

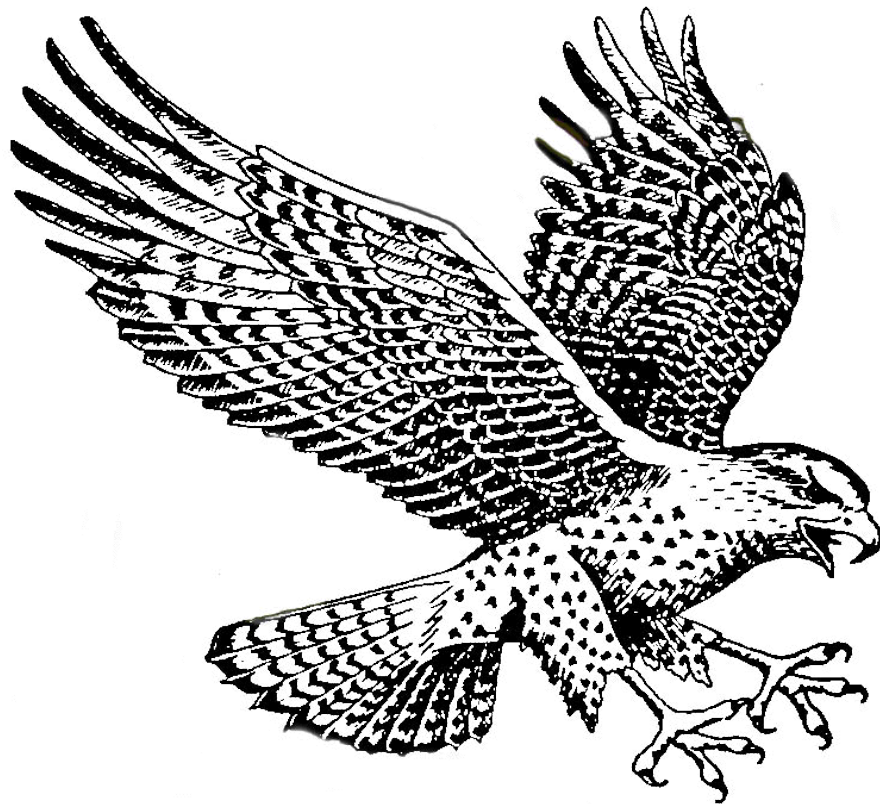


UNIVERSITY *of* MARYLAND
EASTERN SHORE

Revised as of August 15, 2010– JGLII

Office of Student Activities Policies and Procedures Manual

Student Activities... We are not Just About Fun and Games!
We Build Bridges, Train Leaders and Citizens!



Special Points of Interest:

- Vision and Mission
- Procedures for Registration
- Scheduling Activities
- Policies and Procedures
- Organization List
- Events, Seminars, Parties and more!

University of Maryland Eastern Shore reserves the right to repeal, change, or amend the rules and regulations contained in this bulletin at any time without prior notice ... although advance notice of changes will be given whenever possible.

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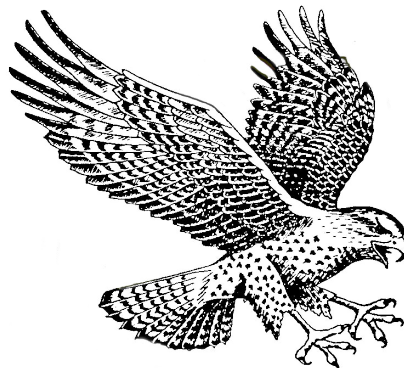
To All Organizations and Clubs:

Welcome to Student Activities! Student Activities is the hub of student involvement and engagement at the University of Maryland Eastern Shore.

College students spend the majority of their time outside the classroom and the Office of Student Activities highlights the many opportunities available for students to enhance and complement their academic pursuits. Within Student Activities, there are hundreds of opportunities for student involvement in leadership, student media, student government, volunteer organizations, Greek-letter organizations, programming, and commuter involvement.

Our wide variety of student organizations reflect a diversity of student interests. Co-curricular involvement through student organizations allows students to explore, broaden their interests, test and improve skills in leadership, interpersonal relations, organizational development, group dynamics, and budgeting.

When you become oriented with the information presented in this handbook, you and your organization/club will be making a good investment in your future at the University of Maryland Eastern Shore.



ROLE OF THE STUDENT SERVICES CENTER AND THE OFFICE OF STUDENT ACTIVITIES



The Office of Student Activities and the Student Services Center and its programs are integral parts of the educational programs and mission of the University of Maryland Eastern Shore. The Student Services Center (SSC) is the community center of the college, serving students, faculty, staff, alumni, and guest. The Student Services Center is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the university.

The Office of Student Activities and the Student Services Center are integral parts of the educational mission of the university. Traditionally considered the "hearthstone" of university community life, the Student Services Center complements the academic experience through an extensive variety of cultural, employment, educational, volunteer, social, and recreational programs. The Office of Student Activities and the Student Services Center are student-centered organizations that value participatory decision making. Through their various boards, committees, and student employment, the Office of Student Activities and the Student Services Center offer firsthand experiences in citizenship, and educate students in leadership, social responsibility, and values.

In all its processes, the Office of Student Activities and the Student Services Center encourage self-directed activity, towards maximizing opportunities for self-actualization and for growth in individual social competencies and group effectiveness. The goal is the development of the whole person including his/her intellect.

The Student Services Center is the gathering place for the campus. It provides services and conveniences that members of the university community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

Student Activities and the Student Services Center serve as unifying forces that honor each individual and values diversity. Together they foster a sense of community that cultivates enduring friendship and loyalty to the university.

***Adaptation of the Role Statement of College Unions, established by the Association of College Unions International. Adopted by the Office of Student Activities at the University of Maryland Eastern Shore as its Role Statement October 1996, revised August 1998.**

OFFICE OF STUDENT ACTIVITIES VISION

As an extension of the educational process, it is our vision to enhance the opportunities for students to explore their individual skills and talents. By allowing for personal growth through participation in leadership experiences, University activities, and community service projects, we are preparing students for a competitive global society.

OFFICE OF STUDENT ACTIVITIES MISSION

The Office of Student Activities is committed to providing educational, cultural, social, recreational, and leadership opportunities. We strive to develop and employ strategies that are responsive to the diverse needs of the University community and foster an environment conducive to increase retention and graduation rates.

INTRODUCTION

The policies and rules indicated in this document herein are intended to clarify the University's relationship to the **REGISTERED STUDENT ORGANIZATIONS** (RSO's) and also are intended to reflect the institution's concerns and interest for promoting awareness, values, and responsible behavior. **It is important to note that when persons are functioning in the capacity of members of a RSO, they will be held accountable for their organizational related conduct individually and collectively.**

Administrative clarification and interpretation of the *Policies and Rules* can be obtained from the Director of the Office of Student Activities, Associate Vice President for Student Life, or designated members of those individuals' staffs. Persons with questions are encouraged to inquire.

PROCEDURES FOR REGISTRATION

Application for registration is restricted to the Office of Student Activities. The organization seeking registration will abide by the decision of the Office of Student Activities.

- An organization must submit copies of its **proposed constitution, a list of officers and members** (student organization roster), mission statement, and yearly objectives to the OSA for review. Additionally, the organization must have a minimum of **5 currently enrolled full-time students** as active members **and two faculty and/or** staff advisors (both advisors **MUST** be a **FULL-TIME** faculty or staff member) at the time registration is sought. **RSO's must maintain a** minimum of 5 active student members.
- Organizations seeking registration shall be notified within 30 class days of application of the results of their request.
- Until an organization has been officially registered, it can hold no meetings on University property except for organizational purposes. Participation at such meetings is to be limited to interested enrolled students and members of university faculty and staff.
- When a RSO changes its constitution and/or bylaws, those changes are to be submitted to the OSA for its review, information, and approval.
- Annually, at the time of organization elections, every RSO must submit a listing of its current officers' names, addresses (including email), and telephone numbers. The appropriate form is available in the OSA in the Student Services Center–Suite 2104. At other times when there is an officer change, it must be reported to the OSA. Failure to do so may result in the loss of registered status.
- Upon registration, RSO's will be allocated a mailbox in the Office of Student Activities. It is the responsibility of the RSO to check their mailboxes on a consistent basis.

Failure to meet these aforementioned guidelines can result in loss of registered status.

CONDITIONS FOR REGISTRATION OF ALL STUDENT ORGANIZATIONS

When functioning on campus, the University will hold all registered student organizations (RSO's) responsible for abiding by federal, state, & local laws, as well as all University regulations. The University will not become involved in the off-campus conduct of RSO's except when such conduct is determined to have a substantially adverse effect on the University or upon individual members of the University community.

Registration of student organizations shall not be construed as agreement, support, or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to the conditions enumerated herein.

No organization shall obtain or maintain University registration that discriminates on the basis of age, color, disability or handicap, race, religious creed, gender, sexual orientation or veteran status with respect to its membership, programming or operations.

Only currently registered students shall be eligible for active membership status in student organizations. All full-time and part-time officially registered students shall be eligible to preside, officiate, vote, officially represent, or solicit funds on campus on behalf of the organization. Only full-time officially registered students shall be eligible to serve as appointed or elected officers except under special circumstances as approved by the Director of Student Activities.

The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for registration or continuance or an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the educational functions or established policies of the University. These concerns should be directed to the Office of Student Activities.

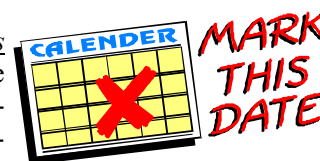
No student organization will be granted registered status if the registering organization determines that its proposed purposes and/or functions duplicate those of an already existing RSO. Further, no student organization will be permitted to retain registered status if the registering organization determines that it is not fulfilling its constitutionally stated purposes and/or functions.

RSO's are required to do a minimum of 50 community service hours per academic year. (25 per semester) This service can come in various forms. Please visit the OSA to register where your organization's service will take place.

All RSO's are required to send a representative to the Leadership Development Series workshops/retreats sponsored by OSA. Times and dates can be verified in the Office of Student Activities.

SCHEDULING ACTIVITIES

This section is designed to provide an understanding of *Responsible Management of Campus Events*, the sponsor and advisor's role and the University Guest Policy. All campus events must be registered with the Offices of Student Activities. Planning and implementing events for the University Community are major goals for student organizations, however, the Office of Student Activities is responsible for establishing policies governing student activities.



There are two ways in which registered student organizations may schedule activities. Each spring semester following student organizational elections, each organization is required to submit paper work that indicates that organization's intentions to remain active for the coming year.

This paper work includes the following: Registration form, Advisors Consent Form, Membership Roster, King/Queen Forms, Election Results, and Activity Request Form. During this time organizations submit a tentative request for activities, which are evaluated and approved by the Office of Student Activities. After each request is evaluated and approved, organizations are notified.

Please note, each organization, after receiving approval of their tentative request for activities, must upon the start of the fall semester, complete the required forms with signatures, before an activity may take place.

Organizations attempting to secure available dates at other times throughout the academic year should follow these procedures:

- A. Check the activities calendar in the Office of Student Activities to be sure that there are no conflicting activities occurring on campus.

- B. Check the availability of the facility where you want to sponsor the activity.
- C. Pick up a Space Reservation-Activity Request Form from the Office of Student Activities.
- D. Complete the form with all the required signatures and return to the Office of Student Activities. Remember 14 days prior to a meeting, and three weeks prior to a dance or major activity. Approval must be granted by the Office of Student Activities.
- E. A conference between the organization, advisor and OSA, may be deemed appropriate depending on the nature and gravity of the activity.
- F. Once your Activity Request is approved, you may continue with your activity.
- G. **Student Activities will not pre-schedule activities and events for student organizations at the beginning of the fall term.**

***REMEMBER:** Don't sign contracts or make assurances until your activity has been approved by the Office of Student Activities!

All programs taking place between Sunday and Thursday must end at 11 PM and weekend events end by 1 AM unless previously approved by the Director of Student Activities and University Police Chief. The Office of Student Activities and the University Police are dedicated to promoting and managing campus events so that all participants and invited guest (s) can have events free from disruptive activities or uninvited guests.

RESERVATIONS

Reservation/Activity request forms are available at the Information Desk in the Student Center. Reservation requests for major events such as concerts, cabarets, lectures, and other gatherings must be submitted (at the latest) three (3) weeks prior to the event. All other events/activities (e.g. meetings, seminars, events, cookie sales) must be requested fourteen (14) business days prior to the event.

No activity will be confirmed until such time as approval has been granted through the Office of Student Activities.

CANCELLATION POLICY

Cancellation forms are available at the Service Desk in the Student Services Center. Major events must be canceled two (2) weeks prior to the event. All other events/activities must be canceled three (3) business days prior to the event. Failure to submit a signed cancellation form will result in the loss of all activities by the sponsoring organization for a two (2) month period.

EVENTS THAT REQUIRE UNIVERSITY AND/OR CONTRACTED SECURITY

Events requiring a police presence will vary based mainly on type of event, number of people expected, and space in which activity is held. All events that require security will have an 'Action Plan' submitted by campus police. All review and negotiation of action plans are the responsibility of the campus advisor, as indicated. All organizations must establish a time doors will close for their events, no later than one hour before the event is due to end. The rules and protocol pertaining to late-night dances and formals apply to the programs listed below, when ticket sales are involved, unless specifically indicated by the Office of Student Activities. RSO's and advisors can anticipate needing security for the following types of events:

1. Any event that has a live DJ (i.e., Late-Night Parties, Cabarets/Formals, Cookouts w/a live DJ, etc.)
2. Comedy, Fashion, Variety, Talent Shows, Auctions
3. Any event on campus that requires ticket sales

The Office of Student Activities will determine the extent of security for events. The office abides by the following guidelines, but maintains authority to deviate for valid concerns:

- High Profile Lectures**-security walkthrough, unless otherwise noted in contract
- Smaller Profile Lectures**-no security needed
- Cookouts without DJ**- security walkthrough
- Cookouts with a DJ**- security
- Concerts/Dances**- security
- Speakouts**-security walkthrough



POLICIES AND PROCEDURES

1. GUEST POLICY

Non-University members who wish to attend an event sponsored by a student group or organization, must be accompanied by a UMES student, faculty, or staff member with a valid identification card. Non-University guests must show a valid driver's license or other form of pictured ID upon request. Adequate procedures for enforcing this policy shall be maintained for the duration of the event.

The University campus and facilities or special purpose buildings and grounds are generally not open to the public. They are principally for the use of University of Maryland Eastern Shore students, alumni, faculty and staff. Visitors and guests may utilize University facilities for events sanctioned by the University community provided they conduct themselves in accordance with standards established for members of the University community. A host accepts responsibility for the behavior of their guests and should ensure that they comply with University regulations.

In particular, individuals may not obstruct or disrupt normal activities on campus, interfere in any way with the free use, access to or enjoyment of university facilities by students, faculty, or staff, or act so as to threaten or endanger the property, health or safety of others. Some campus events and University facilities, when required for University purpose, may be subject to further limitations.

2. ALCOHOLIC BEVERAGE POLICY

Possession, use or distribution of alcoholic beverages is prohibited on University property. Alcoholic beverages may not be possessed, distributed, or consumed on the campus except where specific written approval has been obtained for the event in advance. Compliance with all pertinent University regulations and State, County, or Municipal laws is mandatory, and in particular, sponsors and/or alcoholic event managers shall exercise due caution to ensure the following:

- a. No person under the legal age for drinking shall be sold or served alcoholic beverages.
- b. All sales of alcoholic beverages must cease promptly at 1:00 a.m. or earlier as stipulated by the Office of Student Activities.
- c. Reasonable order decorum shall be maintained during such events to avoid disturbance of adjacent campus and off-campus residents.
- d. Alcoholic beverages may not be sold or furnished to any person under the legal drinking age or who at the time of the sale or exchange, is visibly under the influence.



3. RETAIL SALES

Registered student organizations have the right to retail (vend) on campus with prior approval. Dates are scheduled on a first come basis. Off-campus vendors may retail once approval has been granted through the Office of Student Activities. Retail forms are available in the Office of Student Activities. UMES reserves the right to deny retailing to any student organization or off-campus enterprise.

To retail, student organizations should follow the policy outlined under "Scheduling Activities."

4. FOOD CONCESSIONS

Food concessions are another form of retailing. Often student organizations request hot dog, donut, ice cream, and sandwich sales. We strongly advise students to pay close attention to food storage and preparations. Students may contact the local health department for a list of regulations concerning cooking, storage and serving temperatures. Again OSA, reserves the right to deny vending (food concessions) to any organization or club.

5. SHOWCASES

It is the intent of the following policy to provide a system of fair and equitable usage of the display cases.

1. Registered student organizations will be given first priority in the use of the display cases.

2. Display cases can be reserved anytime throughout the academic year. However, all request must be submitted for approval seven (7) days prior to the date of display. Display cases will be unlocked and locked by staff of the Office of Student Activities as requested or needed. The Office of Student Activities and the University of Maryland Eastern Shore are not responsible for items lost, stolen or damaged in the display cases.

3. Display cases are to be used to present organizational materials only. Materials violating university policy, local, state or federal statutes or deemed offensive according to the university community will be prohibited or removed. It is prohibited to use display cases for the sale of items/goods currently being sold by the university bookstore. Any material not associated with activities or purpose of the organization reserving a display case will be removed at the discretion of the Director of Student Activities or Designee.

4. Any materials remaining in the case (s) after the final day of the reservation period will be removed and stored for seven (7) days. Materials not collected are subject to disposal! Organizations failing to remove their materials risk losing future use of display cases.

6. ADMISSION, TICKETING AND GUEST

Admission to events shall require a current UMES ID for UMES students and a current photo ID for **all** guests. Complementary tickets will be subtracted from the total number of printed tickets and wristbands issued. Guests, DJs, and artists are subject to search, metal detection, and pat-downs and must wear wristbands (all guest attending parties are to wear wristbands). It is the responsibility of the sponsoring organization to inform guest, bands, DJs and/or promoters of this policy.



UMES students are entitled to one guest where and when applicable. Some campus events may be open to UMES students only. All guests must have a ticket to enter the event, be accompanied by a UMES student, and they must sign in at an admissions checkpoint. UMES students are responsible for the behavior of their guest during their visit on campus. Violations and infractions of campus, and/or state policy, by guests will affect the UMES student. This event policy only applies after permission from the Office of Student Activities and University Police.

7. ADVERTISING

All student advertisements to be posted on the UMES campus must first be submitted to the Office of Student Activities for dating and approval. Staff in the OSA will post and remove all dated materials in the SSC. Advertisements may be posted/distributed only in the approved locations. Student organizations must contact the Office of Student Activities for approval to distribute materials on campus. At no time will you be allowed to interrupt the academic process while distributing literature of any type.

Advertisements are limited to designated bulletin boards. Prior approval is required to distribute handbills, flyers, posters or other literature on university grounds. Do not post advertisements on doors, walls, windows, trees, poles, lampposts, etc. Advertisements must contain the name of the sponsoring organization. When withholding the organizations name is a part of the ad strategy, OSA must be informed. Please also include Time, Location, Cost, and any restrictions to the event– (examples: Ladies Only or Men Only!)

8. UNIVERSITY HAZING POLICY

The hazing policy applies to all student groups and organizations of the University of Maryland Eastern Shore.

A. PURPOSE

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing"

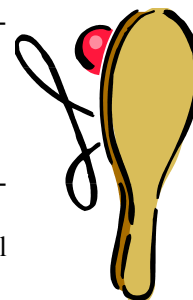
is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life: either on or off campus.

The purpose of this policy is to define hazing and to provide guidelines with regards to hazing which student organizations and their members must follow.

B. PROBATION AND SANCTION

Hazing, as defined in this policy, is prohibited and :

1. Organizations found to be in violation of this policy may lose their status as recognized student organizations of the University, and
2. Individual members who are found to be in violation of this policy are in violation of the Student Judicial Code and may be disciplined in accordance with the University's disciplinary procedures.



C. DEFINITION

HAZING: The word "HAZING" is any intentional action taken, activity required, or situation created, however, communicated, involving or resulting in abusive physical contact, mental harassment, excessive mental or physical discomfort and/or embarrassment to any individual. This policy applies to activities which take place on or off the campus so long as they take place in the name of the organization involved.

The following are examples of actions which might constitute hazing:

1. paddling;
2. required or compelling excessive exercise and calisthenics;
3. road trips (involuntary excursions);
4. requiring or compelling excessive exposure to uncomfortable elements;
5. requiring or compelling activities creating unnecessary work, duties, detention, or any duties which impair academic efforts;
6. verbal harassment;
7. requiring or compelling the wearing in public of apparel which is not in good taste; and
8. requiring the forced consumption of any liquid or solid substance of drugs, or the forced inhalation of any substance.

Membership in the National Pan-Hellenic Council RSO's (Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, Iota Phi Theta) is based on very specific criteria that include:

1. Any criteria set forth by the organization AND,
2. Students who have a minimum 2.5/4.0 cumulative grade point average
3. Students who have at least obtained 28 credit hours; for transfer students, 12 of those 30 hours must be at the University of Maryland Eastern Shore.
4. Student must be carrying at least 12 credit hours (full time status) in the semester he/she seeks membership
5. Complete membership guidelines can be found in the National Pan-Hellenic Council Constitution



Fraternity and sorority sweetheart organizations are prohibited on the University campus. Therefore, any student soliciting the services of another under the guise/pretenses of such an organization or any person participation in such a group will be subject to disciplinary action by the student judicial system

Membership in other special-interest organizations (Honor Societies, Academic Organizations, etc.) that have nationally-governing bodies set their criteria as they see fit. Students seeking membership in those organizations at the University of Maryland Eastern Shore are bound by both the university criteria and the organization's criteria.

9. USE OF COPYRIGHT VIDEOCASSETTES AND DVD

RSO's who desire to show movies on campus must go through the OSA and order their film from either Films, Inc. or Swank Audiovisuals. These two agencies rent movies for public showing. RSO's who do not follow this policy are subject to copyright violations.

10. FUND RAISING ON CAMPUS

Fundraising on campus can take place for student organizations in various ways. All fundraising and monetary transactions, however, MUST be overseen and managed by the student organization's advisor and the Office of Student Activities.

All activity, including fundraising, must be requested through a '**Student Activity Request Form**', found in the Office of Student Activities and subject to the rules associated with hosting any other student activity sponsored by an RSO.

All events that require ticket sales must be coordinated, reviewed, and approved by the RSO advisor and the Office of Student Activities.

Students are not permitted to handle tickets or make any monetary transactions.

RSO's will use tickets that are preprinted, consecutively numbered, and color-coded, produced by Auxiliary Enterprises unless ordered from a ticket producing agency with Auxiliary Enterprises permission.

'**Ticket Sales Forms**' must be completed for all ticket sale events. These forms are available in the Office of Student Activities.

11. PARTY/BALL POLICY

The first priority for all student activities held at UMES is the safety and security of persons and property. Recognizing this need, the Office of the Vice President for Student Life and Enrollment Management in cooperation with the Offices of the Vice President for Administrative Affairs, Student Government Association, Student Activities and Public Safety will strive to properly assess the safety and security needs of all student activities.

The purpose of this policy is (1) to identify and implement measures designed to provide a reasonably safe environment for students and for their guest attending these activities and (2) to clarify expectations of all entities involved in managing these activities. For the purposes of this policy - party, dance and or mixer - shall be considered one and the same; and may be used interchangeably.

The Office of Student Activities is responsible for management of all parties/balls on the UMES campus. As set forth in this Policy, all parties will be sponsored by the Office of Student Activities or the Student Government Association (SGA). While the Office of Student Activities and or the SGA will sponsor all campus parties, registered (active) student organizations may vie to sponsor or co-sponsor one ball (as defined in this policy) during the academic calendar year, on campus, in compliance with the guidelines set forth in this policy.

DEFINITIONS

For the purposes of this policy - party, dance and mixer - shall be considered one and the same; and may be used interchangeably:

1. The term "Party" refers to any social gathering or event (free or for fee), non-seated in a primarily open area, where music and or entertainment by any means is provided.
2. The term "Ball" refers to any event (free or for fee), with table seating in a primarily open area, where music and or entertainment by any means is provided; food service is provided and where the dress attire is semi-formal, formal or black tie.
3. The term "reception" refers to any event (free or for fee), with or without seating in a primarily open area, where music and or entertainment by any means may be provided; and where food service may or may not be provided and where the dress attire is causal to black tie.

DETERMINATION OF PARTY, BALL STATUS:

The Office of Student Activities shall determine if an event is to be designated as a party, ball or reception utilizing the following criteria:

1. Events which are open to the General Campus Community and their guests or to the sponsoring organization and its guests.
2. Events of which amplified sound is a part.
3. Events which do or do not require a major set-up of staging, tables and/or chairs.
4. Events which historically have demonstrated being of a party nature.
5. The dress attire (semi-formal, formal or black tie).
6. Number of anticipated participants and room size.
7. Determination of status is not limited to these guidelines.

NOTE: The University reserves the right to investigate band (s) and/or DJ (s) prior to their appearance. Where there are possibilities of disturbances, and concerns for the safety and welfare of students and guest, band (s) and/or DJ (s) will not be permitted to appear.

NOTE: Approved parties or balls are open to registered UMES students only. Tickets will not be made available for sale to the general public.

NOTE: Student organization Advisor (s) must arrive on site one hour prior to the start of their ball and remain on site throughout the entire event. No party or ball will begin in the absence of the advisor.

REQUEST FOR PARTIES/BALLS

Request for parties or balls must be made a minimum of 14-business days in advance. There will be no exception to this provision.

An organization sponsoring a ball will be required to attend the organizational bi-weekly meetings and student leadership development retreats.

ATTENDANCE IS MANDATORY PRIOR TO THE SCHEDULED BALL. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE LOSS OF THE OPPORTUNITY TO SPONSOR THAT PARTY/BALL.

Additional meetings with staff in the Office of Student Activities, University Police, the organization and advisor (s) will be scheduled as needed.

ESTABLISHED HOURS, LOCATIONS, CAPACITY AND FEES:

The established hours for parties and balls are 9:00 pm to 1:00 am. Only one party and/ or one ball will be scheduled on campus during any month, on a weekend, (Friday or Saturday) the University is in session, during the Fall and Spring sessions, with the exception of homecoming weekend (reserved for the homecoming steering committee). This policy will be to the discretion of the Student Activities Director and Vice President of Student Life. Other balls, as requested will be considered during the Spring semester only. Parties or balls may not be scheduled during study days or during final exams.

Parties will be held in Tawes Gym and balls may be held in either the Richard A. Henson Center or the Student Services Center Ballrooms. Facilities coverage fees apply (Public Safety and cleaning) to the use of these facilities and are not rental fees.



Capacity in the SSC ballroom is limited to 500 persons, 300 persons in the Richard A. Henson Center Ballroom (balls only) and to 100 persons in the Multi-purpose room, inclusive of complimentary tickets and/or guest passes. Please note that these capacities may be reduced when additional tables, chairs and staging are required. University Police shall enforce this capacity, in conjunction with Student Activities, through ticket sales and head counts. The Office of Student Activities in conjunction with University Police will approve campus locations not identified in this policy, additional fees for security and cleaning may apply.

CANCELLATION PROCEDURES

Notification of cancellation of events must be received in writing by the Office of Student Activities three (3) business days prior to the scheduled event. Failure of an organization to cancel confirmed reservations may result a fee for services and in cancellation of future events for that organization.

DRESS REQUIREMENTS

No one will be admitted wearing cut-offs, head-rags, long t-shirts, or pajamas (exemption may be granted for theme parties).

The dress requirement for all balls is: semi-formal (men-suit with jacket and tie, and dress slacks; women-evening dress or gown).

TICKET PURCHASE POLICY

Tickets for parties and balls will be available one week prior to the event. **There will be a limit of 800 tickets available for parties scheduled in Tawes Gym; 500 for balls in the Student Services Center Ballroom, and 300 for balls in the Richard A. Henson Center Ballroom.** These numbers are inclusive of complimentary tickets. Since there is a limited amount of tickets available – **ticket sales will be limited to UMES registered students only!** At no time will tickets be sold at the door. Student Activities and Public Safety maintain the right to deny entrance to any person presenting a fraudulent ticket and or pass in an attempt to gain entrance into a party or ball.

A valid UMES students ID must be presented to purchase tickets. Students may only purchase one ticket to any party or ball.

All funds collected through ticket sales, minus fees/charges associated with the event, will be surrendered to the student organization within 3 business days.

Process:

- The Office of Student Activities will advise Auxiliary Enterprises in writing as to the date and time of the event, and the number of tickets (including complimentary) needed.
- Tickets will be made available via the HAWK CAMPUS CENTER. An individual will only be allowed to purchase one ticket. To purchase a ticket an individual must go on line go to <http://www.umes.edu/auxiliary/>. If you have use the Campus Center before – sign on as usual. New users should use their first initial and last name for user name. Your password is your date of birth (YYYYDDMM). New users should immediately change their password. Once in – click on Box Office. To purchase a ticket go to where tickets are to be purchased then click on buy. Your HAWK CARD is your ticket. **IF YOU NEED ASSISTANCE IN LOGIN TO THE CAMPUS CENTER – REPORT IN PERSON TO THE HAWK CENTER.**
- Individuals who wish to purchase a ticket without using the Campus Center should report in person to the HAWK CENTER. Payment will be accepted and their HAWK CARD will be activated to enter the party or ball.



FOOD AND BEVERAGE SERVICE

All catering services for food and/or beverages will be provided through University Dining Services at the expense of the sponsoring and or co-sponsoring organizations. Catering contracts are subject to the policies governing same (contact Dining Services for policies). The exception to this provision is when University Dining Services cannot provide the requested services. In that event, all outside catering groups must be approved by the Office of Student Activities, in conjunction with Dining Services. At no time will outside catering services be permitted to use University dining equipment in the performance of their catering contract.

REFRESHMENTS

All food and beverage service provision and must be contracted through Dining Services.

SAFETY AND SECURITY POLICY

Security is the responsibility of the Office of Public Safety. University Police and Student Security shall be required for all parties and balls, and will be stationed inside and outside the venue, providing line control and security.

University Police Officers and/or Student Security will utilize walk-thru and/or hand-held metal detection devices, and/or conduct pat-downs. Persons refusing to cooperate will be denied entrance to the activity.

The University Police officers on duty shall have the sole discretion of determining the status of security-related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, University Police shall have the right and authority to terminate the event. More specifically:

1. Anyone found in possession of illegal weapons and or mace will be subject to arrest.
2. Anyone caught fighting will immediately be removed from the premises referred to the campus Judicial System and/or subject to arrest. In some circumstances, the activity may be terminated!
3. Anyone caught vandalizing state property will be subject to arrest.
4. Intoxicated persons will not be admitted.
5. Attendees will not be permitted re-entry for any reason, once they have departed the venue.
6. Admissions will not be granted after 12:00 midnight to any person; however those persons already in line at 11:45 pm will be admitted.
7. A **No Loitering Policy** will be applied around the venue during and after the activity. Persons not adhering to the instructions of Public Safety Officials will be subject to campus judicial action and/or arrest for failure to comply with a lawful order.
8. At no time, will a student organization be permitted to arrange for security. The Office of Student Activities will post signs notifying individuals of security measures/procedures in use at the point of ticket sales and at the door (s) of the venue.
9. All publicity regarding events determined to be a party or a ball must state metal detectors will be in use. (The Office of Students Activities must approve publicity prior to posting).
10. A table and baskets for change, keys and other metal objects will be provided for the metal detection process. (The University will not be responsible for the theft or loss of any personal property related to the use of these devices and/or procedures).
11. A minimum of six (6) representatives of the sponsoring organization are required to serve as monitors through the duration of the ball/party. The most efficient organization (s) will utilize twelve (12) monitors.
12. As per the ball/party policy, the sponsoring organization (s), advisor (s), University Police, Student Security and representatives of the Office of Student Activities, Student and Administrative Affairs shall meet one (1) hour prior to the start of the ball or party (pre-event meeting) to discuss responsibilities and obligation during that event.

OTHER REQUIREMENTS:

The pre-event meeting will be held at 8:00 PM in the location of the dance. Doors to the ball or party will open between 8:30 PM and 8:45 PM. All individuals must vacate the premises immediately at the end of the event, and the band and/or DJ no later than 1:30 AM. Advisor (s) may not leave the event until it has ended and the building is cleared and secured.

The University Police and Office of Student Activities have established a lighting level for parties and balls, which will be set and maintained throughout the event. For security purposes, parties and balls may be video taped.

The sponsoring organization shall ensure that, one-half hour prior to the conclusion of the party/ball (12:30 AM), an announcement is made by the DJ, band, or themselves reminding individuals that the party/ball will end at 1:00 AM and to leave the building in an orderly fashion. This announcement should be repeated again fifteen-minutes prior to the conclusion of the party/ball, and again at the end of the party/ball.

During the event, there can be no step shows, no fraternity or sorority initiation or other rites, inside or outside the facility. At 1:00 AM, party monitors are to assist University Police and Student Security form a line. This line moves towards the doors, thanking guests for coming, and asking them to leave the building.

Organizations may not advertise campus balls via the radio, television, or the Internet, as open to the general public, without the consent of the Office of Student Activities. Failure to follow this policy will result in the immediate termination of the ball and the possible suspension of the organization.

Neither the University, nor the Office of Student activities shall be responsible for the reimbursement of fees to an organization (s), band, DJ, or promoter in the event a party/ball is canceled for violations of this policy, University procedure, work requests (equipment) associated with the party/ball or the cancellation of subsequent events due to security concerns.

Failure to comply with any of the expectations expressed in this policy may result in the suspension of the student organization.

If a registered student organization violates a policy or regulation of the University, or a local, state, or federal Law, the following sanctions can be imposed on any student organization by the Office of Student Activities:

1. Loss or suspension of registration
2. Suspension of fund-raising activity
3. Suspension of solicitation activity
4. Assessment of reimbursement related to the infraction (s).
5. Loss of use, or restricted use, of University facilities
6. Administrative warning
7. Referral of individuals to Judicial Affairs



GET INVOLVED!

University of Maryland Eastern Shore

Office of Student Activities
Student Services Center– Suite 2104
Princess Anne, Maryland 21853

Phone: 410-651-6434
Fax: 410-651-7761



The History of UMES!

The University of Maryland Eastern Shore had its origin on September 13, 1886. Initiated under the auspices of the Delaware Conference of the Methodist Episcopal Church, the Delaware Conference Academy was established in Princess Anne on that date with nine students and one faculty.

Records reveal that 37 students were enrolled by the end of the year. Subsequently, the institution bore the title of Industrial Branch of Morgan State College, still under the influence of the Delaware Conference. As originally operated by the Morgan State College under the control of the Methodist Church, the institution was known as Princess Anne Academy.

The State of Maryland, in operating its land-grant program at the Maryland Agricultural College at College Park, to which Afro-Americans were not



admitted as students, sought to provide a Land-Grant program for Afro-Americans and assumed control of the Princess Anne Academy, renaming it the Eastern Shore Branch of the Maryland Agricultural College. The arrangement was effected in 1919.

In 1926, the College passed into complete control and ownership of the State and the University of Maryland was designated as the administrative agency. In 1948, the Eastern Shore Branch of the University of Maryland, popularly known as Princess Anne College, became officially Maryland State College, a Division of the University of Maryland.

On July 1, 1970, Maryland State College became the University of Maryland Eastern Shore. With the strong support of the Maryland Board of Regents, Systems Administration, and the faculty, UMES has developed an academic program above and perhaps more impressive than any other higher educational institution of its size in the East.

As the Eastern Shore continues to gain in productivity and recognition, UMES will continue to serve the



Dr. Thelma B. Thompson

President,

needs of the industries and people around it. UMES is the only four-year institution on the shore to offer undergraduate and graduate degrees in computer science, the University has long been known for providing professional training in the key regional industries of hospitality management, and the management of commercial poultry and swine operations.

The newest programs on the UMES campus also look toward current and future needs of the Eastern Shore. Airway Science, Law Enforcement and Rehabilitation services have all been recently added to the University's offerings. Greater course offerings during evening and weekend hours have also been developed, allowing a greater segment of the local population to enhance themselves and their communities through post-secondary education.