

9. The host/s of a room party is/are responsible for the conduct of all guests who attend the party. All guests are required to abide by residence hall and University regulations.
10. If, in the judgment of a Resident Assistant or Residence Director, a student room party is creating unacceptable levels of noise or is otherwise a disturbance to the rest of the hall or house, the staff member has the responsibility and the authority to end the party. When advised to end a party, the host/s is/are responsible for directing the guests to leave and for ensuring that they do so. Appropriate disciplinary action also may be initiated.

## ROOM INSPECTION

1. Periodic inspections are made by members of the Physical Plant or Housing and Residential Life staffs to determine the need for repairs or redecorating or to evaluate the general condition, safety, and maintenance of the room. Unless otherwise specified in the residence hall contract, notifications of such inspections must be given 24 hours in advance. If, during an inspection, University property not assigned to the room or violations of the Student Code of Conduct are found, appropriate judicial procedures may be initiated.
2. To ensure that all furnishings remain in the space throughout the year, a member of the University staff will inspect this space during Fall Break, Winter Break, Spring Break, and at departure. The resident will be billed the current replacement value of those items damaged or broken. Residents who remove any furnishings from their space will be subject to dismissal from residence.
3. A University official, while performing his/her duties, who observes in plain view in a student room misplaced University property, contraband, or prohibited items, reserves the right to remove and confiscate the item.
4. A University official will conduct an inspection each semester to that ensure rooms meet fire and safety requirements.

## ROOM SEARCH

In the event of an emergency, or if there is reasonable cause to believe that a violation of University policy or state or federal law is occurring or has occurred, Bucknell reserves the right, exercised through Public Safety officers or other duly authorized University officials, to enter any University-owned or University-supervised residence unit, room or area to conduct a "plain view search" of the room or space, including the refrigerator, or to take appropriate action in response to an emergency whether or not the occupant(s) is present. A full search of a residence unit, room or area may be authorized by the Dean of Students or his/her designated representative when there is a reason to believe that there is contraband or ongoing illegal activity or a violation of University regulations, policy or procedures in that unit, room or area, or there exists a danger to the building or the safety of its occupants.

**Note:** The search of a room by law enforcement officials under the authority of a duly-issued search warrant must be permitted by the University whether the occupant(s) is present or not. Whenever possible, the University will have one of its staff members present during the search.

## SALES AND SOLICITATIONS

The University prohibits promotions, contests, sales to and solicitation of students and other members of the University community. Any exception to this requirement must be approved by the designee of the Dean of Students, the Director of Reservation, Information, and Conference Services (265 Langone Center; 577-3095) with the sole exception of those philanthropic or academic purposes undertaken by classes or recognized student organizations, according to the following conditions. Such activities are subject to approval by the Director and are restricted to specific public areas. Door-to-door solicitation or sales are not allowed. Outside vendors or agencies will not be authorized to sell goods or services on campus or solicit funds unless sponsored by a recognized student organization.

1. Sales and solicitations may be conducted on campus by recognized student organizations in

order to:

- a. Raise money for a philanthropic or charitable project, and/or
- b. Raise money for operating expenses.
2. Sales and solicitations must be registered with and approved by Director of Reservation, Information, and Conference Services at least one week prior to the event.
3. Generally, sales and/or solicitations may be conducted only in the Mall of the Langone Center. Arrangements for space, time, and special needs, if any, are to be made with the Co-Curricular Scheduling Assistant in the Reservation, Information and Conference Services Office following approval by the Director of Reservation, Information, and Conference Services.
4. If a student organization wishes to conduct a sale or solicitation in specified public areas of University residence halls or other public areas of the University, the approval of the appropriate administrator (Director of Housing and Residential Life, Director of Library and Media Services, Athletics Director, etc.) will be required in advance. Door-to-door sale or solicitation is prohibited.
5. If a sale or solicitation is conducted to raise money or collect goods or materials for a philanthropic or charitable project, the recipient organization must be listed on the "Sales and/or Solicitation Application." Following the activity, the amount of money raised or volume of goods or materials received must be reported on the form on file with the Director of Reservation, Information, and Conference Services.
6. If a sale or solicitation activity is conducted to raise money for an organization's operating expenses, the amount raised must be reported to the Director of Reservation, Information, and Conference Services and indicated in the organization's Bucknell Student Government budget request for the following year.
7. If the activity is a sale, especially one taking place in the Langone Center Mall, indication of the sponsoring organization must be present throughout the duration of the activity.
8. For-profit enterprises by individual students or groups of students are prohibited except by express, written agreement of the Dean of Students.
9. Flyers, posters, pamphlets, magazines, or other publications which promote or advertise goods or services shall only be permitted to remain in University public spaces if the sponsoring organization is noted and the sale of such goods and services directly benefits the sponsoring organization. Non-complying publications or posters are subject to removal and will be retained for three days pending registration of sponsorship.
10. Any exceptions to the above must be requested in writing from the Dean of Students.

## SEXUAL HARASSMENT

### Policy

Bucknell University is committed to maintaining an academic environment in which members of its community can pursue their academic and professional activities in furtherance of teaching, learning, and research. This environment cannot occur unless each member is accepted as a discrete individual and is treated civilly, without regard to his or her sex or sexual orientation or any other factor irrelevant to participation in the life of the University. The University is committed to providing such an environment, free from all forms of harassment and illegal discrimination, including sexual harassment.

Sexual harassment compromises the integrity of the University, its tradition of academic freedom and learning, and the trust placed in its members. Bucknell will work to eliminate sexual harassment on campus and it is the University's intention to take all necessary actions to prevent, correct, and, where appropriate, discipline sexual harassment.

Sexual harassment, whether between people of different sexes or the same sex, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual, including, for example, grades, pay, promotions and transfers; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment and has no legitimate relationship to the subject matter of a course or academic research.

Because Bucknell as an academic community committed to both the elimination of sexual harassment and the free and open exchange of ideas, this policy is intended to foster an environment permitting full participation by all of its members, while not inhibiting the robust and wide-open pursuit of ideas and freedom of speech. Nonetheless, members of the community should understand that a standard of respect, civility and tolerance should shape our interactions, regardless of whether particular conduct constitutes "sexual harassment" or not. Certain types of behavior may be inappropriate even though not illegal; speech can be offensive even though allowed.

Sexual harassment may take many forms. Some are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual advances accompanied by an offer of reward or a threat of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for disciplinary action. Other forms of sexual harassment may include sexual advances, physical or verbal, or other conduct of a sexual nature that the harasser knows is unwanted. Sexual harassment between peers is also prohibited by this policy.

The University encourages the reporting of all perceived incidents of sexual harassment. Complainants are assured that their reports will be handled with discretion and in a manner intended to preserve their privacy as much as possible, subject to the University's obligation to respond promptly and effectively to all instances of sexual harassment. The University also prohibits threats or acts of reprisal against anyone who initiates a report or complaint of sexual harassment in good faith.

#### **Procedure**

Without feeling constrained by specific definitions, individuals who believe that they have experienced sexual harassment in their educational or work environment should discuss the problem and options for resolution with a dean, supervisor, Director of Personnel Services, Director of the Women's Resource Center, one of the University Chaplains or the Affirmative Action Officer.

For example, one option the individual could pursue would be to ask one of these persons to assist in speaking to the individual complained about in an informal way. In many instances, informing the person whose behavior is objectionable about the particular conduct and why it is unwelcome effectively stops the behavior and aids in educating the person about the University's policy and its application.

If such informal consultation does not resolve the matter, or if the individual complaining prefers, he or she may make use of any of the following three internal avenues for resolution. (Of course, an individual is also free at any time to file a complaint with a governmental agency with jurisdiction over the alleged misconduct.) While there is no strict time limit for bringing an internal charge of sexual harassment forward, it is expected that the aggrieved person will bring such a charge as soon as possible and, ordinarily, within one year of the conduct. The University has an obligation to take prompt and effective action in response to sexual harassment, and therefore the University reserves the right to investigate and take action independently in particularly serious matters, regardless of the private wishes of the parties. The University may also take appropriate action pending the outcome of any of these processes to protect any of the

parties or witnesses, to preserve evidence or to protect the safety, security and other interests of the University and the University community more broadly.

#### **Mediation**

The aggrieved person, or the respondent after he or she receives notice of the aggrieved person's complaint, may request a mediated resolution between the aggrieved person and the respondent. Participation of both the aggrieved person and the respondent is voluntary. The goal of the mediation procedure is to provide a forum where the aggrieved person and the respondent can, with the aid of a third party, come to a mutually agreed upon resolution. If such a mutually agreed upon resolution is not reached, the parties may decide to use one of the other avenues for resolution below. (At the same time, if the parties are pursuing one of the other avenues for resolution, they may also opt at any time to seek mediation to resolve the matter.) The mediator will be a dean, the Director of Personnel Services, one of the University Chaplains, the Affirmative Action Officer or any other member of the faculty or administrative/professional staff agreed to by the parties. If the University and the parties agree, an external mediator may also be used. The mediator, in consultation with the parties, will establish the timetable for seeking resolution and the process to be followed. The mediator will report any resolution of the matter to the Affirmative Action Officer.

#### **Informal Investigation and Resolution**

The aggrieved person may also request that an informal investigation be performed under the direction of the Affirmative Action Officer or Director of Personnel Services. (If either of these individuals is not able to perform such an investigation for whatever reason or if the President decides that additional resources or expertise are needed for a particular investigation, the President may designate another individual or other individuals to perform or aid in such an investigation.) The purpose of the informal investigation is for the University to attempt to learn the facts surrounding the complaint as promptly and effectively as is reasonable under the circumstances, and, utilizing those findings and conclusions, to take action that the University believes appropriate.

Ordinarily, after a preliminary discussion between the complainant and the investigator, the complainant will be requested to put his or her complaint in writing and to supply all material or evidence he or she may have in support of his or her complaint. A summary of the complaint will be shared with the respondent, who ordinarily will also be asked to respond in writing with all material and evidence to support his or her position. A summary of the response will be shared with the complainant, who will have an opportunity to provide a reply, again ordinarily in writing. The investigator may interview the parties or other witnesses as part of the investigation. Since there is no one way to do an investigation, the investigator may vary or add to this process as he or she sees fit in order to achieve an outcome that he or she believes is reasonably prompt, fair and effective.

After the investigation is concluded, the investigator will advise the complainant and respondent of the investigator's conclusions. If the investigator believes that disciplinary or remedial action should be taken as a result of the investigation, he or she will report the results of the investigation and the proposed action to the Vice President for Academic Affairs (for faculty), to the Vice President for Finance and Administration (for administrative, professional or support staff) and/or to the Dean of Students (for students). The particular Vice President or Dean of Students will decide upon the appropriate sanction or action in light of the investigator's findings and conclusions. (For instance, in lieu of acting unilaterally, the Dean of Students may refer the matter to a formal disciplinary hearing under the student disciplinary process.) The decision of the Vice President or Dean of Students shall be final, except that decisions to terminate employment or suspend or expel a student may be reviewed by the President. Either the complainant or the respondent may opt for a formal hearing, as provided below, but such a request for a hearing must be made prior to the final action of the Vice President or Dean of Students.

### **Formal Hearing**

Either the complainant or the respondent may seek resolution through a formal hearing process. If the respondent is a student, the hearing process to be followed will be either that for Sexual Assault Adjudication or that for Student Code of Conduct violations, depending upon whether the conduct alleged may also constitute sexual assault within the meaning of the sexual assault policy. If the respondent is a non-faculty employee, the Office of Personnel Services will utilize its employee hearing protocol.

If the respondent is a faculty member, the President and Chair of the Faculty shall confer and discuss which faculty members might be appointed to serve on a hearing panel. After such discussion, the President shall designate three faculty members and one alternate to constitute a hearing panel. The Affirmative Action Officer shall sit with the panel to assist it in its functions, but will not vote. The panel shall be provided with the complainant's written complaint and attachments, the respondent's written response and attachments, the complainant's written reply (if any) and attachments, and any other documents or materials submitted by the parties or by the investigator under (B) above if an informal investigation occurred in whole or part. The panel shall interview the complainant, the respondent, and any other witnesses with knowledge about the matter whom it believes will aid it in coming to a decision on the complaint (including, if it wishes, the investigator), and shall also review relevant documents. Ordinarily, both the complainant and the respondent shall be allowed to be present when the panel is interviewing witnesses, and each may propose questions to the panel to be asked of witnesses (including each other), in the panel's discretion. The complainant and respondent may also be accompanied by an advisor selected from the University community, provided, however, that the advisor shall not be an attorney. The proceedings will be kept confidential. The panel shall be free to supplement this process as it believes appropriate in order to assist it in determining the facts reasonably promptly, fairly and effectively.

The hearing panel shall determine the facts surrounding the complaint, including whether there is merit to the complaint, and forward its findings and recommendations to the President for review and action. The President, after reviewing the record before the panel and the panel's report and recommendations, may accept, reject, add to or modify the panel's recommended action and sanctions, if any.

Should the President conclude that termination of the faculty member's appointment may be an appropriate sanction under the circumstances found by the panel, the process provided in Section III (M) of the Faculty Handbook shall be followed, but without the need for an informal inquiry by the Faculty Council. The Faculty Hearing Committee shall proceed under Section III (M) of the Faculty Handbook, but ordinarily it will not rehear or reopen the factual determinations made by the panel, but shall consider whether, in light of the facts found by the panel, it would recommend termination as an appropriate sanction. The Faculty Hearing Committee will submit its report and recommendation to the President, who shall make the final determination according to the University's bylaws.

For any questions concerning this policy and the procedures, please contact the Affirmative Action Officer, the Director of Personnel Services, the Dean of Students or the Director of the Women's Resource Center.

### **STUDENT ACTIVITIES AND ORGANIZATIONS**

#### **RECOGNITION OF STUDENT ORGANIZATIONS**

Only those student groups that have achieved the status of a recognized student organization are eligible to use University facilities and equipment, have their events included in the campus calendar, and receive financial support from the student activities fee budget. (Exception is made when a group is holding an interest meeting to form an organization.) Recognition of new student organizations is the responsibility of the Bucknell Student Government (BSG). Students seeking club recognition should contact the appropriate BSG vice president.

### **UNIVERSITY ADVISOR REQUIREMENT**

Student organizations are required by the BSG to have an advisor, who can be a member either of the faculty or professional staff. Likewise, the Council on Greek Life requires that sororities and fraternities also have advisors. The University has adopted and makes available a statement concerning the role of individuals who serve as advisors to student organizations. Copies of the Student Organization Advisor Policy Statement and Advisor Handbook may be obtained from the Office of Campus Activities and Programs located in the Langone Center.

### **PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

Because co-curricular activities are funded primarily by undergraduate fees, it is important that Bucknell undergraduates be given priority to participate in these activities. Specifically, such opportunities should not be extended to non-undergraduates at the University if this denies the benefit of the experience to a qualified undergraduate. This applies to all student organizations and other undergraduate activities, including athletic programs, funded either by the Bucknell Student Government or by the University.

Participation in such activities and programs on the part of non-undergraduates is not permissible unless all undergraduate interests have been satisfied or unless such participation is necessary or desirable for educational, artistic, or other equally compelling reasons. An undergraduate's right to participate should be pre-empted only in unusual situations.

### **VIDEO LICENSE**

The Bucknell Activities Council with support from the Bucknell Student Government purchases a Public Performance Video License that permits the use of videotapes for feature movie showings on campus and complies with the U.S. Copyright Law (Public Law 94-553). This law prohibits the use of videotapes rented or purchased from local stores or catalogues to be shown publicly. Purchased videotapes can be shown publicly if the purchase price included coverage under the Copyright Law.

If a videotape is marked "Public Domain" it can also be shown publicly.

Films shown at Bucknell in "common space" areas (e.g., lounges, suite living rooms, auditoriums, any University rooms) are considered "public viewing" areas and require films ordered via the video license.

Films need to be ordered at least two weeks in advance through the Office of Campus Activities and Programs, LC306. Please stop by the Office of Campus Activities and Programs to look over the titles available under the video license and to ask any questions you may have concerning films. The rental fee may vary based on availability and type of films.

### **PLANNING AND CONDUCTING ACTIVITIES BY STUDENT ORGANIZATIONS**

#### **ACTIVITIES WHEN CLASSES ARE NOT IN SESSION**

The University establishes times at which it expects students to return to campus in advance of a semester's work in order to allocate its financial and human resources efficiently. Students are normally expected to move into residence halls the evening before undergraduate enrollment begins for a new session. Events may be scheduled once classes have started in accordance with the established procedures for the academic term.

During periods when classes are not in session, the University operates administratively and a range of programs and activities that involve some students may be scheduled. However, with the exception of a few official activities sponsored by the University, such as New Student Orientation, athletic events, and Commencement, no activities for students may be scheduled when classes are not in session; staff and facilities are limited during these periods and residence halls are not open to students without special permission.