

# Student Club/Organization Handbook 2009-2010

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Office of Campus Programming and Leadership Development

Richard E. Winter '42 Student Center - Lower Level | phone 716-888-2190 | fax 716-888-3181

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## **Official recognition by the college provides an organization with the following privileges:**

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1. The use of the name of the college in conjunction with the name of the organization.
2. The right to seek funding and sponsor programming events in accordance with college policies and procedures.
3. The right to schedule college facilities for organizational meetings and activities.
4. The use of college duplicating equipment.
5. The use of college bulletin boards and other areas approved for posting.
6. The right to have meetings and events posted in the college's calendars.
7. The right to participate in the annual Activities Fair sponsored by the Office of Campus Programming & Leadership Development.
8. The exclusive use of a mailbox in the office of Campus Programming & Leadership Development.
9. The right to petition for office space on campus\*.
10. Use of the services, counsel, and publications of the college.

## **Officially recognized organizations have the following responsibilities:**

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1. To observe the Canisius College Community Standards and all other applicable policies and procedures of Canisius College as stated in the Student Organization Handbook, and supplemented elsewhere, that govern activities of organizations. Please note that violations of the Community Standards could result in the loss of College recognition.
2. To provide the Office of Campus Programming & Leadership Development and the USA Senate with an annual year end budget request and other information throughout the year which includes:
  - a) Organizational goals, objectives, and proposed activities for the coming year as appropriate.
  - b) The names of the most recently elected (or appointed) officers and a complete list of members in the organization including each member's full name, ID number, telephone number, and e-mail address.

Failure to fulfill these responsibilities may result in the loss of official recognition or other sanctions as deemed appropriate by the Office of Campus Programming & Leadership Development and/or the USA Senate.

\*Official recognition does not guarantee an organization either financial support from the USA Senate, or office space on campus, although it does enable the recognized group to petition both. Organizational funding is approved by the USA Senate based upon the recommendation of the USA Finance Committee. Office space is provided upon the joint recommendation of the Director of Leadership Development and the appropriate Senate committee, who base their recommendation upon the assessed needs of all recognized student organizations, and upon the availability of space.

## **By-Laws**

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A list of by-laws is not required by an organization in order to obtain official recognition; however, by-laws are required in order to ensure the effective functioning of an organization. By-laws deal with the following topics:

1. Detailed material concerning members, that is, rights, duties, resignation and expulsion procedures.
2. Provision for initiation fees, dues, and assessments; also procedures regarding delinquencies.
3. Date and method of selecting officers and duties of officers.

4. Duties, responsibilities and authority of an executive committee.
5. The names of standing committees and the method of choosing chairmen and committee members. Duties of the committees should also be stated.
6. A provision for some accepted rules of order of parliamentary procedure.
7. The number of members constituting a quorum.
8. Provision for honorary membership or honorary officers.
9. A method to amend the by-laws (usually a majority vote.) Amending the constitution should not be too simple a process, in order to maintain the stability of the group; it should be, however, easier to amend the by-laws. The constitution should always carry the date of its last revision. It is a good idea to insert in parentheses after an amendment the date of its adoption.

### **The Use of College Property or College Name**

No person may use college property in a manner, for a purpose, or under circumstances forbidden by any applicable public law, ordinance, regulation or order; or tending to interfere materially with the efficient and orderly conduct of any College business function.

The use of the College's name by a student(s) as sponsor, endorser, etc. of any event or enterprise must be obtained in writing from the College's representative, usually the Vice President for Student Affairs or a designated representative. Use of the College's name without such permission can result in a student being subject to disciplinary proceedings.

### **Faculty and Staff Advisors**

Every club or student organization on campus must have either a faculty or staff advisor. This advisor is appointed by the President of Canisius College upon the recommendation of the Vice President for Student Affairs. In preparing recommendations for this appointment, the VP for Student Affairs will consult with the officers and members of the student organization, Campus Programming & Leadership Development staff, and the Vice President for Academic Affairs in order to determine the availability and suitability of the proposed faculty advisor.

Once appointed, advisors are responsible for advising the student organization in regard to their policies, procedures, and programs, in such a way as to represent the best interests of the College as a whole.

Advisors are directly responsible to the Vice President for Student Affairs or the VP's designee, the Director of Leadership Development, whom they will keep informed on the condition and progress of the activities under their supervision.

Advisors assist the officers of the organization in the preparation of their annual budget. Advisors are responsible for approving in writing all requests for expenditures of funds. These requests are then submitted to the Office of Campus Programming & Leadership Development for further processing.

Advisors are responsible for ensuring that the officers and members of the organization under their supervision keep proper records of programs and finances, in order to ensure the continuity of the organization's operation from year to year.

Advisors must review and approve all of the club's upcoming events. Events at which alcohol will be served require the approval of the Director of Leadership Development. For such events, all groups must have the advisor or the advisor's designee present. If the function fails to comply with College policies, the advisor or designee has the authority to terminate that function.

Finally, advisors or an appropriate substitute must accompany an organization on a trip/tour involving overnight lodging and long distance travel.

## **Off Campus Travel**

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It shall be the policy of Canisius College that any student organization wishing to promote, advertise, sponsor, or fund any trip off-campus must receive the approval of the Director of Leadership Development. General guidelines for such trips shall include the following:

1. The advisor or another designated official of the College must accompany the student group, unless the Director of Leadership Development exempts the group from this requirement. The student organization's budget is responsible for paying for all related expenses for the advisor.
2. College regulations must be followed. Students should be aware that the College is concerned for conduct while off-campus and disciplinary action may be taken to respond to those behaving inappropriately.
3. No alcohol is allowed on trips to off-campus events. For further information, refer to the College Alcohol Policy.
4. The sponsoring group will be held accountable for all expenses incurred as a result of the trip, and their organizational budget should be able to accommodate all such expenses, or individual officers and members may be assessed to pay for any unanticipated expenses.
5. The following guidelines must be adhered to:
  - a) When using a College owned van, the driver must be 21 years of age with a good driving record; must have completed the van driving course; an authorized college official (advisor) must be in the vehicle; and the person(s) driving the van must contact the Koessler Athletic Center (X2958) to give the following information:
    - Driver(s) name as on license, License ID#, Date of birth as on license, Destination, Dates in use, Approximate pick-up and return times
  - b) When using a car rental agency, the driver must be 21 years of age; an authorized College official (advisor) must be in the vehicle; rental agency insurance must be primary; and collision insurance will not be waived.
  - c) When use of a charter bus company with a company driver a current certificate of insurance (COI) for the chosen company must be on file in the office of the Vice President for Business and Finance. If there is no current COI on file, you must get one and submit it to the above mentioned office prior to departure.

The Director of Leadership Development shall have the full authority for the enforcement, interpretation, and refinement of these standards.

## Speakers on Campus

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When considering a speaker, it is essential for students to allow sufficient time to thoroughly and thoughtfully consider their choice. It is the responsibility of the program planners to take into consideration the potential impact a speaker might have on the community, and to weigh the positive and negative consequences of extending an invitation (remember, students can not sign contracts for speakers/entertainers on behalf of the College).

As part of the educational process, students and other members of the Canisius College community are encouraged to invite to campus individuals who are either recognized as experts in their respective fields, or whose ideas and activities are found to be informative and relevant to our society.

Canisius College is heavily influenced by a religious tradition. Students should anticipate objections to speakers who contradict the values articulated by the Society of Jesus or the Roman Catholic Church. This contradiction can be in the form of the topic being presented or by the association of the speaker to a particular position which may not even be the topic being presented. Particularly high risks are speakers who advocate the right to have an abortion, or speakers who use offensive speech on matters of race, ethnicity and gender. In the Jesuit and Roman Catholic traditions, there are clearly articulated positions on the dignity of the human person and the importance of working for a more just and equitable world.

It is essential for student leaders to recognize that with the privilege to make decisions about programs, comes the responsibility to defend their choice. The greater the cost or impact of the program, the greater the accountability on the part of the decision-maker.

All speaker contracts will contain an agreement that, in the case of a clear and present physical danger to the college or local community, the college may bar the use of college property and facilities. Such a decision would be made by the Vice President for Student Affairs in the exercise of his/her general responsibility for the safety of the college community.

The following questionnaire has been designed to guide students in their selection of speakers for student-sponsored programs. Program planners are expected to review the answers to this questionnaire with the club or organization advisor and the Director of Leadership Development prior to extending an invitation to the speaker. Such an invitation on the part of Canisius College student associations or other groups does not imply that the college or the sponsoring organization agrees with or endorses the views expressed by the speakers. Speakers who are determined to be controversial must not be invited to campus without the authorization of the Director of Leadership Development. The Director of Leadership Development is ultimately responsible for programs sponsored by students and is in a key position to solicit input and support from members of the faculty and administration. Without this support, student leaders risk criticism and programs risk failure. Program planners can expect the Director of Leadership Development to represent student, faculty and administrative sentiment, to weigh conflicting opinion and in some cases conclude that a particular speaker not be allowed to appear on campus.

It is important to note that controversy is recognized as both essential to academic discourse, and potentially threatening to a community with a strong value orientation. This questionnaire is designed, not to limit freedom of selection, but to guide students to make well informed choices. Prior to extending an invitation to a speaker, program planners should

develop a rationale for choosing the individual in question, and be prepared to articulate it should their choice be opposed by other members of the College community. This questionnaire is designed to assist in the preparation process.

Name of Speaker:

Topic:

Cost:

1. What are the goals of bringing this speaker to campus?
2. What is the basic message that this speaker conveys? Will the speaker foster the intellectual, spiritual or moral development of members of the community?
3. Upon whose recommendation are we considering this speaker? Is that person a reliable and representative person?
4. Will the timing of this program conflict with other campus programs?
5. What is the cost of the speaker? What percentage of the budget is that amount of money? How does his/her cost compare with other speakers? Are there other speakers who will deliver the same message for a lower fee? Will an admission fee be charged to underwrite the cost? Is this program a good use of student money?
6. How might the language, lifestyle, and politics of this speaker be evaluated by members of the Jesuit, faculty, administrative, student, and Buffalo community?
7. If this speaker has the potential to offend people and/or to create campus controversy, what steps will be taken to address this potential problem? (Examples include: soliciting support from individuals or groups whom you anticipate will object, inviting a second speaker to represent the alternative view, educating the community about the value of the speaker through a well written and persuasive article in *The Griffin* or another student publication).

There is a strong belief among members of the College community, including students, faculty and administrative staff, that programming resources should not be wasted. Programs that might be defined as frivolous, or that fund an individual or an organization engaging in activity that is viewed as illegal, immoral, sinful or offensive, and upon which significant funds are being spent, will be criticized.

### **Procedural Guidelines for Organizations Sponsoring Speakers on Campus**

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1. Space reservations must be properly secured well in advance through the Event Management Office (see Booking Policy/Procedures)
2. When applicable, the majority of an organization's officers must approve the extending of an invitation, and the concurrence of the club advisor must be obtained.
3. All stage and technical arrangements related to and including, but not limited to, the audio/ visual recording of the presentation and subsequent control and dissemination of such materials, remain under the control of Canisius College unless expressly waived in writing by the Vice President for Student Affairs.
4. All security arrangements including, but not limited to, building security, crowd control, fire/emergency conditions, remain under the jurisdiction of the college unless waived in writing by the Vice President for Student Affairs.
5. No fundraising or collections of any kind may be made on college premises by an outside speaker or organization.
6. All media relations relating to a speaker or event, including press conferences, must be under the direction and control of the college's Director of Public Relations.
7. The college expects that speakers agree to an open forum after formal remarks.
8. The speaker or his/her agent must agree to abide by all conditions of the college's speaker's policy in order to receive compensation for his/her services.

## **Policy Regarding: Political Candidates Speaking: on Campus**

Canisius College is routinely approached by political candidates/parties requesting the opportunity to sponsor events or address the general public from our campus. Canisius encourages the use of our facilities by political candidate/parties who are interested in participating in an educational forum - as defined by Canisius College - if the requirements listed below are met. Canisius College facilities may not be utilized by political candidates/parties for rallies, fund raisers, special events, etc.

This policy is in accord with the college's Community Standards, which protects the freedoms of Canisius students.

### **Program Requirements for Political Candidates/Parties**

1. The program must be free and open to the public.
2. The program must include a formal presentation on the part of the political candidate and offer an opportunity for questions and answers from a panel and/or the audience.
3. The program must not serve as a fund raiser for the candidate or his/her political party.
4. The college reserves the right to require payment in advance from a political candidate or his/her party for costs associated with the program. This may include, but is not limited to, maintenance costs, security, utilities, audio/visual, and staff time.
5. The program must not place an undue burden on the college's staff, facilities, or other resources.
6. Political candidates/parties must recognize that the college is in no way endorsing the views expressed by the speaker(s), and allows such a program only in the interest of the advancement of education.
7. The college reserves the right to cancel any program or activity on campus at any time which poses a clear and present danger to the college or local community. Persons wishing to approach the college with requests involving political candidates should contact the college's Director of Public Relations who will serve as coordinator for such a program.

## **Merchandise Policy**

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Any individual or company choosing to print the Canisius name or mark must use an approved vendor. No one is allowed to create their own Canisius mark(s) unless it is approved by the Associate Athletics Director/External Affairs. An approved vendor list may be acquired by contacting the Associate Athletics Director/External Affairs at 716-888-2977 or by going to <http://software.trademarxonline.com/forms/LicensedManufacturerList.aspx>. Vendors not on the approved list may purchase a license by contacting the Licensing Resource Group at [www.lrgusa.com](http://www.lrgusa.com) or 616-395-0676.

## **Canisius College Fund Raiser Policy**

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All fund raisers to be sponsored by a Canisius College club, organization, club sport or varsity sport must submit a written proposal of the fund raiser to the Office of Campus Programming and Leadership Development. *Any varsity sport intending to hold a fund raiser must first seek prior approval by the Director of Athletics before submitting the proposal to the Office of Campus Programming and Leadership Development.* The proposal must be submitted 30 days prior to the fund raiser and include the following:

1. The name of the sponsoring organization.
2. A description of the nature of the fund raiser.
3. The date, time, and location of the fund raiser.
4. The name of a least one member of the sponsoring organization directly responsible for coordinating the fund raiser.
5. The name of at least one Faculty/Staff Advisor who will work directly with and advise the fund raiser coordinator.
6. A written description of where the proceeds of the fund raiser will be held and how they will be secured.
7. A description of what the proceeds will be used for.
8. A list of any proposed prizes to be awarded during the course of the fund raiser, how they will be made available (i.e., purchased or donated), a description of how and where they will be secured and the name of the person directly responsible for securing them. If prizes are donated, the name of the donating organization must be submitted.
9. A copy of the proposed fund raiser ticket should be submitted to the Office of Campus Programming and Leadership Development one week prior to its printing. The fund raiser ticket should include the following:
  - a) Name of organization sponsoring the fund raiser.
  - b) Cost of donation for the fund raiser.
  - c) List of prizes to be awarded, if any.
  - d) Rules and regulations of the fund raiser on the back of the ticket or a location of where the rules and regulations are publicly displayed.
  - e) Phone number of a point of contact for the fund raiser.
10. If an outside vendor is being used, the names, address, and phone number of the vendor.
11. If the Student Center is to be used, the proposal must include authorization from an Events Management administrator, and the following guidelines must be adhered to:
  - a) Anyone wishing to use the Student Center must first meet with an Events Management staff member to ensure that proper space is available.
  - b) During the fund raiser, a conspicuous sign must be displayed highlighting the sponsoring organization.

c) When an outside vendor is used, a certain percentage of sales (to be determined by the sponsoring organization) must be donated to that group. At least one current member of the College organization must be present with the outside vendor during the course of the fund raiser.

d) No outside vendors will be permitted on campus without direct sponsorship by a Canisius College organization and a financial agreement between the vendor and the organization.

e) Credit card solicitation may not occur on campus.

### **Guidelines for publishing club web sites:**

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1. All content must be approved by the club advisor prior to publishing.
2. Any inappropriate or questionable material found on club websites will be immediately taken down.
3. It is the responsibility of the club officers to maintain the web site on an as needed basis. Web sites with out of date information may be taken down at the discretion of the Director of Leadership Development.

### **Posting Policy for Flyers, Signs, Banners, and Table Tents**

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This policy applies to all student organizations and members of the Canisius community, as well as all non-college sponsored groups and vendors.

Only flyers, signs, banners, and table tents must bear the official "stamp of approval" will be posted.

The "stamp of approval" can be obtained through the Office of Campus Programming and Leadership Office (CPLD) located in the lower level of the Richard E. Winter '42 Student Center (WC-003).

All flyers, signs, banners, and table tents are approved, posted, and removed by CPLD.

All flyers, signs, banners, and table tents posted on Canisius property without an approved stamp will be removed immediately.

All postings are at the discretion of the CPLD office.

All advertising must be compatible with the college's mission as a Jesuit, Catholic Institution and must adhere to all guidelines found in the Student Handbook as well as the Canisius College Community Standards.

Advertisements for activities in which alcohol will be present are also subject to the College's Alcohol Policy which can be found in the student handbook.

Postings that appear to promote irresponsible or illegal alcohol use will not be approved or posted.

Advertisements for events that are hosted by bars will not be allowed.

The posting of flyers on cars is prohibited.

Materials cannot be approved if they contain:  
Offensive language or images.

Language and or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability or any other characteristic protected by applicable laws. Advertisement for activities that violate local state or federal law or are in violation of the College's Community Standards.

Departmental bulletin boards located in the academic areas and offices are maintained by their respective departments. Permission for posting in these areas must be obtained from the department head or their designee. *Please note that this permission is in addition to the permission from the CPLD office.*

Violations of this policy will result in the material being removed, and the responsible individual(s) will be subject to disciplinary action and/or suspension of posting and distribution privileges.

Repeated violations of the Campus Posting Policy may lead to disciplinary action.

## **Posting Guidelines**

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All flyers, signs, and banners must be submitted to the Campus Programming and Leadership Office (CPLD) for approval at least 3 days, but no more than 2 weeks prior to the event being advertised.

All printed materials must clearly indicate the following:

Event name, date, time and location  
(if applicable).

Name, phone, and contact information of the student club/organization or individual/group sponsoring the event.

Must be legible, clear, and free from any grammatical or spelling errors.

Approved items will be stamped by a CPLD representative. It is required that the original advertisement be stamped before additional copies are made. *Mass quantities may need to be stamped by event sponsor.*

CPLD will post:

No more than 125 approved flyers for a Canisius College sponsored event.

No more than 25 approved flyers from an outside vendor or non-college sponsor.

CPLD staff will post flyers in the designated areas throughout the tunnels, as well as forward flyers to the Office of Residence Life.

Residence Life will distribute the flyers to the Resident Assistants for posting in the residence halls. However postings are at the discretion of the Office of Residence Life and they reserve the right to not post any material they deem questionable.

CPLD staff will remove flyers & postings within 48 hours after an event to ensure that posting areas remain neat and orderly. *Informational flyers will be posted for 2 weeks from the date stamped by CPLD.*

## **Poster Room Policy**

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The poster room is financially supported by and is made available to the Undergraduate Student Association, members of student clubs and organizations, resident assistants and the Office of Campus Programming and Leadership Development. *Offices or departments wishing to use the Poster Room will be charged a nominal fee.*

### **Poster Room Hours**

8:30am to 5:00pm – Monday and Friday  
8:30am to 7:00pm – Tuesday, Wednesday, and Thursday.

Student club and organization representatives or members of the college community can access the Poster Room through CPLD.

Students and staff members are to sign-in and out of the poster room in CPLD.

A CPLD representative will unlock and re-lock the poster room door.

Completed poster(s) are to be dropped off to CPLD to be approved, stamped, and hung.

### **Guidelines for Making Posters**

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No more than **3 posters** may be made for any one event.

Posters may be **no larger than 3ft x 4ft**.

#### **All posters must clearly indicate the following information:**

Event name, date, time and location (if applicable).

Name, phone, and contact information of the student club/organization sponsoring the event.

Must be legible, clear, and free from any grammatical or spelling errors.

CPLD will provide:

Poster paper, paint, and paper die-cut letters.

All other materials such as tape, glue, crayons, markers, and other decoration must be supplied by the individual or organization making the poster.

If supplies are low or not working properly, contact CPLD.

### **Poster Room Rules**

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**Do not paint or write on the walls.**

**No graffiti of any kind will be tolerated.**

It is expected that all everyone cleans up after themselves and leaves the Poster Room in a neat and orderly fashion. Items are put back in their proper place, scrap paper is be thrown out and paint cans are covered.

Those found in violation of the poster room rules will be subject to disciplinary action under the community standards, in addition to possible fines, and loss of poster room privileges for the individual(s) and possibly student club/organization or office.

## **Student Publications**

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The College is responsible for safeguarding the public trust that has been placed in it by the terms of the State Charter under which it functions. Part of this responsibility is the preservation of the balance between freedom and authority. In the area of written publications, the College has final authority in matters of policy and practice because the College, as publisher, is legally responsible for the contents of publications under its sponsorship.

Student publications, such as the newspaper, literary magazine, and yearbook, make a valuable contribution to the academic life of the College by affording students the opportunity to gain experience in the use of words and the clear communication on campus. Because of their public and permanent nature, written publications offer special opportunities for the exercise of freedom within a context of social responsibility.

### **Major Publications**

The student newspaper, The Griffin, exists primarily to serve the students of Canisius College, but its responsibilities extend to the College community as a whole. In fulfilling this function, The Griffin has both the right and the responsibility to report news of student interest both on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression of opinion and exchange of ideas in the College community. In providing this service, all who contribute to The Griffin should strive to maintain the highest standards of journalism, governed by the canons of good taste, social concern and moral responsibility.

### **Publication Advisors**

Each student publication has faculty advisors appointed by the President, whose primary duty is to counsel the student editors in the various aspects of their work. In the fulfillment of their duties, both the advisor and the student editors are answerable to the Media Council and are expected to make annual reports to this body.

### **Media and Publications Grievance**

Any grievances from any member of the College community regarding a campus media organization shall be submitted in writing and in detail to the Office of Student Affairs. When such a grievance is received, the Office of Student Affairs will, failing other resolution, convene the Media and Publications Grievance Board for adjudication of the grievance.

Examples of a grievance are:

- 1) Objection to publication by Faculty Advisor
- 2) Rejection of publication by an editor

## **Anti-Hazing Policy**

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In accordance with New York State legislation, Section 6450 of the Education Law, Canisius College has incorporated into its Community Standards a regulation that prohibits:

“Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.”

Any student violator of this anti-hazing regulation will be subject to serious disciplinary action and may result in the suspension or expulsion of the individual from the College. Any organization that authorizes such conduct may also be subject to serious disciplinary action and may result in the rescission of permission for that organization to operate on campus property. These sanctions will be in addition to any penalty the violating party may incur due to violations of law.

## **Prohibiting Animal Abuse by Student Clubs and Organizations**

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Students may not use animals in pranks or otherwise for amusement or ceremony in connection with any College or student club, organization, sport or activity. Violation of this policy or any other abuse of animals shall be grounds for disciplinary action.

For purposes of this policy, the term "animal" includes any wild or domesticated, warm-blooded or cold-blooded vertebrate or invertebrate creature.

Canisius College recognizes its responsibility for the well being of animals utilized in College-sanctioned activities. As a matter of college policy, student clubs (or any other campus organizations) which intend to utilize living animals for any purpose must first gain the prior approval of the Canisius College Institutional Animal Care and Use Committee (IACUC).

Any use of animals by a student club must fully conform to all pertinent USDA and NYS regulations pertaining to animal care, animal husbandry, and animal welfare and are subject to oversight by the applicable federal and state regulators.

## **Canisius College Smoking Policy**

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Effective January 1, 2001

### **Introduction**

The Canisius College Smoking Policy was developed within the framework of the wellness concept. The major focus of the policy supports the work-site and academic setting as a "smoke free environment" fostering the health, comfort and welfare of students, faculty, staff, administrators and campus visitors.

In 1988, Canisius College took a strong stance in the initiation of this policy, committing the College to creating a safe and healthy work/learning environment. This stance was supported in 1989 by the New York State Clean Indoor Act.

In 1993, Canisius College reviewed the 1988 policy and took a community leadership position by restricting all indoor smoking, campus wide.

In 2000, Canisius College further recognized and supported the Surgeon General's findings that tobacco use, in any form, active and passive, poses a significant health hazard. Canisius College also understands that environmental tobacco smoke has been classified as

a Class-A carcinogen.

### **Smoking Policy**

Canisius College prohibits tobacco use, in any form, in all indoor areas and public areas on campus. Indoor and public areas also include, but are not limited to, restrooms, all campus buildings and college owned housing, private offices, vestibules, entrances, exits, stairwells, college owned vehicles and the Demske Sports Complex. Tobacco use is limited to areas outside that are at least 20 feet from entrances and exits providing doors, windows and air intake vents are closed.

### **Compliance**

It is the responsibility of all members of the campus community to comply with this policy. Department supervisors are responsible for workplace administration of the policy. Complaints regarding employee non-compliance should be directed to the violating employee's immediate supervisor.

Non-compliant students are in direct violation of the Canisius College Community Standards\*. Complaints regarding students should be filed with the Dean of Students.

Refusal or inability to comply with the College Smoking Policy after initial warning will be met with increasingly severe reprimands or penalties, with dismissal as the ultimate sanction for flagrant, repeated violations.

### **Smoking Cessation**

Canisius College encourages all users of tobacco, in any form, to quit. The Student Health Center has information on smoking cessation programs in the community.

Contact Patricia Creahan at extension 2610 for information on these programs.

\* The Community Standards are found at [www.canisius.edu/canhp/studentinfo/standards](http://www.canisius.edu/canhp/studentinfo/standards) or in the Student Handbook.

### **Policy on Safe Use of Compressed Gas Cylinders**

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1. Restrain cylinders of all sizes, empty or full, individually by straps, chains, or a suitable stand to prevent them from falling.
2. When storing or moving cylinders, have the protective caps securely in place to protect the valve stems.
3. Close the main cylinder valves tightly when not in use.
4. When moving large cylinders, strap them to properly designed wheeled carts to ensure stability.
5. Do not expose cylinders to temperatures higher than about 50° C. Some rupture devices on cylinders will release at about 65° C.
6. Never lubricate, modify, force, or tamper with cylinder valves.
7. Never direct high-pressure gases at a person.
8. Do not use compressed gas or compressed air to blow away dust or dirt; the resultant flying particles are dangerous.
9. Be aware that rapid release of a compressed gas will cause an unsecured gas hose to whip dangerously.
10. Promptly remove the regulators from empty cylinders and replace the protective caps at once. Mark the empty cylinder.

Contact person: Tom Stabler, Director of Chemistry Lab, x2344

## **Rigorous or Physically Demanding Activities**

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Any student wishing to participate in rigorous or physically demanding activities or sport is required to produce a certification signed by a physician that he or she is physically able to participate in such an activity and that this exercise will result in no special health risk due to any physical condition. This statement must be submitted to the club advisor before the student will be allowed to practice or participate in such an activity. Activities or organizations that currently fit this category are Ski Club, Rifle Club, Women's Rugby, Men's Volleyball, Men's Lacrosse, Women's Crew, and Women's Field.

Finally, any student preparing for participation in a physically demanding or hazardous activity sponsored by a Canisius College student organization is asked to sign the consent and release form provided by the organization advisor and student leader. A copy of this release form is shown below.

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### **Canisius College Consent and Release Form**

I agree to voluntarily participate in the ( \_\_\_\_\_ ).  
(club name)

I hereby release Canisius College, its trustees, administration, faculty and employees from any and all claims or liability in anyway arising out of my participation in such activity

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Canisius College Community Standards**

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Canisius is a community of learners dedicated to what the early Jesuits called *cura personalis*, the care of each and every individual. At Canisius, we all assume responsibility for the spiritual, intellectual, and physical growth of each person within our classrooms, our residence halls, and our neighborhood. We strive here to assist the development of individuals so as to ready them for responsible roles in the larger world. To enter Canisius College is to accept an invitation to participate in a community where it is expected that the unique gifts of each will be used in the service of others. "Marked by friendliness, respect, openness, and integrity," Canisius College is an environment within which individuals can become leaders, fully-developed human beings with a commitment to the good of the whole and equipped with the intellectual and practical means to bring social justice to all. Choosing to become a member of this community implies a commitment to "an atmosphere of understanding and respect in dialog with other intellectual and spiritual traditions" as well as intellectual and moral vigor. Respect for the dignity, integrity, well being and property of others is essential to the maintenance of the Canisius community.

### **ARTICLE I: Statement of Responsibilities and Rights**

Canisius is a community of learners dedicated to what the early Jesuits called *cura personalis*, the care of each and every individual. At Canisius, we all assume responsibility for the spiritual, intellectual, and physical growth of each person within our classrooms, our residence halls, and our neighborhood. We strive here to assist the development of individuals so as to ready them for responsible roles in the larger world. To enter Canisius College is to accept an invitation to participate in a community where it is expected that the unique gifts of each will be used in the service of others. "Marked by friendliness, respect, openness, and integrity," Canisius College is an environment within which individuals can become leaders, fully-developed human beings with a commitment to the good of the whole and equipped with the intellectual and practical means to bring social justice to all. Choosing to become a member of this community implies a commitment to "an atmosphere of understanding and respect in dialog with other intellectual and spiritual traditions" as well as intellectual and moral vigor. Respect for the dignity, integrity, well-being and property of others is essential to the maintenance of the Canisius community.

The Mission Statement of the College shapes the responsibilities and rights afforded to members of the Canisius community. The Canisius College Community Standards document is designed to foster a community conducive to achieving the mission of Canisius College.

Founded by the Jesuits in 1870, Canisius College is an independent, co-educational, medium-sized, institution of higher education conducted in the Catholic and Jesuit tradition. It offers undergraduate programs built upon a liberal arts core curriculum, leading to associate and baccalaureate degrees, plus graduate programs in business, education, and other professional fields, leading to a master's degree.

Canisius espouses the ideal of academic excellence along with a sense of responsibility to use one's gifts for the service of others and the benefit of society. It seeks to promote the intellectual and ethical life of its students, helping to prepare them for productive careers as well as for meaningful personal lives and positive contributions to human progress. Its curricular and co-curricular programs are designed to educate the whole person through development of intellectual, moral, spiritual, and social qualities. It aims to promote the contemporary Jesuit mission of the service of faith and the promotion of social justice.

As a Catholic institution which welcomes all who share its quest, Canisius will:

- foster an atmosphere of understanding and respect in dialog with other intellectual and spiritual traditions;
- teach responsible use of human freedom in a value-oriented curriculum and co-curriculum which incorporate concern for spiritual and human factors as well as pragmatic ones;
- continue the Jesuit principle of care for individual persons;
- emphasize excellence in teaching, marked by intellectual vigor, close student-faculty relations, and an expectation of active rather than passive learning;
- prepare students to assume positions of leadership in church and society;
- foster a sense of community among its students and staff through personal interactions marked by friendliness, respect, openness and integrity;
- take advantage of its location in a major urban center on an international border to serve the community and the world, and to play a significant role in fashioning the world of the 21st century by contributing its own special blend of academic excellence, personal concern, and an optimistic commitment to the future.

## **Responsibilities & Rights**

### **1. Care for Persons and for Property.**

Canisius College takes pride in itself as a community that nurtures the growth and development of leaders marked by integrity, propriety, and decency displayed toward themselves and toward others. Members of the Canisius community are expected at all times to demonstrate respect for themselves and for others. This respect includes a responsibility to show sensitivity to differences and act justly in interactions with one another. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. Members of the Canisius community are expected to respect college property, the private property of other members of the College community, and the property of the larger neighborhood in which we live.

### **2. Freedom of Expression and Participation.**

As a Jesuit academic institution, Canisius College fosters an environment in which a variety of ideas can be reasonably proposed and critically examined. In particular, student groups have a right to invite speakers to campus within reasonable limitations applied by the college. The college recognizes that the free exchange of ideas and expression may produce conflict. This exchange is an important element in the pursuit of knowledge. Implicit in the pursuit of this exchange is the privilege to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The college expects that those who enjoy this privilege also accept the responsibility for their actions and for maintaining order. The college also recognizes the rights of those who desire not to protest and who wish to continue to participate in the normal activities of the college.

As responsible participants in the college community, students can expect fair and impartial treatment in their relations with the college and their dealings with college officials.

### **3. Intellectual Responsibility**

Canisius College espouses the ideal of academic excellence through active learning. All members of the community have responsibilities for and rights to learning, teaching, and scholarship. Within our community, teaching and learning occur in an atmosphere of reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. All members of the community are responsible for recognizing and actively avoiding violations of academic integrity, such as cheating, plagiarizing, and stealing another's work.

### **4. Access and Privacy**

Even while an integral part of the Canisius community, students are entitled to their individual sovereignty, particularly in regard to matters concerning privacy about and access to their educational records. (See specific policy on student records in the Catalog or student handbook)

## **ARTICLE II: Judicial Authority**

1. Disciplinary authority is vested in College administrators, faculty members and course instructors, committees, and organizations, as set forth in the Community Standards, or in other appropriate policies, rules, or regulations. Specifically, disciplinary authority for academic violations of the Community Standards is vested in faculty members, course instructors, academic deans and the Vice President for Academic Affairs. The adjudication process for academic violations of the Community Standards is outlined in Appendix A. Disciplinary authority for all other violations of the Community Standards is vested in Dean of Students or designee. The Dean of Students shall coordinate the judicial process and conduct hearings consistent with provisions outlined in Appendix B and C.

2. The Dean of Students shall develop policies and procedures for the administration of the community standards.

3. The Dean of Students or designee may impose conditions on a student's continued relationship with the College during the judicial process. Established time limits and any other aspects of judicial proceedings may be altered at the discretion of the Dean of Students.

## **ARTICLE III: Proscribed Conduct**

### **A. Jurisdiction of the College**

By voluntarily choosing to affiliate with Canisius College, students accept the responsibility to comply with the regulations outlined in the Community Standards, which apply to behavior both on and off campus. Therefore, College jurisdiction and discipline shall generally include conduct which occurs on College premises, which occurs off College premises, including abroad, or which adversely affects members of the College community or the pursuit of the College mission. The Dean of Students or designee shall decide whether the Community Standards shall be applied on a case-by-case basis.

### **B. Conduct – Rules and Regulations**

Any student or organization alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the judicial process found in Article IV:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, menacing, stalking, coercion and/or other conduct which threatens or endangers the health, well-being or safety of any person.

2. All forms of sexual misconduct, including any form of unwanted sexual contact and/or exploitation. "Unwanted" means against a person's wishes or without consent and includes those instances in which the individual is coerced or unable to give consent because of sleep, unconsciousness, impairment or intoxication. A "no" or absence of resistance is not required to prevent sexual contact; whereas a verbal or nonverbal "yes" is required to permit sexual contact.

3. Hazing, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Consent of the student or participant is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and are considered violations.

4. Behavior or conduct which is disorderly, lewd, or indecent.

5. Use, possession or distribution of illegal drug-related paraphernalia, narcotics or other controlled substances except as expressly permitted by federal, state and/or local law.

6. Public intoxication or the use, possession or distribution of alcoholic beverages except as expressly permitted by federal, state and/or local law and College regulations (see College Alcohol Policy).
7. Possession of firearms, replica firearms, ammunition, explosives, or other weapons, or unauthorized use of dangerous chemicals or substances on College premises.
8. Tampering with or falsely activating fire equipment.
9. Attempted or actual theft of, damage to, or unauthorized possession or alteration of property of the College, property of a member of the College community or other personal or public property.
10. Actual or attempted acts of dishonesty including but not limited to the following:
  - a. Academic misconduct as defined in Appendix A;
  - b. Furnishing false information to any College official, faculty member, course instructor or office;
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
  - d. Aiding or abetting the conduct in (a), (b), and/or (c);
11. Attempted or actual theft or other abuse of computer resources and systems pursuant to the Acceptable Use Policy for Canisius College Computer Facilities. This includes downloading copyrighted material.
12. Behavior or conduct resulting in the disruption or obstruction of teaching, research, administration, disciplinary proceedings, student organization, other College activities or events, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
13. Failure to comply with directions of members of the College community or emergency or service personnel acting in performance of their official duties and/or failure to identify oneself to these persons when requested to do so.
14. Obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Unauthorized possession, duplication or use of keys, combinations, or access cards to any College premises or unauthorized entry to or use of College property.
16. Engaging in illegal gambling activities.
17. Violation of published College policies, rules, regulations, notices or statements, including, but not limited to, those contained in or pertaining to the Student Handbook, Alcohol and Drug Policies, Smoking Policies, Sexual Harassment Policies, Statement on Sexual Assault, Notice of Nondiscrimination, Information Technologies Policies, Housing and Dining Contract, Treatment of Animals, Parking and Traffic Policies and Regulations, and the College Catalog.
18. Abuse of the Judicial System, including, but not limited to, the following:
  - a. Failure to comply with the directive to appear before a hearing panel or hearing officer.
  - b. Falsification, distortion, or misrepresentation of information before a hearing panel or hearing officer.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Knowingly instituting a judicial proceeding without cause.
  - e. Influencing or attempting to influence another person to commit an abuse of the judicial

system.

f. Attempting to discourage an individual's proper participation in, or use of the judicial system.

g. Attempting to influence the impartiality of a member of a hearing panel or of a hearing officer prior to, and/or during the course of, the judicial proceeding.

h. Inappropriate behavior or conduct (verbal or physical) and/or intimidation of any person involved in a judicial proceeding prior to, during, and/or after that judicial proceeding.

i. Failure to comply with a sanction imposed under the Community Standards.

19. Any off-campus conduct demonstrating disregard for the rights of others.

20. Any violation of federal, state and/or local laws/ordinances regardless of whether such violation occurred on or off the College premises.

Students shall be responsible for the behavior and conduct of any guests. Any violations of the Community Standards by a guest may result in a complaint against the hosting student.

### **C. Violation of Law & College Discipline**

1. College judicial proceedings may be instituted against a student charged with violation of a law which is also a possible violation of the Community Standards, for example, if both violations result from the same factual situation. Proceedings under the Community Standards shall normally be carried out without regard to the status of off-campus civil or criminal proceedings. Determinations made and/or sanctions imposed under the Community Standards, shall not be subject to change because criminal/civil charges arising out of the same facts were dismissed, reduced, or resolved in favor of the defendant.

2. When a student is charged by federal, state or local authorities with a violation of law, the College shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a federal, state or local proceeding, the College may advise off-campus authorities of the existence of the Community Standards and of how such matters shall be handled internally within the College community.

## **ARTICLE IV: Judicial Policies**

### **A: Interim Suspension of Privileges**

1. In certain circumstances, the Dean of Students or designee may impose an interim suspension for the following three reasons:

a. To ensure the safety and well-being of members of the College community or to preserve College property;

b. To ensure a student's own safety or well being; or

c. If a student poses a threat of disruption or interference with the normal operations of the College.

2. During the interim suspension, a student may be denied access to College activities, facilities and/or classes or other privileges for which the student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.

3. The interim suspension or altered privileges shall remain in effect until a final decision has been made regarding pending complaints or until the Dean of Students or designee determines that the reason for imposing the interim suspension no longer exists.

### **B. Complaints & Hearings**

1. Any member of the Canisius College community may file a complaint against a student for alleged violation of the Community Standards. All complaints shall be in writing and directed to the appropriate Associate Academic Dean or Dean of Students or designee. Complaints may be filed via incident reports, Public Safety reports, Police Reports or Neighborhood Disturbance Reports, among others. All complaints should be filed as soon as possible after an alleged violation of the Community Standards. However, the College is not required to respond to any allegations within a prescribed time limit.

2. The adjudication process for academic violations of the Community Standards is outlined in Appendix A.

3. The adjudication process for all other violations of the Community Standards is outlined in Appendix B and Appendix C. Normally, the Dean of

Students shall assign a hearing officer for a conduct conference or convene a hearing panel, drawn from the membership of the Community Standards Board, based upon the severity of the alleged violation of Community Standards. A complaint filed with the Dean of Students shall normally be directed to a hearing panel if it fulfills one or more of the following criteria:

i) the potential sanction falls within items n, o and p, of Article IV, Section C; (although a lesser sanction may be imposed);

ii) the alleged violation has wide ranging community implications;

iii) the alleged violation has not been previously encountered within the College community.

iv) when a case of academic dishonesty is very severe or a documented pattern of violations of the Code of Academic Integrity exists.

However, the Dean of Students or designee may choose to hear any case as a conduct conference and may impose any non-academic sanction(s) listed in Article IV, Section C.

4. The conduct conference hearing officer shall make a determination of responsibility for the alleged violation and, if appropriate, may impose non-academic sanction(s) found in Article IV, Section C.

5. The hearing panel shall make a determination of responsibility for the alleged violation and impose any sanction(s) listed in Article IV, Section C, except 1a.

6. Decisions made by the Conduct Conference Hearing Officer, Hearing Panel, Dean of Students or designee shall be final except in the case of suspension, expulsion, or degree revocation which may be appealed to the Vice President of Student Affairs (Vice President for Academic Affairs in academic cases).

7. The judicial process is intended to provide the student an opportunity to respond to allegations of violations of the Community Standards, thereby enabling the Hearing Officer to make an informed decision about responsibility and appropriate sanctions. However, if a student fails to respond to three communications (in the form of written notification, telephone, e-mail, or oral requests) attempting to schedule a meeting, or fails to attend a scheduled meeting, a decision based upon available information may be rendered in absentia.

No student may be found to have violated the Community Standards solely because the student failed to appear.

8. In some rare situations, where the behavior is sufficiently egregious or warranted by institutional interests, the Dean of Students may institute formal procedures even though the original complainant does not personally wish to, or is not able to proceed. In such cases the Dean of Students shall submit the formal complaint and recuse herself/himself from any further role in the adjudication.

### **C. Sanctions**

1. One or more of the following sanctions may be imposed upon any student found responsible for violating the Community Standards:

- a. Grade Reduction or Course Failure
- b. Notation on College transcript of academic dishonesty.
- c. Warning — A written or verbal notice to the student that the student has been found responsible for violating Community Standards.
- d. Fines — A monetary fee may be imposed.
- e. Restitution — Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions — Work assignments, community service, participation in or completion of College service or program, service to the College and/or other related discretionary assignments.
- g. Educational Program or Project — Participation in or completion of a program or project specifically designed to help the student understand why the Community Standards violation was inappropriate.
- h. Loss of Privileges — Denial of specified privileges for a defined period of time. (e.g. guest, computer, housing selection, residence hall visitation, dining services, representing the College, co-curricular activities, athletics participation, work study).
- i. Residence Hall Probation — A written reprimand for violation of Community Standards. Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating any Community Standards during the probationary period.
- j. Administrative Relocation— Requirement to relocate to another room within the residence hall system on a space-available basis.
- k. Residence Hall Suspension — Separation of the student from the residence halls for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- l. Residence Hall Expulsion — Permanent separation of the student from the residence halls.
- m. College Probation — A written reprimand for violation of specified Community Standards. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating the Community Standards during the probationary period.
- n. College Suspension — Separation of the student from the College for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- o. College Expulsion — Permanent separation of the student from the College.
- p. Revocation of Admission and/or Degree Revoking admission to or a degree awarded from Canisius College for fraud, misrepresentation, or other violations of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- q. Withholding Degree — Withholding awarding a degree otherwise earned until the completion of the process set forth in the Community Standards including the completion of all sanctions imposed, if any.

2. The following sanctions may be imposed for violations of the Code of Academic Integrity: a, b, c, f, g, h, m, n, o, and q (course instructor a, c, f, and g).

3. The following sanctions may be imposed by a conduct conference hearing officer: c-q.

4. The following sanctions may be imposed by a Hearing Panel: b-q.

5. The proper College authorities shall be notified of any sanction. Parent(s)/guardian(s) shall be notified of alleged violation of the Community Standards and/or sanction(s) when deemed appropriate.

6. Sanctions shall not normally be made part of the student's permanent record except for grade reduction, course failure, notation on transcript of academic dishonesty, suspension and expulsion. Academic violation records shall be maintained confidentially in a central location until five years after the responsible student graduates or permanently separates from Canisius College. In cases where notation on the official transcript, suspension, or expulsion is imposed, the file shall be retained as part of the student's permanent record. All other disciplinary records shall be kept in the student's confidential file (paper copy and/or electronic) maintained in the Dean of Students Office or Office of Residence Life for a period of seven years after separation from the College.

7. In situations involving both a respondent(s) (or group or organization) and a complainant(s), the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and complainant(s).

8. All appropriate sanctions may be imposed upon groups and organizations. Groups and organizations may further receive the sanction of deactivation, resulting in a loss of College recognition for a specified period of time.

9. Failure to abide by or complete any sanction shall result in a separate violation for an abuse of the judicial system.

#### **ARTICLE V: Withdrawal and Readmission**

If a respondent voluntarily withdraws from the College while a complaint is pending, a registration hold shall be placed on the respondent's account and the respondent shall not be permitted to re-enroll until after the complaint has been resolved. Normally, the judicial process shall continue and a decision may be rendered based on available information whether or not the respondent is available. No student may be found to have violated the Community Standards solely because the student failed to appear. If the complaint cannot be resolved because the complainant, witnesses or evidence are not available, re-enrollment shall normally be denied. Permission for readmission shall be granted solely at the discretion of the Dean of Students or designee.

#### **ARTICLE VI: Interpretation and Revision**

Any question of interpretation regarding the Community Standards shall be referred to the Dean of Students or designee for final determination.

A review of the Community Standards shall be coordinated by the Dean of Students every three years, but the Community Standards may be revised when deemed appropriate.

#### **APPENDIX A**

##### **Code of Academic Integrity**

These procedures apply to all academic violations of the Community Standards.

##### **I. Mission and Pledge**

The Canisius College community is dedicated to academic excellence and is, therefore, committed to establishing and maintaining an atmosphere of trust. All members of the community agree and pledge to exercise complete integrity in their academic work. Academic integrity is the foundation of true intellectual growth; it demonstrates respect for oneself and for others.

The students, faculty, and administration of Canisius College understand their responsibility for maintaining academic integrity to be both individual and collective. Fulfilling this responsibility requires us to uphold high standards in our own conduct and to exercise fairness towards each other. All instances of academic dishonesty are a breach of Community Standards. Students, administrators, and staff, course instructors, and their representatives are expected to report violations of the Code of Academic Integrity.

All members of the Canisius College community are committed to administering the Code of Academic Integrity in a manner consistent with our mission: to teach responsibility, to foster learning, and to care for the intellectual and ethical development of the whole person.

Violations of the Code of Academic Integrity shall be dealt with in a manner which is just to all parties and contributes to the learning process. Sanctions shall be shaped by the belief that infractions are not simply occasions for punishment, but opportunities for learning and for improving the ethical standards of the individual and the community.

All Canisius College students are automatically bound by the Code of Academic Integrity. As a reminder and reinforcement of the ideals this code embodies, course instructors are asked to place a pledge on scheduled tests and assignments, as well as in the course syllabus. Students, in turn, are asked to carefully consider and sign the pledge, which reads:

“As a member of the Canisius College Community I understand and will uphold the standards for academic behavior as stated in the Code of Academic Integrity.”

## **II. Standards for Academic Behavior**

### *A. Prescriptions*

Academic integrity requires a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility.

1. **Honesty.** Academic integrity requires intellectual and personal honesty in learning, teaching, research, and service. Honesty is the prerequisite for full realization of trust, fairness, respect, and responsibility. The policies of Canisius College discourage dishonesty in the forms of cheating, lying, fraud, theft, and other behaviors that jeopardize the rights and welfare of the College community and diminish the worth of its academic degrees. All members of the community subscribe to the principle of observing basic honesty in their work, words, ideas, and actions.
2. **Trust.** As an academic community of integrity, Canisius College seeks to foster a climate of mutual trust, encourage the free exchange of ideas, and enable all members of the community to reach their highest potential. Trust creates an environment in which collaboration is valued and information and ideas can be shared without fear of one's work being stolen. It also allows us to believe in the social value of our scholarship and the degrees that are achieved here.
3. **Fairness.** As an academic community of integrity, Canisius College seeks to set clear standards, practices, and procedures, and expects fairness in the interactions of all members of the community.
4. **Respect.** As an academic community of integrity, Canisius College recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. If they are to be rewarding, teaching and learning demand both active engagement and mutual respect among all members of the community. Respect is shown by attending class, being on time, paying attention, listening to other points of view, valuing the aspirations and goals of others and recognizing them as individuals, being prepared and

contributing to discussions, meeting academic deadlines, and performing to the best of your ability.

5. Responsibility. As an academic community of integrity, Canisius College upholds personal accountability and depends upon action in the face of wrongdoing. Every member of the academic community is responsible for upholding the integrity of the scholarship and research carried out here. Such shared responsibility leads to personal investments in upholding our academic integrity standards. Being responsible means taking action against wrongdoing, discouraging, and seeking to prevent misconduct by others. One primary responsibility is to discourage violations of the Code of Academic Integrity by others.

#### *B. Proscriptions*

All students of the College are expected to understand the meaning of the Code of Academic Integrity. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. Students should realize that their actions may affect other students. In general, students may not obstruct or interfere with other students' academic work or otherwise undertake an activity with the purpose of creating or obtaining an unfair academic advantage over other students. Each of the following behaviors violates all of the principles of honesty, trust, fairness, respect, and responsibility explained above and is thus prohibited.

1. Plagiarism. The MLA Handbook for Writers of Research Papers defines plagiarism as using "another person's ideas or expressions in your writing without acknowledging the source... Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs ('You can't judge a book by its cover'), well-known quotations ('We shall overcome'), or common knowledge ('George Washington was the first president of the United States'). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own" (5th Edition, pp. 30, 33). Plagiarism may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, web sites, speeches, or the writings of other students. Honesty requires that any work or materials taken from another source for either written or oral use must be acknowledged. Any student who fails to give credit for ideas or materials obtained from another source is guilty of plagiarism. Plagiarism, in any of its forms, and whether intentional or unintentional, violates standards of academic integrity. Examples of plagiarism include, but are not limited to:

- Direct quotation of any source material whether published or unpublished without giving proper credit through the use of quotation marks, footnotes and other customary means of identifying sources. This includes complete sentences or paragraphs, or an entire piece of written work.
- Paraphrasing another person's ideas, opinions, or theories from books, articles, web sites, etc., without identifying and crediting sources.
- Borrowing facts, statistics, graphs, diagrams, photographs, or other illustrative or visual materials that are not clearly common knowledge without identifying and crediting sources.
- Copying another student's essay test answers.
- Submitting papers written by another person or persons. This includes copying or allowing another student to copy a computer file that contains another student's assignment and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work without course instructor approval.
- Buying, selling, or exchanging term papers, examinations, or other written assignments, (whole or in part).
- Offering false, fabricated, or fictitious sources for papers, reports, or other assignments.

2. Cheating. Cheating includes, but is not limited to: using unauthorized notes, study aids, or information on an examination, test, etc.; altering a graded work after it has been returned, then submitting the work for re-grading; or allowing another person to do one's work and submitting that work under one's own name. Cheating also includes the possession, without authorization, of copies of tests, answer sheets, or other materials, however obtained, that could interfere with fair, accurate testing, as well as retaining, possessing, using or circulating previously given examination materials without authorization.

3. Duplicate Submission of the Same Work. Submitting the same work for more than one course is a violation unless the professor(s) assigning the work gives consent in advance. This includes work first produced in connection with classes at either Canisius College or other institutions attended by the student.

4. Collusion. Collusion includes cooperation that results in the work or ideas of others being presented as one's own (e.g., rather than as a group effort). However, ordinary consultation of faculty, library staff, tutors or others is legitimate unless the instructor has imposed stricter limits for a particular assignment.

5. False Information and Lying. This includes consciously furnishing false information to other students, faculty members and their representatives, advisors, administrators or representatives of the College offices with the intent to mislead. Instances would include but are not limited to misrepresenting activity outside of the classroom (reports on field work, internships, etc.) or improperly seeking special consideration or privilege (e.g., for postponement of an examination or assignment deadline, etc.).

6. Falsifying Academic Documentation and Forgery. This includes any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, drop/add forms, withdrawal forms, and medical certification of absence) or to falsify other writing in academic matters (e.g., any documentation provided to instructors) concerning oneself or others.

7. Theft, Abuse, and Destruction of Academic Property. This comprises unauthorized removal, retention, mutilation or destruction of common property of the College that deprives others of equal access to these materials. Such property includes but is not limited to library materials, laboratory materials, computers and computer software, etc. This includes also sequestering library materials for the use of an individual or group; a willful or repeated failure to respond to recall notices from the library; and the removal or attempt to remove library materials from the library without authorization. The theft, mutilation or destruction of another student's academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc. also falls under this type of violation.

8. Unauthorized Use of Information Technologies. In the context of the completion of a course and/or assignments (contained within a course), the unauthorized use of computers or the College's computer network (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail and files) or other electronic devices (calculators, personal digital assistants, pagers, etc.) is prohibited.

9. Aiding and Abetting Academic Dishonesty. This includes intentional (a) providing material, information, or other assistance to another person with knowledge that such aid could be used to commit any of the proscribed acts noted above, or (b) providing false information in connection with any inquiry regarding academic integrity.

### **III. Procedures for Adjudicating Violations of the Code of Academic Integrity**

A course instructor who suspects academic dishonesty may ask the Associate Dean about the student's prior record in this area.

Anyone other than the course instructor suspecting a violation is expected to inform the course instructor or proctor at the earliest possible opportunity, even while the suspected violation is being committed. In the absence of the course instructor, the Associate Dean will receive reports of violations and will replace the course instructor in the following procedures. "Associate Dean" refers throughout to the Associate Dean of the school to which the course belongs.

#### *A. Initial Procedure*

The course instructor meets with the student to discuss the incident. The student will be informed of the course instructor's suspicions. The student may respond to the allegations and may bring witnesses, if deemed pertinent by the instructor.

The instructor decides whether the student has violated the Code of Academic Integrity and, if necessary, assigns a sanction. This determination of responsibility shall be based upon the facts of the incident and whether it is more likely than not that the student is responsible for the alleged violation(s).

The student shall be provided written notification of the instructor's decision and sanction, normally within five business days. Possible sanctions include:

- Warning: a notice in writing to the student that the student has been found responsible for violating the Code of Academic Integrity
- Grade Reduction or Course Failure
- Discretionary Sanctions: work assignments, community service, participation or completion of College service or program, service to the College and/or other related discretionary assignments
- Educational Program or Project: participation in or completion of a program or project specifically designed to help the student understand why the Academic Integrity violation was inappropriate.

If a sanction is imposed the course instructor is expected to file a "Notification of Academic Dishonesty" form with the appropriate Associate Dean. Forms are available in all Associate Dean offices and in other campus offices. The form, the sanction, and supporting documentation become part of the academic misconduct file shared by the Associate Deans of Arts and Sciences, the School of Education and Human Services, and the Wehle School of Business.

#### *B. Appeal*

The student may request in writing a review, by the appropriate Associate Dean, of the course instructor's decision. The written request from the student must be submitted to the Associate Dean not more than 5 business days after the student is notified of the course instructor's decision. The Associate Dean shall review the decision and meet with the student to discuss the matter. If the student chooses, the College Ombudsman shall be present during the appeal. The appropriate Associate Dean coordinates arrangements for the College Ombudsman's presence.

If an appeal is granted, the Associate Dean may replace the sanction with another that may be more severe, less severe, or otherwise different. The Associate Dean may impose any sanctions found in Article IV, Section C of the Community Standards except grade change or course failure.

Normally, however, the Associate Dean may request that the course instructor reconsider the original decision and/or sanction. In very serious cases or when a pattern of academic dishonesty is documented, the Associate Dean may direct the case to a Hearing Panel.

If the Associate Dean is the course instructor or has acted in the course instructor's place, the appeal shall be submitted to the Dean of the school in which the course is offered.

### C. *Hearing Panel*

When a case of academic dishonesty is very severe or a documented pattern of violations of the Code of Academic Integrity exists, the Associate Dean may refer the case to the Dean of Students so that a Hearing Panel from the Community Standards Board may be convened. Normally, the Associate Dean requests the formation of a Hearing Panel when the violation might merit one of the following sanctions: a notation on the official transcript, probation, suspension, expulsion, or degree revocation. However, the Associate Dean may choose to hear any case without convening a Hearing Panel and may then impose any sanctions found in Article IV, Section C of the Community Standards except grade reduction or course failure.

Hearing procedures for alleged violations of the Code of Academic Integrity shall operate according to the procedures outlined in Appendix C Hearing Procedures of the Community Standards. However, appeals shall be directed to the Vice President of Academic Affairs.

### D. *Failure to Appear*

The judicial process outlined above is intended to provide the student an opportunity to respond to allegations of violations of the Code of Academic Integrity, thereby enabling the course instructor or Associate Dean to make an informed decision about responsibility and appropriate sanctions. However, if a student fails to respond to three communications (in the form of written notification, telephone, e-mail, or oral requests) attempting to schedule a meeting, or fails to attend a scheduled meeting, a decision based upon available information may be rendered in absentia.

### E. *Records*

"Notification of Academic Dishonesty" forms and proceedings records shall be maintained confidentially in a central location until 5 years after the responsible student graduates or permanently separates from Canisius College. In cases where notation on the official transcript, suspension, or expulsion is imposed, the file shall be retained as part of the student's permanent academic record.

(Portions of this policy were adapted with permission from the University of Scranton, Loyola College in Maryland, and Georgetown University.)

## **Appendix B -- Conduct Conference Procedures**

*The conduct conference procedures apply to all non-academic violations of the Community Standards, except those that are directed to the Community Standards Board.*

### **A. Procedures:**

1. A complaint is filed with the Dean of Students, Public Safety, or Office of Residence Life.
2. The Dean of Students or designee serves as the Hearing Officer and contacts the student (respondent) to discuss the incident.
3. A conference shall occur between the Hearing Officer and the respondent.  
During this conference the following shall occur:

- a. The Hearing Officer shall inform respondent of the alleged violation(s) of Community Standards.
- b. The respondent may make a statement regarding the allegations.
- c. The respondent may bring forth witnesses to the alleged incident if deemed pertinent by the Hearing Officer.

4. Upon completion of the conduct conference the Hearing Officer shall make a determination of responsibility for the incident. This determination shall be based upon the facts of the incident, and whether it is more likely than not that the student is responsible

for the alleged violation(s).

5. Normally, the respondent shall be provided written notification of the decision and if appropriate sanction(s) within five business days after the conduct conference.

#### **B. Procedural Review:**

The decision of a hearing officer shall not normally be subject to appeal unless sanctions k-q of Article IV Section C are imposed. However, the student may request in writing a procedural review of the conduct conference by the Dean of Students or designee. The written request shall be submitted to the Dean of Students or designee not more than two business days after written notification of the decision/sanction is received. The Dean of Students or designee shall review the case. If it is determined that there was procedural error, normally, the case shall be remanded to the hearing officer originally assigned to the complaint for further consideration. If the Dean of Students is the hearing officer, the request for a procedural review shall be submitted to the Vice President for Student Affairs.

#### **C. Appeal:**

Requests for appeals of decisions by a Hearing Officer (only if sanctions k-q are imposed) are directed to the Dean of Students or designee. Requests for appeals shall be made in writing within two business days of the written decision.

In the written appeal, it shall be the responsibility of the student pursuing the appeal to provide evidence of one or more of the following grounds for appeal:

- a. the original hearing was not conducted in conformity with prescribed procedures.
- b. the facts in the case were not sufficient to establish that a violation of the Community Standards occurred.
- c. the sanction imposed was not appropriate for the violation of the Community Standards for which the student was found to be responsible.
- d. the existence of new relevant facts, sufficient to alter the decision, which were not brought out in the original hearing, and which could not have been known to or available to the appellant at the time of the original hearing.

If an appeal is granted by the Dean of Students or designee, the following determination may be instituted: 1) the sanction may be replaced with another which may be more severe, less severe, or otherwise different; 2) the matter may be remanded to the original hearing officer for reconsideration of the original determination and/or sanction; or 3) the matter may be directed to a new hearing officer for a new hearing.

If the Dean of Students or designee finds no merit to the appeal, the decision of the hearing officer shall stand.

During the appeal process, the imposition of the sanction(s) shall not occur; however, the Dean of Students or designee may impose limitations or conditions on the appealing respondent's continued relationship with the College during the appeal process.

If the Dean of Students is the hearing officer, the request for an appeal shall be submitted to the Vice President for Student Affairs.

#### **D. Failure to Appear:**

The judicial process outlined above is intended to provide the student an opportunity to respond to allegations of violations of the Community Standards, thereby enabling the Hearing Officer to make an informed decision about responsibility and appropriate sanctions. However, if a student fails to respond to three communications (in the form of

written notification, telephone, e-mail, or oral requests) attempting to schedule a meeting or fails to attend a scheduled meeting, a decision based upon available information may be rendered in absentia.

No student may be found to have violated the Community Standards solely because the student failed to appear.

## **Appendix C -- Hearing Procedures**

The following procedures apply when a complaint has been directed to the Community Standards Board.

### **1. Composition of the Community Standards Board and Hearing Panel**

The Community Standards Board shall comprise 21 members of the Canisius College Community. Seven shall be faculty members appointed by the Vice President for Academic Affairs. Seven shall be administrative and support staff appointed by the appropriate Vice President. The remaining seven shall be students appointed by the Undergraduate Student Association in consultation with the Dean of Students.

The Dean of Students or designee (hereafter known as the Hearing Panel Coordinator) shall assign a hearing panel from the Community Standards Board. A hearing panel shall comprise seven members. At least two members of each hearing panel shall be students. If sufficient members of the Community Standards Board are not available to create a panel, the Hearing Panel Coordinator may appoint interim members of the Community Standards Board for the purpose of serving on the hearing panel.

### **2. Pre-Hearing Procedures**

#### *A. Complainant*

A complaint alleging a violation of the Community Standards shall be filed in writing with the Hearing Panel Coordinator. The complainant shall have a pre-hearing meeting with the Hearing Panel Coordinator to discuss the following: the hearing process, the complainant's responsibilities while preparing for the hearing, and the available services. At the pre-hearing meeting:

- a. The complainant shall be informed that an advisor may be obtained to provide assistance while preparing for the hearing and to be present at the hearing.
- b. The role of the advisor shall be explained.
- c. The complainant shall be informed that if he or she chooses to have an advisor during the hearing process, the name of that advisor shall be presented to the Hearing Panel Coordinator as soon as possible, and not less than two business days prior to the scheduled hearing.
- d. The permitted types of witnesses and information shall be explained.
- e. The complainant shall be informed that if he or she chooses to present witnesses and/or written statements, the names of all witnesses and/or copies of the statements shall be presented to the Hearing Panel Coordinator not more than two business days after the pre-hearing meeting.
- f. The complainant shall be informed of the opportunity to present a statement about the incident in question at the hearing.
- g. The process of the hearing shall be explained.
- h. The complainant shall be informed of the availability of the Hearing Panel Coordinator to answer any procedural questions pertaining to the hearing.

The complainant shall be responsible for securing an advisor and determining and contacting appropriate witnesses prior to submitting their names to the Hearing Panel Coordinator.

### *B. Respondent*

The respondent shall be notified in writing of the complaint alleging a violation of the Community Standards not more than two business days after the complaint has been filed. A scheduled pre-hearing meeting shall be indicated in the notification letter. During the pre-hearing meeting the respondent shall be notified of the options for responding to the complaint. The respondent shall file the response to the complaint not more than one business day after the pre-hearing meeting. Failure to respond shall not be considered an admission of responsibility; however, the hearing process shall proceed.

The respondent shall have a pre-hearing meeting with the Hearing Panel Coordinator to discuss the following: the hearing process, the respondent's responsibilities while preparing for the hearing, and the available services. At the pre-hearing meeting:

- a. The respondent shall be informed that an advisor may be obtained to provide assistance while preparing for the hearing, and to be present at the hearing.
- b. The role of the advisor shall be explained.
- c. The respondent shall be informed that if he or she chooses to have an advisor during the hearing process, the name of that advisor shall be presented to the Hearing Panel Coordinator as soon as possible, and not less than two business days prior to the scheduled hearing.
- d. The permitted types of witnesses and information shall be explained.
- e. The respondent shall be informed that if he or she chooses to present witnesses and/or written statements, the names of all witnesses and/or copies of the statements shall be presented to the Hearing Panel Coordinator not more than two business days after the pre-hearing meeting.
- f. The respondent shall be informed of the opportunity to present a statement about the incident in question at the hearing.
- g. The process of the hearing shall be explained.
- h. The respondent shall be informed of the availability of the Hearing Panel Coordinator to answer any procedural questions pertaining to the hearing.

The respondent shall be responsible for securing an advisor and determining and contacting appropriate witnesses prior to submitting their names to the Hearing Panel Coordinator.

### *C. Advisors*

The complainant and respondent may be advised by any member of the Canisius College Community. Advisors may be present during the hearing; however, advisors shall not address the hearing panel or question witnesses.

### *D. Hearing Panel Preparation*

The hearing panel shall receive all written materials prior to the scheduled hearing. The hearing panel shall meet before the scheduled hearing in order to review the complaint and prepare for the process of the hearing.

In order to preserve the fairness and integrity of the judicial process for a particular complaint, a member of the hearing panel may request to be excused by notifying the Hearing Panel Coordinator not less than four business days prior to the hearing. If a hearing panel member is excused, the Hearing Panel Coordinator shall select another member of the Community Standards Board to serve on the hearing panel for that complaint.

### *E. Notification of Hearing Panel Members*

The complainant and the respondent shall be informed of the names of the members of the hearing panel scheduled to hear the complaint not fewer than three business days prior to

the hearing. The complainant and/or the respondent may object to the membership of the hearing panel only for reasons of official or personal conflict. Objections shall be submitted in writing to the Hearing Panel Coordinator not fewer than one business day after receiving the names of the hearing panel members. The Hearing Panel Coordinator shall make the final determination about panel membership.

#### *F. Scheduling the Hearing*

A hearing shall be scheduled to take place not less than five nor more than twenty business days after the respondent has been notified of the complaint. The availability of the hearing panel members shall be the first consideration when scheduling the hearing. The scheduling of the hearing shall take into consideration only scheduled classes. Normally, the hearing shall proceed without regard to pending civil or criminal litigation.

Established time limits for scheduling of hearings may be altered at the discretion of the Hearing Panel Coordinator.

### **3. Hearing**

#### *A. Attendance*

The hearing shall be private and closed and shall be attended only by members of the hearing panel, the complainant, the respondent, their advisors, their witnesses and the Hearing Panel Coordinator. In hearings involving more than one respondent, the Hearing Panel Coordinator, in his or her discretion may permit the hearings concerning each respondent to be conducted either separately or jointly.

The Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Panel Coordinator.

#### *B. Hearing Panel Coordinator*

The Hearing Panel Coordinator shall be available to the hearing panel for consultation regarding procedure and/or sanctions at any time during the hearing, including the deliberations. The Hearing Panel Coordinator may request that the chair recess the hearing at any time.

#### *C. Record of the Hearing*

A single verbatim tape recording of the hearing shall be made by the Hearing Panel Coordinator. Deliberations shall not be recorded. No other recording shall be made. This record shall be confidential and shall be the property of the College. It shall be maintained in the Office of Student Affairs for seven years. The recording shall be available to the complainant and respondent for use only during an appeal and only in the Office of Student Affairs.

#### *D. Role of the Panel Chair*

The chair of the hearing panel shall preside over the hearing and shall be responsible for governing the hearing procedure. All procedural questions shall be subject to the final direction and discretion of the chair.

The chair of the hearing panel shall introduce members of the hearing panel and ask all hearing participants to identify themselves.

All statements and questioning shall be at the direction and discretion of the chair. The chair may limit or exclude the statements or questioning of any hearing participant to the extent that such statements or questioning is repetitive of matters previously presented or is not relevant to the incident in question.

The chair may recess the hearing at any time.

#### **4. Hearing Procedures**

##### *A. Process*

- a. The chair shall make opening remarks.
- b. The complainant shall have the opportunity to present a statement about the incident in question. The respondent shall then have the opportunity to present a statement about the incident in question.
- c. After the statements by the complainant and the respondent, members of the hearing panel shall have the opportunity to question both the complainant and the respondent. The complainant and the respondent shall have an opportunity to question each other. Only questions relevant to the alleged incident, and not repetitive of the hearing panel's questioning, shall be allowed.
- d. The complainant shall be offered the opportunity to present pertinent records, exhibits and written statements (including student impact statements) relevant evidence and witnesses, one at a time, in accordance with the explanation provided during the pre-hearing meeting. Members of the hearing panel shall have the opportunity to question at the conclusion of each witness' statements. The complainant and respondent shall have the opportunity to question at the conclusion of each witness' statements. The chair shall permit witnesses to be present in the hearing room only during their statements.
- e. The respondent shall be offered the opportunity to present, one at a time, pertinent records, exhibits and written statements (including student impact statements) in accordance with the explanation provided during the pre-hearing meeting. Members of the hearing panel shall have the opportunity to question witnesses at the conclusion of each witness' statements. The complainant and respondent shall have the opportunity to question witnesses at the conclusion of each witness' statements.
- f. Members of the hearing panel shall have the opportunity to ask final questions. Prior to deliberations, the complainant and the respondent shall be asked if they have any other statements they wish to present.
- g. After the presentation of all statements, witnesses and evidence, and subsequent questioning, the chair shall call the board to deliberate. The chair shall direct the complainant and respondent to leave a contact phone number with the Hearing Panel Coordinator so that they may be contacted at the conclusion of the deliberations. The Hearing Panel Coordinator shall excuse the complainant, the respondent, and their advisors.
- h. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Community Standards proceedings.

##### *B. Deliberations*

Normally, deliberations shall be carried out and completed immediately following the hearing. Deliberations shall take place in private, with only the members of the hearing panel present. The Hearing Panel Coordinator shall be available to the hearing panel during the deliberations for consultation regarding procedure and sanctioning. Deliberations shall not be tape recorded.

##### *C. Decision*

Upon hearing all statements and after deliberations, the hearing panel shall either dismiss the complaint or find the respondent responsible for violating the Community Standards.

Determinations of responsibility shall be made on the basis of whether it is more likely than not that the respondent violated the Community Standards. A respondent shall be presumed not responsible for a violation of the Community Standards until it has been demonstrated that it is more likely than not that the student committed the violation. Final decisions shall reflect the majority opinion of the hearing panel. Names of board members shall not be attached to the final decision and the vote shall not be made public.

If the hearing panel determines that the respondent shall be considered responsible for a violation of the Community Standards, it shall then be their responsibility to determine an appropriate sanction.

The Hearing Panel also has the right to consider the behavior of the complainant in connection with the incident and to make any appropriate recommendations with respect to the complainant. To encourage reporting of sexual misconduct complaints, however, the complainant in such cases may not be found responsible for violations of the Community Standards in connection with the incident. Even though the complainant in a sexual misconduct case may not be found responsible for a violation, the Hearing Panel may make appropriate recommendations with respect to the complainant (including educational programs).

#### *D. Communication/Implementation of Decision*

The chair, upon the panel's reaching a decision, shall notify the Hearing Panel Coordinator to request that the complainant and the respondent meet with the hearing panel. The chair, with the hearing panel present, shall first inform the respondent and then the complainant of the decision and recommendation for sanction.

The chair and the Hearing Panel Coordinator shall be responsible for providing written notification to the complainant and the respondent not more than two business days after the decision is rendered.

If no appeal is filed, the sanction of the hearing panel shall be imposed.

#### *E. Appeals*

Requests for appeals of decisions of the Hearing Panel are directed to the Vice President for Student Affairs (Vice President for Academic Affairs involving academic integrity). Requests for appeals shall be made in writing within two business days of the written decision.

In the written appeal, it shall be the responsibility of the student pursuing the appeal to provide evidence of one or more of the following grounds for appeal:

- a. the original hearing was not conducted in conformity with prescribed procedures.
- b. the facts in the case were not sufficient to establish that a violation of the Community Standards occurred.
- c. the sanction imposed was not appropriate for the violation of the Community Standards for which the student was found to be responsible.
- d. the existence of new relevant facts, sufficient to alter the decision, not brought out in the original hearing, which could not have been known to or available to the appellant at the time of the original hearing.

The Vice President may review the single verbatim recording of the hearing, the written appeal, and documents pertaining directly to the grounds for appeal, and a decision

regarding the appeal shall be rendered not more than five business days after the end of the hearing.

If an appeal is granted by the Vice President, the following determination may be instituted: 1) the sanction may be replaced with another which may be more severe, less severe, or otherwise different; 2) the matter may be remanded to the original hearing panel for reconsideration of the original determination and/or sanction; or 3) the matter may be directed to a new hearing panel for a new hearing.

If the Vice President finds no merit to the appeal, the decision of the hearing panel shall stand.

During the appeal process the imposition of the sanction(s) shall not occur; however, the Vice President may impose limitations or conditions on the appealing respondent's continued relationship with the College during the appeal process.

#### Appendix D -- **Definitions**

1. The term "College" means Canisius College.
2. The term "member of the College community" includes any person who is a student, faculty member, course instructor, administrator/staff member or any other person employed by the College. The Dean of Students or designee shall determine a person's status in a particular situation.
3. The term "student" includes all persons (other than faculty members, course instructors, staff or administrators) taking, auditing or participating in courses or programs at or offered by the College, either full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
4. The terms "faculty member" and "course instructor" mean any person appointed by the College to conduct classroom activities.
5. The term "Administrator/Staff member" includes any person appointed by the College, performing assigned administrative or professional responsibilities.
6. The term "College premises" includes all land, buildings, facilities, vehicles and other property in the possession of or owned, used, leased, or controlled by the College including adjacent streets and sidewalks.
7. The term "organization" means any group of persons who have complied with the formal requirements for College recognition.
8. The term "hearing panel" means the group of persons authorized by the Dean of Students to determine whether a student has violated the Community Standards and to recommend a sanction.
9. The term "hearing officer" means a person authorized on a case-by-case basis by the Dean of Students, to determine whether a student has violated the Community Standards and to impose sanctions.
10. The term "Community Standards Board" means those members of the College community from which hearing panels are drawn.

11. The term "hearing panel coordinator" means the Dean of Students or designee performing the role as coordinator of a given hearing panel.
12. The term "appropriate Academic Dean" means the dean of the school in which the course in which there is an alleged violation of the Community Standards is offered.
13. The term "shall" is used in the imperative sense.
14. The term "may" is used in the permissive sense.
15. The term "complainant" means the College or a member or members of the College community alleging that a student has violated the Community Standards by filing a complaint with the Dean of Students.
16. The term "complaint" means a written statement alleging that a student has violated the Community Standards.
17. The term "respondent" means a student or students alleged to have committed a violation of the Community Standards.
18. The term "business days" shall mean calendar days excluding Saturday and Sunday, when the College is in session.
19. The term "witness" means a person who has specific, relevant information regarding the incident in question.
20. The term "judicial process" means the time from which a complaint has been filed through the end of the final appeal.

## Policy for Scheduling Space at Canisius College

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As more and more people (both from within the Canisius community and outside) elect to hold events at Canisius College, space has become more limited. This policy has been developed to maximize the available space and resources, and to ensure use of the most appropriate venue for all events.

The Office of Event Management is pleased to introduce to you the new and improved web-based calendar. This calendar will display and advertise all of the events that you schedule, when requesting a space on campus. **The Office of Campus Programming and Leadership Development (CPLD) will now schedule all events sponsored by student clubs/organizations and Resident Assistants.**

The purpose of the Event Request form is to assist you and our office in scheduling, planning and advertising your events on the new web-based calendar. If necessary, the Office may ask you to resubmit your form due to a lack of space or to avoid an excess of programming in one day or evening.

**All student clubs and organizations must complete and submit this form to CPLD at least three (3) weeks prior to your event to ensure proper planning and coordination between the various offices needed to ensure a successful program on your part. Student clubs/organizations will receive a confirmation within seventy-two (72) hours after the event request has been submitted.**

Please read the following before you complete the Event Request form.

Steps in the event scheduling process are as follows:

1. Complete the **Student Club & Organization Event Request Form** located in the Office of Campus Programming and Leadership Development, Office of Residence Life, Office of Event Management or online at [www.canisius.edu/campus\\_leader/forms.asp](http://www.canisius.edu/campus_leader/forms.asp).
2. Submit the completed form to the Office of Campus Programming and Leadership Development
3. A CPLD staff member will review the request form and view the campus calendar for space availability and event conflicts.
  - a. If the date requested is unavailable or the event is not approved by Campus Programming and Leadership Development, the club must submit a new request.
  - b. If the date and space requested is available **AND** the event is approved by Campus Programming and Leadership Development, a CPLD staff member submits the request through the web-based event request system.
4. The Office of Event Management will review the web event request and schedule the approved event and issue an event confirmation number.
5. CPLD will forward the approved confirmation number to the club/organization contact person listed on the Event Request Form.
6. **Room Setups/Audio/Visual/Media Needs**

If the event requires a specific room set-up or audio/visual/media equipment, the student organization will contact and work directly with the Office of Event Management. All room set-ups and audio/visual/media equipment requests must be made **TWO WEEKS PRIOR** to the event date. The Office of Event Management can be reached at ext. 2180 and is located in the Richard E. Winter '42 Student Center – 2<sup>nd</sup> Floor.
7. **Program Changes**
  - a. All program changes including, but not limited to location, event start/end time, set-up, audio/visual/media needs, and event cancellation are to be made in the Office of Event Management by the student organization.
  - b. Change of Program Date

- i. If the student organization needs to change the **date** of their event the club/organization must:
  1. Contact the Office of Campus Programming and Leadership Development to review with their staff the possible date change.
  2. If the date change is approved, the Office of Campus Programming and Leadership Development will resubmit a new web event request form to the Office of Event Management, repeating the event scheduling process.

#### **8. Program Cancellation**

If the student organization needs to **cancel** their event, they must contact the Office of Event Management as soon as cancellation is decided.

#### **Staffing**

Trained Student Event Staff (technicians and house managers) and/or Media Center staff for the event will be assigned by the Events Management staff based on the event size, complexity, and needs. Student Event Staff members will be required for all events in the Marie Maday Theatre and the Montante Cultural Center, and other venues as needed. The sponsoring group will be required to pay these students for time spent preparing for, during, and closing up the event. An additional charge may be incurred for on-site Media Center staff required outside of normal business hours.

#### **Contracts**

Contracts will be sent to outside groups/people requesting space, as well as to employees requesting space for non-college business. The contract must be returned with payment (if there is a charge) at least two weeks before the event. The contract will include confirmation of the space and responsibilities of the group/person.

#### **Appeals**

All appeals to the decisions of the Events Management staff should be made to the Dean of Students.

## **Video/DVD Copyright Law**

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As a general guideline for all organizations on campus, it should be understood that the federal copyright law restricts the use of cassettes/discs to private showings and prohibits their public performance. The issue is basically one of what is public use and what is private use in the context of the College. Organizations on campus using a cassette/disc for a club function on campus, for the College community, would be in accordance with the law. Questions and/or guidance regarding this law can be directed to the Office of Campus Programming and Leadership Development, SC tunnel level.

## **Services Auction Policy and Guidelines**

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A Services Auction is an event in which an individual identifies a service(s) that s/he will provide for a fee to the highest bidder. Services may include washing a car, tutoring, making dinner, etc. With careful planning and forethought, these events can be enjoyable for all parties involved. To ensure that all parties know and understand the nature of a Services Auction, it is important that organizers follow these guidelines and that persons involved are not exploited. In addition, the following must be upheld.

1. The event must be called a Service Auction or another name approved by the office of Campus Programming & Leadership Development. The focus of the auction must be on the service being provided rather than the person providing the service. Services should be clearly defined and may not be relational activities, such as dates.
2. Two weeks prior to the proposed date of the event, the student organization sponsoring the services auction must complete and submit an Event Request form at least three (3) weeks prior to the event.
3. Five (5) working days prior to the event, the organizers must submit a complete list of the services to be auctioned, a sample of the agreement form (see #5), a statement that specifies a minimum bid, a copy of the script that will be used at the auction, and the actions that will be taken to ensure that all participants are treated with respect. The Director of Leadership Development must approve all of this information.
4. An individual or group discussion must be held with the participants providing services at least three (3) working days prior to the event. The purpose of this discussion is to ensure that all participants understand that the service being provided is not a date and that individuals are responsible for their behavior. Any inappropriate behavior could affect the status of the individual and/or the organization within the College.
5. A signed agreement must be submitted by each participant indicating the specific service being provided and her/his willingness to participate. If a script is to be used during the Services Auction, the participant must be allowed to see the section that refers to her/him three (3) working days in advance of the event and to approve or request a change of the information.
6. The organization must specify a minimum bid and the actions that will be taken to ensure that all participants are treated with respect. Canisius College as a Catholic, Jesuit institution, insists that all human beings possess an inherent dignity and equality because they are made in the image and likeness of God. As the College is committed to maintaining an environment in which the dignity and worth of each

member of its community is respected, it will not tolerate harassment of or by students, faculty, staff, and guests or visitors.

## **Alcohol Policy for Events**

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In addition to the following policy, compliance with the Canisius College Community Standards and the General Alcohol, Drug, and Smoking Policy is required.

### **I. Permit Policy**

1. A liquor license or Catering Permit is required for all events at which alcohol is served on Canisius College premises.
2. The Canisius College liquor license covers the following buildings and their corresponding types of bars:
  - Student Center – full bar: beer, wine, and liquor
  - Montante Cultural Center – full bar: beer, wine, and liquor
  - Palisano Pavilion and the cement front Patio – beer and wine ONLY
3. During NCAA athletic events and at functions where admission fees are charged, Alcohol cannot be served on the properties of the Koessler Athletic Center, Demske Sports Complex, and Patrick E. Lee Student Athletic Center. For all other functions the proper permit must be obtained. The College reserves the right to determine whether alcohol may be served at any event in accordance with this policy.
4. All other facilities, spaces, and grounds not covered by the Canisius College liquor license require a temporary Catering Permit from the New York State Liquor Authority in order to serve alcohol at an event.
  - a. The sponsoring organization is responsible for requesting a Catering Permit through the Office of Event Management no later than thirty days prior to the event date.
  - b. The sponsoring organization is responsible for the permit fee. Information regarding permit fees may be obtained through the Office of Event Management.
    - i. On-Campus Organizations will be charged through budget transfers.
    - ii. Off-Campus Groups will send a check made payable to Canisius College for the Catering Permit fee to the Office of Event Management.
    - iii. Payment is due no later than thirty days prior to the event date.
  - c. Any questioning of the policy regarding the temporary catering permit should be directed to your Vice President.

### **II. General Event Guidelines**

These guidelines apply to ALL events on the Canisius College campus.

1. The sponsor of the event must complete an event request form either online with the Web Event Request Form or through the Office of Event Management.
2. For all events serving alcohol, Public Safety must be notified of the event by the Office of Event Management. Public Safety will determine the number of personnel appropriate for the event. The event sponsor is responsible for the payment of security personnel. See Section IV. Security Guidelines

3. Chartwells catering service must purchase the alcohol for the event. A TIPS (Training for Intervention Procedures for Serving of Alcohol) trained Chartwells bartender must be hired to serve the alcohol at the event.
  - a. The event sponsor is responsible for the payment of the Chartwells bartender(s).
  - b. Any questioning of this procedure should be directed to your Vice President.
4. Canisius College cannot legally accept and distribute donated alcohol / liquor unless it is donated from or through a wholesaler / distributor or winery. Wholesaler / distributor or winery is defined as businesses from which the College would purchase alcohol.
  - a. Canisius College requires that the wholesaler / distributor or winery to provide the College with a donation receipt.
  - b. The wholesaler/distributor or winery is responsible for the delivery of the donated alcohol and must pick up the unused alcohol at the completion of the event.
5. The service of alcohol must, at all times, conform to state and local laws, and college community standards and policies.
6. The consumption of alcohol may not be the focus of an event.
7. Alcohol may not be carried onto or off the premises of a permitted area by anyone other than a Chartwells staff member.
8. The sponsor must provide:
  - a. Non-alcoholic beverages
  - b. A substantial amount of food, consistent with the number of anticipated guests
9. Identification Checks

In addition to the general event guidelines, the following must be adhered to when students attend events:

1. Students will be admitted to events with alcohol only with a valid Canisius College ID card AND a valid driver's license or legal government identification for proof of legal age
2. The Office of Campus Programming and Leadership Development will hire a wristband distributor who is responsible for assisting Public Safety personnel by placing wristbands on students who are eligible to purchase or consume alcoholic beverages. Payment for the wristband distributor will be the responsibility of the sponsor.
  - i. A comprehensive list of Canisius Students that are of legal age will be provided by the Office of Campus Programming and Leadership Development and will be in the possession of the wristband distributor.
  - ii. Wristbands can be supplied by the Office of Campus Programming and Leadership Development at a cost of \$5.00 to be charged to the sponsor.
3. The TIPS trained Chartwells bartender is responsible for checking the wristbands and is to serve alcoholic beverages only to persons legally permitted to consume or make a purchase.

4. External Clients are asked to assist the Public Safety officer, wristband distributor and the bartender in identifying which of their guests are underage.

#### 10. Publicity

- . All publicity regarding the event at which alcohol is served must be approved through the Office of Campus Programming and Leadership Development.
  - a. To be approved, publicity must:
    1. Conform to state and local laws.
    2. Include the name of the sponsoring organization.
    3. State that a valid driver's license or legal government identification is required to determine whether persons may consume alcoholic beverages.
    4. NOT contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages.
    5. NOT give any single refreshment undue emphasis, though it may state the variety of refreshments available.

### **III. Student Club and Organization Sponsored Events**

#### Event Planning

1. All student organization events where alcohol is served must be registered and pre-approved by the Office of Campus Programming and Leadership Development. The Office of Campus Programming and Leadership Development will assist all student organizations in the development of their event (i.e. completing the event request form).
2. For all student organization events where alcohol is served, Public Safety must be contacted and will determine the number of officers appropriate for the event.
  - a. The Office of Campus Programming and Leadership Development will notify the Office of Event Management of the need for Public Safety. The Office of Event Management will contact the Department of Public Safety for all security arrangements.
  - b. The student organization is responsible for the payment of Public Safety officers.
3. Student organization advisors will:
  - a. Be notified of all space reservations and security arrangements for the event by the Office of Campus Programming and Leadership Development.
  - b. Must approve and be in attendance during the entire event where alcohol is served.
  - c. Terminate the function if College policies are not followed.
4. Chartwells will hire the appropriate number of TIPS trained bartenders. The student organization is responsible for the payment of these TIPS trained bartenders.
5. The sponsoring organization must post hours of service at all bars.
  - a. The service of alcohol must cease at least thirty minutes prior to the end of the event.

### **IV. Security Guidelines**

1. For all events serving alcohol, Public Safety must be contacted at least fourteen (14) days prior to the event to determine the security needs of the event.
2. Depending upon the nature of the event, either:
  - a. At least one Public Safety officer will be hired to be in attendance at the event. Additional officers may be required as determined by the Department of Public Safety, the Office of Event Management, and the Office of Campus Programming and Leadership Development.
  - b. Public Safety staff will monitor the event with on-duty officers.
3. Responsibilities of Public Safety officer(s) may include but are not limited to:
  - a. Checking identification at the entrance of the event.
  - b. Monitoring the perimeter of the alcohol permit area.
  - c. Handling disturbances.
  - d. Assisting at the points of sale of service as necessary.
  - e. Terminating an event if any college policies are not followed.
4. The event sponsor is responsible for paying Public Safety.

#### **V. Disclaimer**

The Canisius College Alcohol Policy for Events is subject to change.

### **Programming: Budgets & Contracts**

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#### **Direct Pay Requests, Purchase Requisitions, and Budget Transfers/Corrections**

##### Direct Pay Requests

Direct Pay Requests should be used for reimbursements, honoraria, etc. Make sure the following information is on the Direct Pay Request:

1. Check payable to and date
2. Index Number (Club Budget Number)
3. Description/Commodity Text-Description of what it is that you have purchased.
4. Total amount of reimbursement
5. Where the check is to be sent
6. Attach a receipt to the form
7. Club President or Treasurer and Advisor signature are required

##### Purchase Requisitions

Purchase requisitions should be used to purchase equipment, supplies, services, etc. Make sure the following information is on the requisition form:

1. Date and date items need to be received by
2. Name of Club
3. Index Number
4. Name of vendor, complete address, telephone and fax numbers
5. Signatures of club president or treasurer, and advisor
6. Quantity and complete description of items being ordered.
7. Price per item(s) and total price of item(s)

##### Budget Correction/Transfer Entry Form

Budget correction/transfer entry forms are used when transferring money from one campus budget to another.

Please make sure the following information is included on the Budget Transfer/Correction form:

1. Month in which the transaction takes place.
2. Your name
3. Your Index and Account number
4. An explanation of why the transaction is taking place
5. The index and account number being charged
6. The debit amount

All forms must be returned to the Office of Campus Programming and Leadership Development for processing.

Receipts must accompany or be turned in within five working days of processing of check request. Any check made payable to an individual will be considered income if receipts are not returned.

### Contracts

Certain extracurricular activities may involve the execution of a contract. The Vice President of Business and Finance negotiates all contracts after the approval of the Director of Leadership Development. Contracts also are required in order to rent a bus or similar transportation. Contact the Office of Campus Programming and Leadership Development with any questions. **Students do not have the authority to sign any contract.**

### **Parliamentary Procedure**

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Parliamentary procedure should be used as a means of providing structure and order for group meetings. It is intended to facilitate the decision-making process, not to unnecessarily delay it.

Perhaps the most frequent problem with student organization meetings is the lack of reasonable order. Meetings tend to be overly long, speakers are hampered by whispering and general commotion, personalities interject comments at random, and discussion wanders far from the primary topic with the result being general confusion and growing disinterest among the membership. The observance of parliamentary rules will not resolve all these difficulties, but may provide some relief. Certainly good order must be maintained if business is to be carried out with even a minimal degree of efficiency.

In most organizations the following general order of business is used:

1. roll call
2. review of minutes of the preceding meeting and approval with changes if necessary
3. reports of officers and standing committees
4. reports of special committees
5. unfinished or old business
6. new business
7. announcements (optional)
8. open discussion (optional)
9. adjournment

Preparing an agenda in advance of a meeting is a useful way of ensuring all topics are covered and of providing a business-like structure to the group's deliberations.

## Motions

### Proper Procedure for Motions

1. A member seeks permission of the presiding officer to speak.
2. The presiding officer recognizes the member.
3. The member proposes a motion. "I move that. . . "
4. Another member must second the motion. "I second the motion..." indicates a desire to discuss the issue and probable support of the motion.
5. The assembly discusses the motion.
  - a. Amendments might be offered at this time. The purpose of the motion to amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.  
Methods of Amending:  
"I move to amend by. . . "
    1. By adding or inserting - to add something to the motion which it did not contain.
    2. By eliminating or by striking out - to subtract or eliminate something from a motion that was originally part of it.
    3. By substituting - this method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.
  - b. If an amendment is proposed and seconded it must be discussed and voted on prior to returning to discussion of the main motion.
6. The presiding officer takes the vote on the motion (or the motion as amended).
7. The presiding officer announces the results of the vote.

### General Points

A motion or a bill indicates an action will follow from the item passed. A resolution is simply a statement of opinion and is intended to put on record a motion or bill. Officially, resolutions are not considered part of a motion or a bill and have no legal effect.

All debate, amendments, and procedural points must be relevant to the business being considered. Free association, streams of consciousness, spontaneous inspiration or revelations are not usually relevant. There should be a logical connection between any statement or action and what is going on.

Unless the matter is being considered informally, the chairperson may not participate in the debate in any way. The chair's job is to clarify and expedite. If the chairperson wishes to speak, he/she must give up the chair for the duration of debate on the entire question. After giving up the chair, the chairperson has no special right to be recognized.

### Privileged Motions

A motion permitting immediate action on a matter pertaining to the comfort, rights, or privileges of members of an organization takes precedence over all other motions.

1. To adjourn - not amendable or debatable. This motion is permissible any time during the meeting. It calls for an immediate vote regardless of any other pending business.
2. To recess - a motion to adjourn until a fixed time.
3. Questions of rights and privileges - a point of personal privilege, e.g., to shut the door, open the windows, etc.

## Subsidiary Motions

A motion applied to another main motion for the purpose of disposing of that motion.

1. To lay on the table - prevents further consideration until brought forth by a vote.
2. To close debate - calls for an immediate vote on whether to vote on the main motion or the amendments. Requires a two-thirds vote.
3. To limit debate - establishes a discussion deadline.
4. To postpone to a definite time - for example, until the next meeting.
5. To refer to a committee - usually names the intended committee.
6. To amend - alters the main motion by adding, substituting, or deleting. A main motion can have only two pending amendments, the first applying to the main motion itself, and the second applying to the first amendment.
7. To postpone indefinitely - in effect, this motion gets rid of the main motion permanently.

## Main Motions

A main motion is a motion presenting a subject to a group for discussion and consideration.

1. General main motion - "I move that our group sponsor a float in the parade."
2. Specific main motions
  - a. To take from the table - to bring back for discussion an issue which has been tabled at a previous time, to resume consideration.
  - b. To reconsider - to reconsider a question already voted on. Must be proposed by a member who previously voted on the prevailing side.
  - c. To rescind - to take back a motion which had been passed at a previous time.

## Incidental Motions

A motion used to insure proper procedure when treating other motions. These have no precedence in relation to each other.

1. Division of the question - to divide the main motion or main motions and amendments into separate parts during the voting process.
2. To suspend a rule - to permit action not possible under the rules.
3. To withdraw a motion - the proposer can withdraw a motion if there are no objections. If there are objections, it must be voted on.
4. Object to consideration - must be made before debate begins.
5. Point of order - to call attention to violation of rules.
6. Appeal from decision of chair - to object to a decision made by the chair.

## Principle Rules Governing Motions

Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?
<b>PRIVILEGED MOTIONS</b>					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	Yes	Yes	Majority
3. Question of Privilege	Yes	No	No	No	None
<b>SUBSIDIARY MOTIONS</b>					
1. Table	No	Yes	No	No	Majority
2. Vote immediately	No	Yes	No	No	2/3
3. Limit Debate	No	Yes	Yes	Yes	2/3
4. Postpone definitely	No	Yes	Yes	Yes	Majority
5. Refer to committee	No	Yes	Yes	Yes	Majority
6. Amend	No	Yes	Yes	Yes	Majority
7. Postpone indefinitely	No	Yes	Yes	No	Majority
<b>MAIN MOTIONS</b>					
1. Main motion	No	Yes	Yes	Yes	Majority
2. Reconsider	Yes	Yes	Yes	No	Majority
3. Rescind	No	Yes	Yes	No	Majority
4. Resume consideration	No	Yes	No	No	Majority
<b>No Order of Precedence INCIDENTAL MOTIONS</b>					
1. Division of question	No	No	No	No	None
2. Suspend rules	No	Yes	No	No	2/3
3. Withdraw a motion	Yes	No	No	No	None
4. Object of consideration	Yes	Yes	No	No	2/3
5. Point of order	Yes	No	No	No	None
6. Appeal	Yes	Yes	Yes	No	Majority

## Basic Needs of People in Groups

“Leader! If you want my loyalty, interest, and best efforts as a group member, you must take into account the fact that I need...”

### A SENSE OF BELONGING

- a feeling that no one objects to my presence
- a feeling that I am sincerely welcomed
- a feeling that I am honestly needed for my total self, not just for my hands, my money, etc.

### To have A SHARE IN THE PLANNING THE GROUP GOALS

- my need will be satisfied only when I feel that my ideas have had a fair hearing

### To FEEL THAT THE GOALS ARE WITHIN REACH AND THAT THEY MAKE SENSE TO ME

### To FEEL THAT WHAT I'M DOING CONTRIBUTES TO HUMAN WELFARE

- that its value extends beyond the group itself

### To SHARE IN MAKING THE RULES OF THE GROUP

- the rules by which, together, we shall live and work toward our goals

### To KNOW IN CLEAR DETAIL JUST WHAT IS EXPECTED OF ME SO THAT I CAN WORK CONFIDENTLY

### To HAVE RESPONSIBILITIES THAT CHALLENGE, THAT ARE WITHIN RANGE OF MY ABILITIES, AND THAT CONTRIBUTE TOWARD REACHING OUR GOALS

### To SEE THAT PROGRESS IS BEING MADE TOWARD THE GOAL(S) WE HAVE SET

### To BE KEPT INFORMED

- what I'm not up on, I may be down on

### To HAVE CONFIDENCE IN OUR LEADER

- confidence that is based upon assurance of consistent fair treatment, of recognition when it is due, and trust that loyalty will bring increased security

### IN BRIEF:

THE SITUATION IN WHICH I FIND MYSELF MUST MAKE SENSE TO ME REGARDLESS OF HOW MUCH SENSE IT MAKES TO THE LEADER.