM.
- A tarp must be used when painting the Rock to prevent spills. The tarp can be checked-out from Student Activities.
 - Damage/Paint Spills done to the area surrounding the rock will result in a minimum fine of \$100 to the persons/organization/department responsible for the damage.
 - Note that paint should not be disposed of in bathroom sinks.
- When a group paints over a rock design, the group must stack all items associated with the former design NEATLY along the poster wall.
- Once a group's design has been painted over and their belongings have been stacked along the wall, the group has 24 hours to remove all items from the rock area. If this is not done, a fine of \$100 will be assessed to the responsible student/organization/department.
- No items such as furniture, mattresses, tables, or chairs, may be taken from any location on campus to place around the rock.
- Painting of other campus rocks or areas is prohibited.
- Painting the adjacent picnic table or the wall surrounding the Rock is prohibited.

University departments reserve the right to paint the rock for special events or purposes, such as New Student Orientation, Waves Weekend, etc., at any time. Reservations must be made through the Student Activities Administrative Coordinator.

Failure to comply with the stated regulations will result in loss of future Rock painting privileges, removal of the display, possible fines, and possible referral to the appropriate University discipline committee.

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Fines and Loss of Advertising Privileges

- A first time violation of an advertising policy will result in a written warning.
- Additional violations will result in a \$25.00 fine per violation, which will be charged to the student organization's campus account.
- Repeated abuse of the advertising policy will result in the loss of advertising privileges and possible referral to the Student Organizations Judicial Board.

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Sponsorships and Fundraising

Organizations are welcome to pursue sponsorship and fundraising to help meet organizational needs but must do so in close cooperation with Student Activities in advance of any arrangement. All sponsors must be approved by the Student Organizations Coordinator, and any contractual agreements for sponsorship of events must be approved by the Student Activities Office via normal means of contractual review (see "Contractual Agreements"). Groups are prohibited from receiving or contracting with sponsors that primarily engage in the sale or promotion of alcoholic beverages, tobacco products, or products and services that are inconsistent with the mission and values of Pepperdine University.

Fundraising events should be coordinated and approved according to the procedures outlined in the section titled, – Event Planning and Approval.

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T-shirts

T-shirts are a great way to promote student organizations. Student organizations who wish to design and order group t-shirts must first obtain approval for the design before it is submitted to a vendor for printing. Groups must ensure that t-shirts are appropriate. Some examples of inappropriate references are: alcohol, drugs, sexual innuendo, profanity, or other offensive material. Student organizations must submit a visual rendering of the t-shirt design (front and back) to the [Student Organizations Coordinator](#) or [Fraternity & Sorority Life Advisor](#) for approval. Please allow a minimum of three business days for the review process. In the event a design is not approved, the organization must work closely with the Student Organizations Coordinator to make necessary adjustments. It is considered a violation for student organizations and their members to wear unauthorized group t-shirts. Such activity may be subject to disciplinary action.

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Outside Vendors

As a general principle, off-campus vendors are not permitted on-campus, as the University maintains a policy against solicitations. However, in rare instances, such as the Waves Expo, the University may invite off-campus vendors to campus.

If your event requires a non-Pepperdine affiliated speaker, performer, food trucks, etc., then you will need to work with the ICC Advisor to fill out a vendor contract.

Contract Steps for a Volunteer:

- Request 4 weeks in advance on Peppervine
- After event is approved:
 - Meet with ICC Advisor to set up Volunteer Contract

Contract Steps to Pay with Credit Card:

- Request 4-6 weeks in advance on Peppervine
- After the event is approved:
 - Submit a budget request and attend ICC Funding Meeting
 - Meet with ICC Advisor to request an invoice, Certificate of Insurance, and obtain contract from vendor
 - Schedule a time to use an ICC Card

Contract Steps to Pay with Check:

- Request event 4-6 weeks in advance on Peppervine
- After the event is approved
 - Schedule meeting with ICC Advisor to create a contract
 - Submit a budget request and attend ICC Funding Meeting
 - Connect vendor with ICC Advisor to process W-9 information
 - Obtain Certificate of Insurance (COI) if applicable (i.e. food truck, catering, karaoke, etc.)
 - Send out contract to be signed by Vendor and Director of Student Activities
 - Vendor will be pay 3-4 weeks after event date

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IV. Appendices

Appendix A: Hazing Resources

The following is a compilation of external, web-based resources.

Web Resources for Greek Organizations

Association of Fraternity Advisors (AFA)

<http://www.fraternityadvisors.org/KnowledgeCenter/Hazing.aspx> 

North-American Interfraternity Conference (IFC)

<http://www.nicindy.org/> 

National Panhellenic Conference

<http://www.npcwomen.org/> 

National Pan-Hellenic Council

<http://www.nphchq.org/> 

Risk Insurance Company, insurer of 47 Greek-letter men's and women's fraternities

<http://www.fipg.org/> 

National Hazing Education and Prevention Organizations

National Hazing Prevention

<http://www.hazingprevention.org/> 

Stop Hazing

<http://www.stophazing.org/> 

National Hazing Study Report

<http://www.hazingstudy.org/> 

Inside Hazing: Understanding Hazardous Hazing

<https://www.insidehazing.com/> 

Hazing Law

http://www.hazinglaw.com 

Hazing Death/Deaths Clearinghouse

<http://hazing.hanknuwer.com> 

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Appendix B: Advising Model Flow Chart

Cultural Clubs Advisor: Assistant Director Office: HAWC 120 - Intercultural Affairs (ICA) Phone: (310) 506-6860	Service Clubs Advisor: Assistant Director Office: TCC 230 - Community Engagement and Service Phone: (310) 506-4878
Armenian Student Association	Circle K
Crossroads	Days for Girls
First Gen	Food Recovery Network
Indian Student Association	Green Team
Indigenous People's Club	
Japan Student Union	
Korean Student Association (KSA)	
Latinx Student Alliance (LSA)	
Rotaract International	

Pilipino American Student Association (PASA)	
Feminist Club	
Chinese Students and Scholars Association	
Step Team	
Black Student Association	
Blue & Orange Indonesian Society	

Student-Led Ministries Advisor Associate Chaplain for Student Ministries Office: TCC 106 - Chaplain Phone: <u>(310) 506-4824</u>	Sports Club Council (SCC)/Sports & Fitness Related Clubs Advisor: Intramural and Club Sports Coordinator Phone: <u>(310) 506-6783</u>
Alpha Omega	Men's Rugby
Catholic Student Association	Women's Lacrosse
Koinonia Campus Mission	Surfing
Celebration Chapel	Tennis
Veritas Club	Esports
Word Up	Surfing
	Beach Volleyball

	Greek Life Advisor: Molleigh McCann Office: HAWC 112- Student Activities Phone: <u>(310) 506-6569</u>		
Interfraternity Council Fraternities	Panhellenic Sororities	National Pan-Hellenic Council	National Association for Latino Fraternal Organizations (NALFO)
Alpha Tau Omega	Alpha Phi	Alpha Phi Alpha	Lambda Theta Nu Sorority, Inc.
Psi Upsilon	Delta Delta Delta	Alpha Kappa Alpha	
Sigma Chi	Delta Gamma		
Sigma Phi Epsilon	Gamma Phi Beta		

	Kappa Alpha Theta		
	Kappa Kappa Gamma		
	Pi Beta Phi		

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Appendix C: Event Planning Proposal Form

Please refer [here](#) for the event planning proposal form.

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