

The University of St. Thomas
Clubs & Organizations Handbook
Office of Campus Life

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Introduction

Clubs and organizations are an integral part of student life here at the University of St. Thomas. They exist to provide students with an opportunity to engage in civic discourse through co-curricular activity. Choosing to be involved is a great way to enhance social capital, develop interpersonal skills, and intensify critical thinking skills through dialogue, debate, and/or discussion. As a leader of a club/organization, you play an important role in helping your peers build relationships to strengthen their connection to the greater community here at UST. Thank you for taking on such an important role!

The information provided in this guide intends to provide valuable information pertaining to policies and procedures as they relate to clubs and organizations. If you have ideas of how we can improve this handbook, please e-mail them to: campuslife@stthomas.edu.

Please Read:

As stated in Article III, Section 1 of the Guidelines for Constitution Drafting: Executive Board members (of any club/organization) must be in good standing with the institution and maintain at least a 2.0 cumulative grade point average. The University of St. Thomas reserves the right to perform routine cumulative GPA verifications of all Executive Board Members.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Definition of an Organization

An organization is a formal group of people with one or more shared goals. For recognition purposes, a club/organization must be comprised of at least ten University of St. Thomas students, have a stated purpose, constitution, and comply with university policies and procedures, including those outlined in the USG constitution, Club and Organization Handbook, and the Undergraduate Student Policy Handbook . UST clubs and organizations are classified in the following categories:

- Academic or Departmental Affiliation: Activities and membership center on a particular academic or collegiate course of study or curriculum. A university department may sponsor the organization.
- Special Interest: Activities and membership center on a particular special interest such as a culture, a social issue or concern, political ideology.
- Club Sports: Sports related clubs that emphasize some type of physical activity in which members compete with other schools.
- Honor, Leadership, and Recognition: Activities and membership involves development thought, volunteer work, and or service.

Mission, Convictions and Vision Statement

PREFACE

Founded in 1885, the University of St. Thomas is a Catholic, diocesan university based in the Twin Cities of St. Paul and Minneapolis. The largest private university in Minnesota, St. Thomas offers bachelor's degrees in over 85 major fields of study and more than 45 graduate degree programs including master's, education specialist, juris doctor and doctorates.

MISSION

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

CONVICTIONS

As a community we are committed to:

1. Pursuit of truth
We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.
2. Academic excellence
We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.
3. Faith and reason
We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.
4. Dignity
We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.
5. Diversity
We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.
6. Personal attention
We foster a caring culture that supports the well-being of each member.
7. Gratitude
We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

VISION

We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

(Statement approved by the Board of Trustees, October 21, 2004)

Statement on Student Organizations

(Adopted by Student Life Committee) Taken from the Undergraduate Student Handbook

- I. The University of St. Thomas is a community. The student body, the faculty and the administration are, therefore, not fundamentally independent of each other or of the university as a whole. Each of them, it is true, participates in the total community in its own way - like the various members of a living body - and so, maintains an identity and a life proper to itself. But the very nature of community requires that the activities of its members ultimately find a meaning in the context of the whole.
- II. It is natural that student organizations of various kinds should spring up within the university community, for students spontaneously join together when motivated by a common desire. It is also natural that these organizations should seek recognition by the university as a whole, for in this way they become living members of the community.
- III. The recognition of student organizations - and, in fact, of all organizations within the university community - is ultimately an act of the entire community, even though, in accordance with the judicial structure of the university, the recognition may be exercised through a particular office or committee. Therefore, the recognition of any particular organization involves not only respect for that organization itself, but also for the total community. This means that the organization must not only satisfy the desires of its membership, but also must fulfill a need proper to the university as a whole.
- IV. There are various norms governing the recognition of student organizations which follow obviously and immediately from this principle. One is that the number of organizations must not be multiplied indefinitely, for this would ultimately weaken the sense of community. Again, only organizations which actively fulfill their purposes and are able to maintain certain minimum memberships have a right to be recognized; otherwise, instead of contributing to the rest of the community, they have to be carried along as dead weight. Moreover, the well-being of the community requires that a variety of organizations be recognized and that a balance be maintained among the various types.
- V. The norms we have just considered - and others similar to them - govern the recognition of all student organizations, whatever their purpose or structure, but it is necessary to raise a further question. Does every type of organization have a place within the university, or, are there certain types which, by reason of their very nature, are not apt to enrich the life of the community as a whole?
- VI. Certain types of organizations cannot be recognized by any community. Such are those which are formed for immoral purposes or which are in any way subversive of the aims of the community. These may be excluded without further consideration. There remains the question of organizations which are not bad in themselves and which are proposed by groups of students in good faith. Do all of these, as a general principle, enjoy the right to be recognized?
- VII. The question of the recognition of a certain type of student organization must be resolved according to the following norm: Only organizations that have as their primary purpose the promotion of activities which contribute to the life of the whole student body, and in which any student, given certain objective qualifications, might participate, have the right to be recognized.
- VIII. The right to organize belongs first of all to the student body as a whole, in accordance, for example, with the customary divisions between classes and between resident and commuter students. This right follows from the fact that the student body is an integral part of the total community.
- IX. There are, in addition, a number of more particular ways in which the student body may appropriately organize. Many organizations express a specific academic or professional interest and are, therefore, directly related to the defining purpose of the university. Other organizations function to relate the student body and

the university to the larger community of which the university is a part - civil society and the church. These would include, for example, religious organizations and political clubs as well as groups formed for community service. Finally, there are organizations which promote recreational activities and athletics, or which by long tradition are acknowledged to contribute something valuable to the spirit of the university.

X. Organizations whose fundamental nature and purpose are not defined in such a way that they clearly have a meaning for the total community do not enjoy the right of being recognized. Such organizations are divisive by their very structure, however well-intentioned their members. Since they are not primarily ordered to the common good of the university, they cannot contribute to its total life except incidentally and, as it were, externally. These include all clubs or fraternities which have, as a first purpose, simply the fellowship of their members.

XI. The principles proposed above do not imply that social functions are not an integral part of the life of campus organizations. In fact, they are - but such social functions cannot constitute the primary or defining purpose of these organizations.

Student Life Committee

The Student Life Committee, like the Grievance and Discipline Committees, is a committee of the university. As such, it includes students, faculty and administrators. Its functions and authority are defined below.

- A. The committee shall actively seek to improve the quality of student life at the university in nonacademic areas in these ways:
 - 1. The committee may formulate modifications in the Statement of Student Rights and Responsibilities and recommend them for approval by the student, faculty and administrative bodies. Proposals for such modifications also may be initiated by the appropriate student, faculty and administrative bodies.
 - 2. In the area of student life, the committee may recommend rules and policies on student conduct, athletics, and on- and off-campus functions sponsored by a university organization.
 - 3. The committee may recommend and promote programs it considers helpful in enhancing student life and contributing to an improved spirit of understanding and cooperation among members of the university community.
 - 4. The committee may discuss matters involving on- or off-campus residency and make recommendations to the appropriate authority.
 - 5. The committee shall not make rules pertaining to student residencies.
 - 6. None of the above limits the authority of the Dean of Students to establish policies and rules in the area of student affairs.
- B. The actions of the committee in A.2 and A.3 above will go into effect upon approval by the Dean of Students.
- C. Proposal under A.1 above will go into effect if approved by the three bodies specified. The All College Council, faculty and administration will each set up its respective body and methods for approval. When one of the bodies suggests modifications of a proposal, the Student Life Committee will act as a conference committee to arrive at an acceptable resolution.
- D. The Student Life Committee shall consist of five students, four faculty and three administrators, plus the Dean of Students as a nonvoting member.
 - 1. The committee shall elect its own chair annually.
 - 2. Four student members of the committee will be appointed for a two-year term in a manner so designated by the Undergraduate Student Government. The fifth member shall be the president of the USG who shall serve a term of one year.
 - 3. The four faculty members of the committee shall be chosen for a term of four years in a manner designated by the Faculty Organization Plan.

4. The three administrators on the committee shall be appointed for a term of two years by the president of the university.
5. All terms shall begin on April 1.
6. In the case of vacancies, each of the above groups shall determine its own method of making appointments for the unexpired terms. Also, the faculty and administration may decide, if either wishes to do so, to have two members chosen for one-year terms in the initial formation of the committee.

Community Expectations

The University of St. Thomas is a private, comprehensive, regional Catholic university and is a community of scholars. As such, it expects all members of its community, regardless of age, to act reasonably, responsibly, maturely and appropriately at all times both on and off campus. Students are subject to disciplinary sanctions for conduct which occurs on or off campus when that conduct is detrimental or disruptive to the purposes and/or goals of the university. Violations of academic policies cited in the University Catalog or violation of policies cited in this Policy Book may result in disciplinary sanctions as outlined within this Policy Book.

Organization Leaders Checklist

August

- Register your club with Campus Life if you have not done so yet
- Hold a meeting of officers and advisors to discuss and evaluate goals

September

- Agree on a regular meeting time and reserve a meeting space
- Inform your advisor of meeting times
- Set goals for the semester/year
- Reserve rooms for upcoming events online
- Begin planning events for the fall semester
- Sign up to participate in the Fall Activities Fair Tuesday, September 22, 2009

October

- Organize a group community service project for your organization
- Complete USG Budget Request Form
- Continue to keep your advisor informed
- Be on the lookout for prospective members at events

November & December

- Elect new officers and plan officer transition (if scheduled)
- Continue regular contact with advisor
- Begin planning for spring semester
- Plan end of the semester activity

January & February

- Recruit new members
- Set new goals or evaluate old goals
- Meet with advisor
- Get involved in a community service project
- Reserve rooms for upcoming events online
- Begin planning events for the Spring semester
- Sign up to participate in the Spring Activities Fair Tuesday, February 16, 2010

March, April & May

- Start recruiting new officers
- Review constitution and bylaws; update if necessary
- Continue work on spring semester goals/ activities
- Hold elections and plan officer transition
- Review budget
- Review year's successes, accomplishments, and failures
- Ask advisor to be involved with officer transition training
- Recognize valuable organization members
- Establish summer contacts and address list

Summer

- Stay in contact with organization members
- Brainstorm ideas for fall activities
- Make marketing and recruitment plans for fall
- Prepare handouts and table decorations for Fall Activities Fair
- Complete 2010-2011 Registration

Department of Campus & Residence Life Phone Numbers

Campus Life

Name	Position	Office Ext.
Mary Ann Ryan	Executive Director of Campus & Residence Life	962-6133
Margaret Cahill	Director of Campus Life	962-6131
Matt Gustafson	Associate Director Spirit Initiatives/Advisor to STAR	962-6140
Tasia Tigie	Assistant Director Clubs & Orgs / Advisor to Hana	962-6195
Jese Ledbetter	Assistant Director Programming / Advisor to STAR	962-6134
Colleen L. Stephens	Manager Box Office / Expeditions	962-6137
Cecilia Petschel	Yearbook Advisor	962-6135
Michele Goodson	Administrative Assistant	962-6132
Amber Marti	Graduate Student Employee Spirit Init.	962-6187
Darcy Haubrick	Graduate Student Employee Clubs & Orgs	962-6187
Rochelle Lehman	Graduate Student Employee Koch Desk/ PRR	962-7500

Residence Life

Name	Position	Office Ext.
Aaron Macke	Director of Residence Life	962-6471
Cari A. Fealy	Associate Director	962-6476
Bryan Helminiak	Assistant Director	962-6763
Jeanne Kittleson	Billing Coordinator	962-6472
Erin Thigpen	Assignment Coordinator	962-6473
Joeseeph Anderson	Assistant Director/ Brady Hall Director	497-3750
Katie A. Olson	Selby Area Director	962-6446
Meghan Karels	Dowling Area Director	962-6474
Jim Love	Cretin & Grace Area Director	497-2150
Chad Henderson	Morrison Graduate Hall Director	962-6490
Rebecca Peine	John Paul II Graduate Hall Director	497-2550
Matt Hulett	Murray Graduate Hall Director	962-2050
Vern Klobassa	Ireland Hall Area Director	497-2041
Alese Messer	2151 Grand Graduate Hall Director	

Starting and Maintaining a Student Club/Organization

Office of Campus Life and the Undergraduate Student Government

The Office of Campus Life and the Undergraduate Student Government (USG) work cooperatively to provide resources, guidance and support for University of St. Thomas recognized student organizations. USG outlines its relationship to student clubs and organizations in constitution.

Article VIII: Undergraduate Student Organizations to St. Thomas Student Organizations

Section 1: Intent

- A. The Undergraduate Student Government (USG) hopes to promote the formation and communication of student organizations through:
 - a. Helping coordinate and facilitate communication between student groups, faculty, staff and administration.
 - b. Promoting student involvement in organizations which provides students with the opportunity to gain experience in activities which enhance their education.
 - c. Assisting students and organizations in taking full advantage of University resources and facilities.

Section 2: Definition of Student Organizations

- A. In order to be an Undergraduate Student Government recognized organization, you must have:
 - a. At least ten University of St. Thomas students. Organization membership is open to ACTC schools, but an organization may not be comprised of more than 25% of ACTC students.
 - b. A stated purpose and Constitution
 - c. Comply with University policies and procedures as well as the procedures set forth in this document
 - d. A faculty, staff or administration advisor
- B. In order for an organization to be recognized by the Undergraduate Student Government, they must first be recognized by the Office of Campus Life.

Section 3: Categories of Recognized Student Organizations

- A. Organizations that will be recognized include the following:
 - a. Honor, Leadership and Recognition Societies that are approved by their national chapter.
 - b. Departmental Affiliated and Sponsored
 - c. Professional Societies
 - d. Special Interest Groups
 - e. Club Sports
 - f. Social Fraternities and Sororities
- B. Classifications of Student Organizations
 - a. Active clubs are those that fulfill their responsibilities each semester according to this Constitution and who maintain St. Thomas recognition from semester to semester.
 - b. Inactive clubs are those who have not met the criteria for being defined as active for a period of two consecutive semesters.
 - c. Seasonal clubs are those that are active for only one semester each academic year or a period of four or fewer consecutive months.
 - d. Exclusive clubs include:
 - i. Has a selection process that chooses through pledging or bidding.
 - ii. Limits membership based on ethnicity, race, gender, sexual orientation, religion, handicap, GPA or major.
 - iii. Has a national affiliation that limits membership based on the restrictions above.
- C. In the event that a club or organization is in question, the Student Organizations Committee will decide the status of that club or organization.

Section 4: Organization Funding Rules

- A. All organizations must be in good standing with the USG and the Office of Campus Life in order to be eligible for funding.
 - a. Active organizations are eligible for funding for two semesters.
 - b. Seasonal organizations are eligible for funding only one semester in an academic year.
 - c. Exclusive organizations are not eligible for funding, but can get limited USG funding for a project or event if it is open to all students and advertised throughout campus.
- B. Responsibilities of Organizations
 - a. Any organization that receives funding from the USG must keep their allocation in a University account
 - b. All organizations President and/or Treasurer must attend a mandatory finance meeting at the beginning of the Fall Semester. If neither representative can attend, they must have a personal meeting with the USG Vice President of Financial Affairs.
 - c. Treasurers and Presidents of all newly recognized organizations must meet personally with the USG Vice President of Financial Affairs before requesting initial funds.
- C. Newly recognized organizations can be allotted a maximum of \$750 from the USG club contingency when requesting funds for their first semester.
- D. Organizations may request \$50 from the USG during the first and second week of each semester as a start-up cost for the semester. This \$50 will then be taken into account when reviewing the following semester request.
- E. Deadlines for organizations will be:
 - a. Budget Request forms will not be accepted after:
 - i. Fall Semester: December 1st
 - ii. Spring Semester: April 1st
 - b. Conference and Competition forms will not be accepted after:
 - i. Fall Semester: December 1st
 - ii. Spring Semester: April 1st
- F. The Undergraduate Student Government will not fund any exams. Organizations may request funding for resource books that must remain with the organization.
- G. Conference and Competition Requests
 - a. Funding will be available only for active clubs, and will occur through a reimbursement process.
 - b. Organizations must submit the completed registration forms to request funding.
 - c. The Undergraduate Student Government Finance Committee will review the request and make a recommendation to the USG.
 - d. The reimbursement amount will be whichever one of these is less:
 - i. Non-exclusive organizations will be reimbursed 75% of total expenses or up to \$250 per representative.
 - ii. Exclusive organizations will be reimbursed 50% of total expenses or up to \$250 per representative.
 - e. The total organization reimbursement, for any given conference or competition, may not exceed \$1500. A club may attend numerous conferences/competitions in one semester, but the total reimbursement for a single club in one semester cannot exceed \$1500.
 - f. Organizations will be notified of the amount for which they are eligible.
 - g. After attending the conference/competition, an organization must submit copies of all the receipts from the conference/competition to the USG Vice President of Financial Affairs for reimbursement. The organization must also make a presentation about their conference/competition to the General Council.
 - h. The Vice President of Financial Affairs will review receipts and transfer the amount to the organization's accounts. Organizations will determine how members are reimbursed.
- H. The Undergraduate Student Government will not fund any organization activity or conference/competition that is locally, regionally or nationally illegal.

- A. The Undergraduate Student Government will not fund any club/org/org activity or conference/competition that is locally, regionally or nationally illegal.
- B. The Undergraduate Student Government in association with the Finance Committee reserve the rights to immediately freeze any club/org/org account for the following reasons:
 - 1. Any club/org/org that fails to turn in an audit of their club/org. Club/orgs are required to turn in an audit of all financial transactions to the Vice President of Financial Affairs by the 15th of every month beginning October and ending in May.
 - 2. Any club/org/org operating with an account balance in debt.
 - 3. Continued spending on an account in debt.
 - 4. Other reasons deemed necessary to maintain the purpose of the student activity fee.

Section 5: Student Organization Conduct Review

- A. Any organization falling short of the required ten members may appeal to the Student Organizations Committee for special status because of extenuating circumstances, allowing them to remain recognized.
 - B. Any organization that fails to comply with the expected responsibilities shall serve a probationary period of one semester. If the organization does not fulfill all requirements within the probationary period, their recognition will be revoked.
 - C. Any organization on probation cannot receive funding from the Undergraduate Student Government.
 - D. Any organization on probation during the previous semester may appeal their probation to the Student Organizations Committee within three weeks of the start of the next semester.
 - E. Any club or organization that is on probation for more than one year must reapply to be a recognized organization on campus. All internal account balances will be credited to the Undergraduate Student Government at this time.
- A. Any club/org that is on probation for more than one year must reapply to be a recognized club/org on campus. All internal account balances will be credited to the Undergraduate Student Government at this time.
 - B. Any club/org found in violation of any UST/USG/Finance Committee guideline, policy or ruling will be subject to the following procedure:
 - a. Group officers/representatives will be called upon to explain the violation.
 - b. All club/org accounts, both allocated and generated, will be frozen until the problem is resolved.
 - c. Any misused funds, or funds used without the knowledge and approval of the USG, UST, Finance Committee or Club/org Advisor, will be repaid and reabsorbed.
 - d. The group may be referred to the Department of Campus Life or Dean Of Students office.
 - C. The following procedures will be used when a group incurs an outstanding debt:
 - a. All debt issues will be subject to Finance Committee review. However, if a debt greater than \$1000 or a gross misuse of funds occurs, the Finance Committee may without funding for a time period no greater than one year.
 - b. The accounts in question will be frozen until the problem is solved.
 - c. The club/org officers/representatives will be called upon to explain the debt and create a plan of debt forgiveness (which may include plans for fundraising)
 - d. If the problem is still unresolved, the groups could have all funding suspending for an amount of time deemed appropriate by the Committee.
 - e. The group may be referred to the Department of Campus Life or Dean of Students office.
 - f. Any other extenuating circumstances will be referred to the proper institution for conduct analysis and possible legal action against responsible parties.

Section 6: Appeals

- A. Any decision of the USG Finance Committee may be appealed, in writing, to the full Undergraduate Student Government within a time period not to exceed two successive meetings of the Council
 - i. The appeal must be sponsored by a member of the Council in the form of a motion.
 - ii. The councilmember sponsoring the appeal and a member of the appealing club/org must notify the Vice President of Financial Affairs at least 24-hours before the meeting at which the appeal will occur. The club/org will be unable to appeal if the Vice President of Financial Affairs is notified in under 24 hours from the meeting.
 - iii. The motion to appeal the Finance Committee decision must be approved by a 2/3 vote.
 - iv. If it passes, a new allocation must be motioned.
 - v. This motion to allocate must then be approved by a majority vote.

New Club/Organization Recognition Process

The University of St. Thomas reserves the right to recognize groups interested in starting a formal club or organization. The Office of Campus Life in partnership with the Undergraduate Student Government, is responsible for managing the process. Registration does not indicate or imply that the university endorses the views of the organization's membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed. The university also reserves the right to review the activities of student organizations and to monitor compliance with university policies and Article VIII of the Undergraduate Student Government Constitutional By-Laws.

Students interested in forming a new club must complete the following steps:

1. Secure a minimum of ten (10) organization members.
2. Secure a full-time UST faculty or staff person to serve as organization advisor. The Office of Campus Life can assist in securing an advisor if necessary.
3. Draft a constitution, using the "Guidelines for Constitutional Drafting". The constitution must include a mission statement describing the club's purpose and how it will contribute to the mission of UST. If the mission or purpose is similar to an existing club, the club will not be considered for recognition.
4. Draft a constitution, using the "Guidelines for Constitutional Drafting". The constitution must include a mission statement describing the club's purpose and how it will contribute to the mission of UST. If the mission or purpose is similar to an existing club, the club will not be considered for recognition.
5. Upon recommendation for approval of the Student Organizations Committee, your organization's application will be forwarded to the Undergraduate Student Government for approval at the next scheduled meeting. A representative of the club should be present to answer questions.
6. The club president and advisor will receive email notification upon the completion of this process.
7. Once approved, the club must register with Office of Campus Life.
8. The registration process is complete once the Office of Campus Life receives confirmation from the faculty/staff member advisor.
9. Clubs interested in being classified as a Club Sport, please read the Club Sport Appendix A.

Annual Registration

1. The annual registration process occurs at the end of the spring semester. Clubs are required to register on-line with the Office of Campus Life
2. Failure to comply with the registration process results in the suspension of the organization and loss of the privilege to operate as a formally recognized UST organization. The group remains suspended until the registration process is completed.
3. All clubs are expected to maintain a membership of at least ten members and keep the on-line member roster updated. Student organizations must notify the Office of Campus Life, whenever there are changes of officers or advisors during the academic year.
4. If there is a one-year lapse in registration, an organization must re-apply for recognition according to the procedures for newly formed groups.

Guidelines for Constitution Drafting

The following outline serves as a template to help in the creation of student organization constitutions. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revisions (i.e. cost of dues) should be included in organizational Bylaws. Additional sections can be created to reflect the individual nature of your organization, if necessary. University policies that apply to student organization are included in the outline below, and should be reflected in your constitution. If you need help with any section of your constitution or bylaws please consult with the Assistant Director of Campus Life, in The Office of Campus Life, in Murray-Herrick 110, or by calling 651-962-6195. Items in bold must appear in constitution.

CONSTITUTION OF (Organization Name)

ARTICLE I Name, Purpose and General Statements

- Section 1 **The name of this organization shall be _____.**
- Section 2 State the purpose/mission(s) of the organization.
- Section 3 **This organization is a non-profit organization.**
- Section 4 State the relationship the organization has with other local, or national affiliates.

ARTICLE II Membership

- Section 1 State membership requirements.
USG Funded Organizations: Membership is open to any full time UST student. University policy requires there be no arbitrary exclusion on basis of race, color, gender, sexual orientation, religion, national origin, or handicap. (All student organizations funded by USG must abide by this policy and this must be reflected in your constitution.)
Non-USG Funded Organizations: State specific membership requirements.
- Section 2 State categories of membership. (e.g. executive board, general membership, active or non-active members)
- Section 3 State means of becoming a member.
- Section 4 State means of maintaining membership, how does one maintain ones' membership in good standing, how members may be removed, for what cause, and by what process?
- Section 5 **The University unconditionally opposes hazing and prohibits any situation that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Every St. Thomas student is guaranteed freedom from the humiliation and danger of hazing.** (All student organizations must abide by this policy and this must be reflected in each student organization's constitution.)

ARTICLE III Officers

- Section 1 State the specific officers, which comprise the Executive Board of the organization. Executive Board members must be in good standing with the institution and must maintain at least a 2.0 cumulative grade point average. State additional requirements for holding office.
- Section 2 State general duties and responsibilities of officers/ executive board members.
- Section 3 State how officers are nominated and elected to office. The term of office for Executive Board members shall be one year or until their successors are elected. State the reasons for and process of removing officers from office.
- Section 4 **The organization's advisor shall be a full time member of the University of St. Thomas faculty or staff. The Advisor has no vote in the organization.**

ARTICLE IV Committees

- Section 1 State the name, purpose and responsibilities of any designated standing committees. State how members become members of standing committees. (If no committees then state there are no committees.)

Section 2 State the name, purpose and responsibilities of any ad hoc or special committees. State how members become members of ad hoc or special committees. (If no committees then state there are no committees.)

ARTICLE V Meetings

Section 1 State number of meetings per semester. (Organizations must meet at least three (3) times per semester.)

Section 2 State number of members must be present to make decisions.

Section 3 State how decisions are made (i.e. simple majority)

Section 4 State appropriate circumstances, purpose and who may call special meetings.

ARTICLE VI Financial Matters

Section 1 **The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership.**

Section 2 **In the event the organization dissolves, all clubs funds will be returned to USG.**

ARTICLE VII Bylaws

Section 1 State means of establishing bylaws, who prepares bylaws and appropriate voting procedures.

ARTICLE VIII Amendments

Section 1 State who can propose amendments. State to whom they are submitted and reviewed by.

Section 2 State how amendments are voted upon and approving percentage.

DATE OF RATIFICATION:

SIGNATURES OF OFFICERS/WITNESSES:

Responsibilities

All recognized clubs and organizations of the University of St. Thomas are expected to adhere to the following responsibilities to remain in good standing:

1. Operate within the goals and mission of the University. Student clubs and organizations are expected to exercise good judgment in planning and promoting their activities, as well as following all university departmental policies. Failure to do so may result in disciplinary action for an individual member or loss of recognition for the group.
2. To be aware of and abide by all applicable local, state and national laws.
3. To be familiar with and abide by Article VIII of the USG Constitution concerning St. Thomas Student Organizations.
4. Maintain a full time St. Thomas faculty or staff member as an organization advisor.
5. Student organizations must be open to all students without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, and marital status.
6. Maintain a membership of no less than ten UST members. Membership is open to ACTC schools, but a club or organization may not be comprised of more than 25% of non-UST ACTC students. Club Sport membership is exclusive to UST students.
7. Hold at least three regular meetings each semester.
8. Refrain from hazing.
9. Remain in good standing with the organization's governing body (i.e., national organization, University department).
10. Handle organizational funds wisely and ethically with sound accounting practices. Funding received from the Undergraduate Student Government may not be used for the purchase of alcohol, t-shirts, or for service donations.
11. Ensure continuity by training new leadership and keeping good records.
12. Complete required service hours per semester. New clubs are exempt from completing service in the first semester of registration.

Benefits of Club Registration

1. Only registered clubs and organizations of the University of St. Thomas in good standing are granted the following privileges and rights:
2. Use of Campus Life mailbox for any club mailings #4024.
3. Use of University publicity outlets (see Publicity section)
4. Use of University facilities, including meeting rooms and Campus Square.
5. Use of Campus Life resources.
6. May raise funds or make other permissible solicitation on University property
7. Inclusion in the yearbook as a recognized student organization.
8. Ability to sponsor or present a public performance on University property.
 - a. See Speakers Policy and Statement on Controversial Issues.
9. Opportunity to participate in the fall and spring Activities Fairs.
10. Use of equipment and/or services of IRT.
11. Opportunity to establish a club site on Blackboard and a club website. After two year of good standing, clubs may apply for an additional website.
12. Eligible for USG funding if they maintain official registration with the Office of Campus Life, remain open to all UST students and maintain an account with the Business Office. Exclusive clubs/organizations are not eligible for general funding, but can get limited Undergraduate Student Government funding for a project or event if it is open to all students and advertised throughout campus and for conferences and competitions.

Eligibility for Organization Membership

1. All full-time undergraduate students are eligible for membership in any undergraduate student organization in accordance with the standards, academic or otherwise, established by each organization. Any student organization that selects its membership upon the basis of restrictive clauses dealing with pledging or bidding, race, color, gender, age, national origin, religion, disability sexual orientation, veteran status, or has a national affiliation that limits membership based on the restrictions above is an exclusive club/organization.
2. Any part-time student, graduate student, professional student, faculty member, or administrator may be an associate member of any undergraduate student organization, and may not hold office or vote. Graduate students may only be regular members, hold office, or vote in graduate student organizations.
3. The officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Campus Life will check the status of each student who runs for office or is appointed.
4. The University of St Thomas does not recognize newly formed social Greek organizations.

Requirements for Officers

The officers of all student organizations and officials of the Undergraduate Student Government must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Campus Life will check the status of each student who runs for office or is appointed to a position within USG. The responsibility for checking grade point averages for club and organization officers shall reside with the current officers of that organization and should be a part of the election process. Students do not have access to check on grade point averages of other students. Students running for officer positions should be made aware of this requirement and provide documentation proving they are in good standing as requested. In instances of dispute, the decision-making authority and responsibility rests with the Office of Campus Life.

Policy Concerning First Semester Pledging for Student Organization

Pledging is prohibited for students who are in their first semester at the University of St. Thomas OR for students who have an established G.P.A. of less than 2.00. Exceptions to this policy are made to transfer students, who have an established G.P.A. from another institution.

Organization Advisors

Each recognized student organization must have an advisor who is a full-time member of the university faculty or staff. If the group does not have an advisor, the Office of Campus Life will assist the group in finding one.

Advisor Guidelines

The responsibilities of the advisor are negotiated between the advisor and the student club/organization, but often take the form of:

- Attending meetings and events
- Providing information on policies and procedures
- Approving all financial transactions and being the account manager
- Providing guidance and ideas upon request

The following are University of St Thomas advisor guidelines:

- An advisor must be a full-time member of the faculty, administration, or staff of the University. A local college or university graduate student under contract to work at the University of St. Thomas may advise a club or organization only if done so as an assigned University job responsibility.
- The advisor must give prior approval for all financial transactions and off-campus activities. The advisor may be required to co-sign for financial obligations assumed by the organization.
- An advisor can assist the club/organization to function in accordance with its stated purposes

- An advisor can provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.
- An advisor can assist in the development of leadership skills among members.
 - An advisor can help prevent any violations of university, community, or state regulations.

Service Project Guidelines

The University of St. Thomas has a strong commitment to promoting the values of social action and civic responsibility within its community. Community service is not only considered an act of compassion for others but ultimately as the registration of the common bond of humanity. In support of this university value, the following revised guidelines are intended to aid student clubs/organizations in selecting their service projects:

- Each club/organization will serve 1.5 hours per member of the organization for each semester to be considered in good standing and eligible for general USG club funding, USG conference and Competition funds, Lectures, STAR Coop funds and Club Sports funds.
- Required hours of service depend on the number of members registered by a club / organization with the Office of Campus Life.
- Students who are involved in multiple clubs must complete service hours for each club they are participating in. Service hours submitted for a club cannot carry over to another club.
- Any project that includes the collection of money, clothing, etc. as the service project will need to be pre-approved by Campus Life (approval should be a minimum of one week prior to beginning of project.)
- Projects that span 2 semesters need to meet required hours during both semesters and need to be pre-approved by Campus Life.

Accountability for Not Completing Service Projects

Campus Life will send a courtesy reminder to clubs who have not completed their service hours by the specified fall/spring semester due date informing them of the required hours needed and final deadline to turn in the Service Report form. Clubs whose service hours are not completed by the final due date will lose some of the benefits of club registration including being ineligible for USG club funds. Clubs notified of their bad standing may appeal to the Student Organizations Committee (see USG constitution Article VIII for specifics). Clubs in bad standing who wish to be in good standing may do so one semester after the bad standing notification. Clubs in bad standing for two consecutive semesters will lose their club recognition and will have to reapply to be a recognized student organization on campus.

(Example: Clubs notified of bad standing status for spring semester, may request to meet with the SOC in the fall of the following year, if the club does not do so, they will be placed in bad standing for the following semester and will lose club recognition.)

Clubs & Organization Accounting

Off-Campus Bank Account

Student organizations do not have the option of establishing an off-campus bank account for their funds.

On-Campus Accounts

Student organizations can establish an account on campus through the Controller's office. All money received from university funds through student fees (such as USG funding) will automatically be deposited in an on-campus account and that account will be audited each summer. This section will assist you with the Controller's office policies on student accounts.

Deposits

Upon collecting dues or making other collections, organizations will want to deposit cash and/or checks into the account as soon as possible to reduce the risk of loss or theft. A deposit can be made into the account by taking the funds to the Business Office cashier's window, first floor Aquinas, during normal business hours. The checks must be endorsed and should be totaled. All bills and change should be counted and organized (e.g., all \$1's together, all \$5's together). Also try to code the deposit—"Dues", "Banquet Tickets," etc.—so that this code will appear on the monthly Accounting Report. The deposit receipt form should include your club's Banner index and the account code. Common account codes are listed on the back of the form.

Inter-Departmental Billings

These are used to transfer money between on campus departments/accounts.

Student Reimbursement Forms

Student reimbursement forms are used to reimburse students for expenses incurred for organizational programming events. Forms are located on the Accounts Payable web page.

Treasurer's Ledger

Organizations are responsible for maintaining their own books. It is extremely important that the treasurer's books are kept up-to-date—a few minutes making a proper entry in the books will save hours later trying to reconstruct "what happened" from a faulty memory. Printouts of the transactions on your account may be requested from your advisor or the Controller's Office as often as needed. These printouts should be checked against the treasurer's books to make sure all entries have been made and are correct. Occasionally, an error can appear on a printout. If you discover errors or have questions or problems with your printout after reviewing it, you should contact the Controller's Office at x2-6103 or x2-6106. The Controller's Office staff can assist you in understanding how to set up your treasurer's books, what financial records to keep, and in deciphering the meaning of "all those numbers" on the computer printout. Don't hesitate to call or stop by!

Awards or Prizes

If the prize is a gift card or cash then document the names and SSN's or UST ID numbers regardless of the \$ amount. Include this information in your financial paperwork (student reimbursement).

Membership Dues

When paying dues, price verification and a list of the student members for whom the dues are being remitted is required.

Purchasing Goods/Services

All student purchases must adhere to the UST Purchasing Policy. Work with the Purchasing Services department whenever you have questions about purchasing procedures.

- Check with internal resources first including Gainey Conference Center (retreats/conferences), Service Center (printing, copying etc), Catering (on-campus events), Web & Media Services.
- For purchases of office supplies, travel, courier service, floral, coffee, drinking water, print, advertising specialty & apparel categories, UST preferred vendors must be used. See purchasing website at
- Technology purchases must go through IRT.
- Furniture purchases must go through Physical Plant.
- Check with Purchasing Services to see if there is a consortium contract that would meet your needs. UST has access to ACTC (Associated Colleges of the Twin Cities), E&I (Educational & Institutional Cooperative Purchasing), US Communities, & State of Minnesota (new) contracts. These contracts take advantage of volume discounts when many institutions utilize the same vendors.
- Purchasing Services must review and sign all contracts/agreements.

CAUTION

Be careful not to inadvertently commit UST to an agreement with a potential vendor by a verbal, electronic or written confirmation of vendor terms. When negotiating with vendors, use the following or similar language to ensure you're not accidentally finalizing an agreement when you don't have the authority and/or intention of doing so.

- I'm doing preliminary research for the purchase of '_____'.
 I like your product/service best but must have our Purchasing Services department review the contract before a final commitment can be made.

Disallowed Uses of Undergraduate Student Government Funds

The following items may NOT be purchased or reimbursed with funds granted by the Undergraduate Student Government:

- Alcohol
- T-shirts for club members
- National chapter dues
- Gifts to other chapters
- Philanthropic donations
- Service projects

Travel (see Transportation and Travel Policy for further guidelines)

Mileage

Personal Vehicle Mileage is payable at \$.55 a mile (amt. subject to change, please check with accounts payable to verify). When reimbursing from gas receipts the number of miles traveled is still required. State the number of miles traveled, list the total dollar amount of the receipts, and the amount allowed. The amount allowed is either the amount per mile or the amount of the gas receipts, whichever is less. Mileage for personal cars and gas reimbursed for rental cars.

Please note: When personal vehicles are used, the primary insurance coverage is the policy covering that vehicle.

Airline Travel

The original receipt of the plane ticket must be attached to the request for payment for reimbursement. UST has a preferred travel vendor that should be used when making travel arrangements. Go to purchasing travel website - <http://insideust.stthomas.edu/purchasingsvcs/VendorInfo/Travel.htm>

Lodging

The original receipt from the lodging facility is required. The student will pay for their lodging and then be reimbursed. The lodging facility cannot directly bill the student organization. Any expenses on the lodging receipt other than the lodging (such as movies, personal phone calls, or portable bars) cannot be paid for from University funds. If business calls are needed, they must be listed as such. UST has a preferred travel agency and local contracted hotels that should be used when making travel arrangements. Go to purchasing travel website - <http://insideust.stthomas.edu/purchasingsvcs/VendorInfo/Travel.htm>

Other Reimbursable Travel Expenses

- Meals require a receipt for reimbursement.
- Taxi fares are reimbursable with a receipt required for any amount.
- Parking fees (i.e. hotels, airports) may be reimbursed with a receipt.

Reimbursements to Students

Payments to individuals require a Social Security or student ID number and a permanent home address. Sales tax will be reimbursed to the individual per a paid receipt. Reimbursements will not be made for alcohol. The club account number must be on the reimbursement form.

Fees for Service Providers

Tax regulations require that all payments for services rendered must be paid through the Independent Contractor/Guest Speaker form. Payments made directly to the service provider (guest speaker, music group, etc.) will not be reimbursed. A copy of the signed contract should accompany the Independent Contractor/Guest Speaker form. Purchasing Services must review, amend and sign any contracts including those for speakers and performers. See contract policy on the purchasing services website - <http://insideust.stthomas.edu/purchasingsvcs/VendorInfo/Contract%20Policy%20Website.docm>

In contracting for services, you will need to complete the Independent Contractor Request/Guest Speaker form. Please contact Edie Dull, Accounts Payable Manager at 651-962-6382 (AQU 204) Payment to University employees for services must be processed through Payroll.

Student Club/Organization Conduct Violation Process

All club/organizations violations will be handled on a case by case basis.

Violations of the Club/Organization Handbook will normally be addressed according to the following sequence:

1. Submit a written report of violations (see student organization responsibilities) to the Chair of the Student Organizations Committee.
2. Upon review of the written report by the Chair, in consultation with the Leadership Development Graduate Student Employee and Assistant Director of Campus Life for clubs and organizations, appropriate charges of misconduct will be issued. Any incident should be reported and submitted as soon as possible after the incident, preferably within three working days. The written report on which the charges are based should include the following: The date, time and location of the incident; The name(s) of the individual(s) involved; Specific factual details of the incident.
3. *Investigation*
 - a. The Student Organizations Chair, Leadership Development Graduate Student Employee and Assistant Director of Campus Life for clubs and organizations will
 - i. review the report and charges alleged and, if necessary, make further investigation into the circumstances surrounding the alleged violation of Club and Organization Handbook.
 - ii. will meet with the student(s) involved to inform them of their rights and the nature of the charges against them.
 - iii. will also interview them to gather any further information regarding the incident.
 - iv. will also interview any other University students, staff or interested third parties necessary to make an accurate finding of fact and determination of responsibility.
 - b. They may at this time determine that: The information in the written report contains facts that rise to the level of a Club and Organization Handbook violation and will be adjudicated by the Student Organization Hearing Board or the information in the written report does not contain facts that rise to the level of Club and Organization Handbook violation and are therefore dismissed.
 - c. If the information in the written report contains facts that rise to the level of an undergraduate handbook Code of Conduct violation, the report will be referred to the Dean of Students office for review. The Dean of Students Office and Office of Campus Life may address Code of Conduct violations and Club and Organization Handbook violations concurrently.

Notification of Charges

The club or organization executive board members on record with Campus Life will be contacted by and directed to meet with the Student Organizations Chair, Leadership Development Graduate Student Employee and Assistant Director of Campus Life for clubs and organizations reviewing the incident.

- A. During the initial meeting, the club or organization executive board members will be informed of the specifics of the charges as described above and contained in the written report.
 - a. In those cases, a formal charge letter is unnecessary provided the Student Organizations Chair and Leadership Development Graduate Student Employee properly document his or her efforts to contact the student. Appearing to review charges contained in an incident report with the Student Organizations Chair and/or Leadership Development Graduate Student Employee is evidence of satisfactory notice. Either during or upon completion of the investigation, the Student Organizations Chair and Leadership Development Graduate Student Employee shall give the student formal notice of the charges contained in a written letter.
- B. In cases where circumstances dictate and/or the club or organization executive board members cannot be reached through the normal channels as described above, a formal and detailed charge letter will be delivered to all members of the executive board on record with Campus Life by other means such as personal delivery or certified mail.

- a. Such a formal charge letter will outline with specificity the facts of the alleged violations and will direct the student(s) to appear before the Student Organizations Chair, Leadership Development Graduate Student Employee and Assistant Director of Campus Life for clubs and organizations at an appointed date and time.

Hearings before the Student Organization Hearing Board

Hearings are meant to be non-adversarial. They are designed to inform students of alleged Club and Organization Handbook violations. At the hearing or after the student has completed and turned in an official statement on their own behalf, the matter may take one of the following paths:

1. The charges against the club or organization are dismissed or the club or organization is found not responsible and the incident is removed from their University record.
2. The club or organization executive board members take responsibility for the code violation. If so, then the Student Organization Committee (SOC) will issue sanctions. They may issue the sanctions in that meeting or within the next five working days.
3. The Student Organization Hearing Board makes a determination of responsibility with which all the club or organization executive board members disagree. In this case the matter may be appealed in writing to the Director of Campus Life for clubs and organizations within three working days (See section on Appeals).
4. The club or organization executive board member(s) take responsibility for the code violation but disagrees with the sanctions issued. In such cases the club or organization executive board members may appeal the officer's decision to the Director of Campus Life for clubs and organizations within three working days. (See section on Appeals).

In all the above cases except #1, Student Organizations Chair, Leadership Development Graduate Student Employee and Assistant Director of Campus Life for clubs and organizations will write an official closing letter indicating the status of the charges and the sanctions. This letter will be placed in the club or organization's Campus Life file.

Student Organization Hearing Board Membership

The hearing board shall consist of the following members.

- Student Organizations Chair
- 3 students from the Student Organizations Committee to be appointed by the Student Organizations Chair.
- Leadership Development Graduate Student Employee
- Assistant Director of Campus Life for clubs and organizations

Hearing Procedures

The following procedures shall apply to all formal hearings by the Student Organization Hearing Board.

1. During the hearing all information shall be presented as fully as possible. Except as otherwise expressly provided herein, all hearings shall be closed to the University community, the general public, and the press.
2. Only executive members of the club or organization, as registered with Campus Life, shall have the right to be present during the presentation of all testimony. Executive members shall not have the right to directly cross-examine witnesses, but may direct questions through the chairperson of the hearing body.
3. The executive members of the club or organization may, but need not, make verbal responses to the charges brought against the club or organization and to the testimony of witnesses during the hearing process. This does not indicate acceptance of responsibility for the charges on the part of the club or organization.

4. The executive members of the club or organization shall have the right to present witnesses, documentation, or other evidence on the club or organization's behalf. Such rights shall be subject to reasonable limitation in order to avoid unduly prolonged hearings.
5. The University may call witnesses to the incident, present documentation, and be advised by counsel (where appropriate).
6. The executive members of the club or organization may have present with them parents, relatives, attorney, club advisor, or a judicial advisor from the school (i.e., a student or member of the faculty or administration). Such person or persons shall not participate in any manner in the proceedings.
7. The deliberations of the Student Organization Hearing Board will be closed to all persons except members of the hearing body and those persons requested to be present for deliberations by the unanimous approval of the hearing body.
8. The Student Organization Hearing board reserves the right to establish their own rules and guidelines for the review of any case provided they do not violate the fundamental fairness of the hearing.

Hearings before a University Hearing Board

In the case that the club violations and student code of conduct violations occur the hearing will be presided over by a University Hearing Board and the violations will be addressed concurrently. At the hearing, the club or organization executive board members will be given an Indication of Plea form and a Notice of Rights form provided by the Dean of Students Office. The club or organization executive board members will read and sign the Notice of Rights form. The Indication of Plea form will outline the violation(s) alleged and require the club or organization executive board members to either assume or deny responsibility for those violations. The club or organization executive board members may choose to wait the allotted three working days to return the signed and completed Indication of Plea form. Failure of all club or organization executive board members to return the completed and signed Indication of Plea form will result in a determination of responsibility for the club or organization and sanctions will ensue.

Decisions made by a University Hearing Board

In cases heard by a University Hearing Board, decisions will be rendered by a majority vote of all voting members of the hearing board. If, based on the preponderance of evidence, the hearing board is satisfied that the violation occurred as alleged, a proper response shall be considered.

The results of any hearings cannot be reported to the general public and/or the media. Only the accused club or organization's executive board members and necessary administrative personnel/offices will be notified of decisions.

Appeals

If all members of the executive board of the club or organization disagree with the determination of responsibility by the Student Organization Hearing Board, or the level of sanctions imposed, the club or organization may appeal the decision. In all cases, appeals must be made in writing and must outline the grounds for appeal as described below. The appeal must be received in the Office of Campus Life within three working days of the decision.

Grounds for Appeal of a Decision by the Student Organization Hearing Board

Appeals must fall in line with the guidelines specified below to be considered. Appeals will be determined by the Director of Campus Life.

1. That the decision was made contrary to existing University policy.
2. That information used to reach a decision was incomplete and/or inaccurate.
3. That circumstances beyond the control of the student kept the student from responding to the allegations in a timely manner.
4. That there was substantial evidence that a violation of the appropriate disciplinary procedures occurred.

5. That the decision of the Student Organization Hearing Board was not based on a preponderance of the evidence.
6. That the sanctions imposed are manifestly unfair and bear no rational relation to the conduct alleged, based on the incident at hand and the club or organization's prior record, if any.

Sanctions

Written Warning: This action constitutes an official written warning placed in a club or organization file. Written warnings will result in more severe consequences for any future misconduct as a result of such warning being placed in a club or organization's file.

Formal Reprimand: This action constitutes an official written reprimand concerning violation of the Club and Organization Handbook. As a general rule, a club or organization receiving a formal reprimand can expect that any future violation of the Club and Organization Handbook will result in a minimum sanction of club or organization probation.

Club or Organization Probation: This action constitutes a specified time period during which a club or organization must conduct itself in an exemplary manner. Any club or organization found responsible for violations of the Club and Organization Handbook while on probation will normally lose their recognition and be ineligible to use the University of St. Thomas name, its resources or apply for funding through the Undergraduate Student Government.

Loss of Club Recognition: This action constitutes a loss of all the privileges of club registration. Including but not limited to: ability to reserve space, funding from USG, and advertising and publicity options on campus.

Confidentiality

The Student Organization Hearing board process is confidential subject to University policy, Federal and State Law. Confidentiality covers the records of hearings and the decisions rendered. Third parties normally will not have access to a student's file unless the student provides written permission. The University's policy statement concerning the implementation of the Family Education Rights and Privacy Act of 1974 (FERPA) describes the circumstances under which the contents of such records may be disclosed without the consent of the student.

For more information on FERPA please access the University Registrar's Office Website @

<http://www.stthomas.edu/registrar/student/ferpa/default.html>

Event Planning

Elements of the Programming Process

Before you begin your planning, it is important that you be familiar with the Speaker Policy and Statement on Addressing Controversial Issues outlined in the Undergraduate Student Policy Book. If you suspect that a performer or speaker you want to bring on campus could be considered controversial, please contact either the Office of Campus Life or the Dean of Student Life office for guidance.

A sequence/checklist to follow in planning and implementing your programs

- Gather resource information and ideas
- Develop goals and purpose
- Meet with Office of Campus Life and Public Safety to discuss large (all campus) program ideas
- Meet with advisor to discuss “tips” for the program.
- Develop a budget for the program (other sources of income, co-sponsoring, etc.).
- Use Webviewer to check availability of rooms and reserve them.
- Concerts or dances must have a faculty/staff to student ratio of 1:100 for the entirety of the event
- Consult with advisor for background information, university requirements or possible resources that might be used for the program, and assistance with negotiating the contract process. Please have a discussion with professional staff members in Campus Life
- Students may not sign any contracts for the university or their club. Please consult Campus Life or the Purchasing Dept for assistance in executing or signing any contracts.
 - Determine technical requirements for program and how they can be satisfied. See Campus Life if IRT cannot help with your technical needs.
 - Arrange for facility set-up
 - Reserve room through Webviewer
 - Contact Food Services if you are serving food at the event
 - Contact IRT to set up additional audio visual needs not provided in the space
 - Develop publicity ideas. (At least one month ahead) See publicity policy for ideas on how to advertise your event.
 - Banners, table tents, Bulletin, chalking sidewalk, sandwich boards, balloons, etc.
 - Coordinate publicity with other clubs or organizations.
- Delegate specific tasks to be accomplished to committee members. (At least one month ahead)
 - If selling tickets make arrangements with the Box Office (see Box Office Policy)
 - Arrange for ticket takers or other needed help (security, set-up and tear down, etc.)
 - Food and other hospitality arrangements. (Dinner and/or hotel reservations; catering needs, if on-campus; driver to pick up speaker/performer at airport or designated time and place to meet, dressing room needs)
 - Arrange for payment for speaker/services (at least two weeks prior) and reimbursement of students (at any time)
 - Fill out Independent Contractor form and W-9 for guest speaker, performer, or DJ. The advisor must sign it!
 - Students who have used their own funds to buy supplies for the event must fill out a student reimbursement form and include itemized receipts to get reimbursed. The advisor must sign the form! Reimbursements for \$50 or less can be reimbursed at the Business Office, more than \$50 must submit form to Accounts Payable and student will be sent a check.
 - Forms are located on the Accounts Payable website
 - Send “thanks” to persons or groups that have provided special assistance. (No later than one week after event)
 - Do a follow-up evaluation of event.
 - Complete evaluation sheets with committee members.
 - Organize file on event to include: contract, important contacts, newspaper clippings, correspondence, statistics, etc.

- Event Request Process / Campus Space Request

How to reserve space:

1. Go to <http://events.stthomas.edu>
2. Click on the 'Request an Event' link
3. Use the filters on the right hand side to find a desired space. You can learn more about a space by clicking on the space name and a separate window opens up with the description of the space.
4. Find the desired time that you would like to meet in the space you would like. If there is an "empty" white box then the space is available.
5. Click on the white box.
6. Log into the WebViewer request form with your UST net ID and password.
7. Fill out request form (see next page for detailed information)

Once you fill out your request form it may take 2-3 business days for it to be processed. Campus Life approves all student club and organization requests before event space is assigned. You can track the status of your request by logging into WebViewer clicking on the link "My Requests" and then click on pending or approved. If your event is in the approved section then your event is either tentative or confirmed. If your event is set to tentative then you are waiting for space or Campus Life approval. If your event is set to confirm then your event and space has been approved.

COPYRIGHT Information

Student groups intending to show films or using video games during an event or public performances, must obtain proper rights for use. Contact a Campus Life staff member before holding this event for more information on doing so.

Public Performances

Neither the rental nor the purchase of a videocassette/DVD carries with it the right to show the tape outside the home. Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyrighted owner. This includes public performances where an admission fee is charged as well as those that are simply offered as an additional service of the establishment.

The Federal Copyright Act

Title 17 of United States Code

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and **non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.**

*This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved.

University facilities will require written documentation that a group has a license to use a film/video before allowing such an event in all campus venues. In order to show a film as a public performance a student group must purchase a Public Performance License for each instance they would like to show a film/video. This can be done by contacting the following agency that handles public performance licenses for many different film companies. If license is not available through these agencies, your student group will need to contact the film/videos creator to obtain license purchasing information.

- Swank Motion Pictures, Inc. 800-876-5577
www.swank.com

Penalties of Copyright Infringement: Willful infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

STAR Cooperative Programming Monies

STAR is the main student event-planning body for the University of St. Thomas. STAR organizes and facilitates activities on and off campus using approximately 60 percent of the student activity fee. STAR focuses its programming efforts in the areas of concerts, entertainment, lectures, expeditions, and various special events.

What can STAR do for you?

- STAR encourages other undergraduate student clubs and organizations of the St. Thomas community to come to STAR as a programming resource. STAR has allotted 5 percent of each semester's budget for cooperative programming. STAR will fund up to 75 percent of an event and not more than \$3,000. Funds shall be distributed according to the order of requests; it is beneficial to begin programming early in the semester. An application can be found in this packet or online at www.stthomas.edu/star. Note: The University Lectures Committee has a separate application for cooperative funding.
- STAR board members can help you work with agents and performers, find resources on campus, negotiate contracts, advertise effectively, and other aspects of programming. However, STAR is only a resource and the interns will not plan or advertise a cooperative program event.
- Please direct any questions or concerns to the STAR President at (96)2-6136 or stop by room 112F Murray-Herrick Campus Center.
- Visit the STAR website at www.stthomas.edu/star to obtain a STAR Cooperative Programming Packet and a University Lectures Cooperative Programming Packet.

Program Requirement

- Event must be non-exclusionary, campus-wide and follow the guidelines and mission of the University while benefiting the UST Community.
- If the request is for t-shirts, STAR will not exclusively fund apparel for the requesting group. The t-shirts must be free for all St. Thomas students as a giveaway or prize.
- Promotional materials must include the STAR name and logo. The STAR President will provide the logo.
- The cooperative program cannot conflict with previously scheduled STAR events.
- The cooperative program must not be contrary to the goals of STAR.

Cooperative Programming Information

How to apply for Cooperative Programming?

When applying for Cooperative Programming money there are 3 additional items that need to be completed, as well as some general requirements that STAR has.

1. Write a proposal letter to STAR. STAR requires that all organizations seeking cooperative programming funds write a detailed letter about the event. All pertinent information about the event should be included. Some examples are the speaker's name and biography, the history of the event, the agency of the performer, other sponsors, the support needed from STAR, and a breakdown of the necessary funding. The proposal letter and the Cooperative Programming Application (obtained outside the STAR office, or downloadable at the bottom of this page) should be addressed to the Attention of the STAR President, and brought to the STAR office (MHC 112-F) BEFORE noon on the Thursday before the week you are planning to attend the STAR board meeting (see below). It also needs to be at least TWO WEEKS prior to the event.
2. Personally request funds at a STAR meeting. STAR also requires all organizations seeking Cooperative Programming funds to send a representative to the STAR board meeting at least two weeks prior to the event. Board meetings are held every Tuesday at noon (contact the STAR President for location). This meeting allows STAR and the organization to clear up any questions or concerns. Following your

presentation, the STAR board will consider your request and the president will notify you with the decision.

3. Meet with STAR President to finalize contract. If STAR agrees to the cooperative programming, it is the responsibility of the organization to contact the STAR president upon receipt of the approval letter/email. The STAR President and the organization representative will meet to finalize the Cooperative Programming contract between STAR and the particular organization. A copy of this contract can be found at the back of the application. The organization will have three days from the date of the approval letter/email to contact STAR and complete the contract. Please note that without this contract all funds offered in the approval letter will be considered null and void.

Fundraising Guidelines

The University of St. Thomas recognizes the need for student organizations to build their organizational funds. All student organizations wishing to do a fundraiser must complete a fundraising report located at www.stthomas.edu/ustclubs/forms page. This sheet must be turned into Campus Life two weeks prior to the event to be reviewed and approved. Space requests for fundraising events will not be approved until the fundraising report is submitted and approved.

The money allocated to student organizations by the Undergraduate Student Government is not to be used as a donation or for any other charitable purpose. That money is granted to the organizations from students' activities fees, and is intended to be used strictly for the purposes set forth in the organizations' budget requests. If funds from USG are used to set up the planning for a fundraising event the funds must be returned to the club account following the fundraiser.

Raffles

Whereas the University of St. Thomas has tax exempt, non-profit status, student organizations are not seen as subsidiaries or subordinates of UST by state law and therefore are not considered to be tax-exempt organizations.

Organizations that are subsidiaries of national organizations (i.e. local chapters for national sororities or fraternities, ODK, etc.) must:

- Obtain a copy of the IRS letter declaring the national organization as a nonprofit organization
- Obtain a copy of the organization's charter recognizing the student group as a subordinate.

If the organization does not fall under a national organization, it must attach a copy of their IRS income tax exemption (501©) letter showing the organization's tax-exempt status.

In order for a student organization to hold a raffle the following conditions must be met:

1. The State of Minnesota and the Internal Revenue Service as a nonprofit organization must recognize the organization.
2. Must complete a State of Minnesota application. A fee may be required depending on the value of the prizes offered.
3. The Executive Director of Campus Life must approve applications prior to submission to the State of Minnesota.
4. The tickets must be two part perforated tickets which include the raffle license number, sequential numbers on both sides of the tickets, the date, time and location of the drawing, the name of the sponsoring organization, the price of the chance, a full and fair description of the prize or prizes awarded, the retail market value of each prize to be awarded and the total number of tickets that may be sold.
5. All student organizations and university departments must apply for a City of St. Paul license to hold a raffle or similar game of chance. The University of St. Thomas, as its own entity, is able to sponsor up to five raffles (each day of any raffle is considered one raffle) using its exempt permit. Individuals or groups that do not follow the proper procedures are subject to monetary fines and other charges issued by the Gambling Control Board as well as by local law enforcement.

The University of St. Thomas does not allow raffles in which alcohol is offered as a prize or if an individual or an outside agency, particularly a liquor establishment, would be a major beneficiary of the raffle.

Games of Skill & Silent Auctions

Unlike raffles, Games of Skill and Silent Auctions are not regulated by the State of Minnesota Gambling Control Board and therefore are more loosely regulated. A "Game of Skill" is defined as any game in which the participant must offer information (i.e. Guessing the number of something, etc), which must be precisely matched in order for the participant to be declared the winner. A "Silent Auction" is one in which items are bid upon by participants for a designated period of time with the largest bid being designated the winner.

Sales and Solicitation on Campus

Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The Office of Campus Life is the university official responsible for granting such permission for university-wide sales and solicitation in both Murray-Herrick Campus Center or in the residence halls.

- A. The Office of Campus Life may grant permission for sales and solicitation to an officially recognized student organization if all of the following conditions are met:
1. An officially recognized student organization in good standing is either selling the item itself or agrees to sponsor the sales or solicitation. Organizations will be limited to no more than three sales per organization per semester, each sale not exceeding five days.
 2. The product is not sold in direct competition with another approved sale or solicitation. The sale of similar but not identical items may be approved.
 3. The product is not sold in direct competition with products sold in the university Bookstore or university Food Service (exceptions may be granted for periodic bake sales, or school spirit items such as hats, mufflers, shirts, etc.).
 4. The sponsoring club or organization is guaranteed at least 15 percent of the gross sales or a flat rate of at least \$50 per day, whichever is higher.
 5. The proceeds from any sale must benefit the entire sponsoring organization and not simply some members who might use the organization as a front to set up such sales. For credit card solicitations, at least one member of the sponsoring organization must be present to staff the table.
 6. T-shirts, posters, etc., which contain design elements must be approved by the Office of Campus Life.
 7. The product for sale or the solicitation is appropriate for a Catholic university.
 8. The written permission form (fundraising report) has been received in the Office of Campus Life at least two weeks in advance of the proposed sale/fundraiser.
- B. In addition, sales and solicitation on campus may be granted if:
1. The sales or solicitation is of direct educational benefit to students or of significant benefit to the University of St. Thomas community.
 2. The sales or solicitation is sponsored by an administrative or academic department of the university.
 3. The sale or solicitation is by an off-campus nonprofit organization such as the Girl Scouts. Such solicitation will be limited to no more than two days per year. Sales will be conducted from assigned tables in Campus Square or the residence halls. Arrangements should be made through the Facilities Coordinator's office, Room 103, Murray-Herrick Campus Center, (651) 962-6670.
 4. The university retains the right to restrict time, place and manner of solicitations in order to protect the educational environment of the institution. The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the Office of Campus Life in Murray-Herrick Campus Center. The university may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.

This policy exists to guarantee that the content or service of a student organization's fundraiser conform to the University of St. Thomas' Code of Student Conduct and avoids demeaning sexual, racial or other discriminatory references, nor promotes the abuse of alcohol. Please refer to the Student Policy Book for more information on the Gambling, Raffles and Games of Chance Policy

http://www.stthomas.edu/policies/student_policy_book/default.asp If a vendor, alumnus or private individual contacts a student organization offering to support an event or the organization; the student organization may accept the contribution with the assistance of the Development Office. Contributors may request a charitable donation receipt through the Development Office.

Publicity Opportunities

Bulletin Today

Bulletin Today is the university's daily electronic newsletter published by University Relations and sent by e-mail to undergraduate and graduate students, staff and faculty. Items for publication may be sent by e-mail to bulletin@stthomas.edu (if you use the Outlook address book, you must choose "Bulletin Today Submit News"), through intercampus mail to Mail #LOR 508, or delivered to Room 506, Loras Hall. Copy deadline is 10 a.m. for articles to appear two workdays later (e.g., if it is received by 10 a.m. Thursday, it will appear in Monday's issue). Items for publication must include contact name, and phone and mail numbers. Articles will be published once. If your article is about an event, it also will appear on the day of the event under "Today's Events" on the bottom of Bulletin Today. Photos of good quality and links to your organization's Web page are welcome. Call (651) 962-6412 with questions.

Types of articles you may want to submit:

- List of your officers
- Invitation to join your organization
- Events that you're planning that are open to all students
- News about completing your service project

Mailbox Distribution Policy

1. Clubs or Organizations wishing to distribute flyers in the student mailboxes must complete a Distribution Form (available at <http://www.stthomas.edu/campuslife/>) and return it to the Office of Campus Life (MHC110). The Office of Campus Life must approve this form.
2. Included with the Distribution Form must be a copy of the flyer to be approved. Flyers must include the club or organization name, contact name and number. Advertisements for alcohol are prohibited. No distribution of solicitation materials for off-campus establishments will be approved. No recruitment postings/announcements for off-campus business will be approved.
3. Students are responsible for making their own copies of their flyers.
4. Students are responsible for bringing copies of their flyers and the signed Distribution Form to the Post Office in Murray Herrick.
5. Students are not allowed to stuff the mailboxes themselves and must allow at least 24 hours for the Post Office staff to stuff the mailboxes.
6. Flyers are not allowed to be put in every box. Groups must decide on who will receive the flyers – up to a total of 3 classes.

Bulletin Board Policies & Procedures

The Office of Campus Life monitors the bulletin boards in Murray-Herrick Center. All other bulletin boards on campus are monitored by various areas and departments. Before posting, check the bulletin board for information on who monitors that space. Posting on doors, windows, or in hallways is prohibited in all buildings.

Murray-Herrick Center Procedures

1. Any materials such as posters and flyers that are to be posted on UST bulletin boards/sandwich boards in Murray-Herrick Center must be approved and stamped by the Office of Campus Life Office in MHC 110. All posters and flyers must have the name of the sponsoring organization and a contact phone number or email address at the bottom of the specific poster/flyer.
2. The Office of Campus Life is responsible for stamping and posting of posters and flyers on the appropriate bulletin boards in the Murray-Herrick Center. The Office of Campus Life is not responsible for approving posters in other UST buildings.
3. The Office of Campus Life will post submitted and approved materials once a day, Monday through Friday. No materials will be posted during the weekend.
4. The Office of Campus Life will be responsible to remove all materials from bulletin boards after the event has occurred or two (2) weeks after the stamped approval.

5. All off-campus housing and roommate related want ads can be posted on line with the Commuter Center at <http://www.stthomas.edu/commutercenter/offcampushousing/default.html>.

Policies

1. The Office of Campus Life will not post any materials on the reserved boards that are marked Campus Ministry, Student Coalition for Social Justice, VIA/VISION, Common Ground, Study Abroad, International Student Services, HANA, Multicultural Student Services, Career Center, or USG. STAR Display Case, Scooters Display Case.
2. The number of posters allowed for submission and posting is as follows:
 - Residence Halls
 - Individuals and organizations requesting to have promotional materials posted in the residence halls must deliver them to the Office of Residence Life located at 106 Koch Commons. All approved postings will be stamped “approved” by the Office of Residence Life. Postings that are not properly submitted will be removed.
 - Residence Life will accept one poster per residence hall, no larger than 11”x 17” which will be posted in a common area in the residence halls on a “Campus Events” bulletin board by residence hall staff.
 - The total number of flyers needed for the residence hall postings is 15. Residence Hall staff will not place items under the doors or hang promotional materials on doorknobs for any campus event or program. Postings and advertising on floors and wings is reserved for specific floor and hall events.
 - Exceptions could be made for certain all campus events sponsored by Campus & Residence Life.
 - Murray Herrick
 - 10 – St Thomas Sponsored Events - Any event taking place on campus that is sponsored by UST; any event sponsored by an on-campus organization, club or department this is held at a site off campus.
 - 4 - Any events or meeting sponsored by St Thomas that takes place at the same time each day or each week throughout the semester
 - 2 – Twin Cities Events - Any ACTC school sponsored event, theater performances, sporting events, meetings (non-UST sponsored)
 - 2- Help Wanted / For Sale
 - For the sake of fairness to all of the university-sponsored programs and for the purpose of neatness, the Office of Campus Life will only post one flyer per bulletin board in the Murray-Herrick Center.
 - Only 8.5”x 14” or smaller posters will be approved
 - Campus Life-approved materials will be allowed to remain up for two (2) weeks or until the event has occurred.
 - The Office of Campus Life will not approve travel and spring break posters for posting unless sponsored by an officially recognized UST club or organization.
 - Alcohol related advertisements or events advertising the sale of alcohol are prohibited from posting in the Murray Herrick Center.
 - No posters or flyers are allowed to be posted on wood, glass surfaces, and painted or wallpapered surfaces in the Murray-Herrick Center. Posters on these surfaces will be removed immediately.

Sidewalk Chalk Policy

1. The Office of Campus Life, MHC 110, must approve all chalking. Chalking permission forms are located in the Office of Campus Life.
2. All chalking must be at least 50 feet away from doorways of all campus buildings.

3. Chalking spots must be limited to 6 places total around campus.

Display Case Policy

1. Reservations and approval for displays in the lower level display cases (across from Scooters) must be done in the Campus Life Office. This case can be reserved for a period of one month. One month per organization.
2. Clubs and organizations that wish to have materials in the Grill display case across from the Dean of Student Life Office must reserve and have approval from the Office of Campus Life. The dimensions of the case is 4' x 6'. The case can be reserved for one week at a time per event or organization.

Atrium Banner Policy

1. All atrium banners must be reserved through the Office of Campus Life.
2. One banner per organization is allowed per week.
3. A banner can be allowed to hang in the atrium for a period of (1) week.
4. Banners cannot exceed the dimensions of 3' x 6' and must be displayed vertically.
5. It is the responsibility of the club or organization to make the banner, display the banner, remove the banner and return all banner materials (poles, banner backing, etc.) back to the Campus Life Office in MHC 110.

Murals

The painting of murals is considered an act of vandalism and is not prohibited. Any destruction or damage to university or personal property will result in disciplinary action and paying the full repair or replacement cost associated with the vandalism.

Box Office Ticket Sales

A club or organization can sell event tickets through the Box Office. The club or organization must provide their own tickets or wristbands to the event, which must be approved by the manager of the Box Office. Complete a ticket agreement form and submit it to the Box Office manager a minimum of 10 business days before your event. This form must be signed by the advisor of the club or organization before turning it in to the Box Office.

If you plan to sell more than 200 tickets to your event, you must arrange a planning meeting with the manager of the Box Office a minimum of 1 month before the date of your scheduled event. This informal meeting is to talk about the logistics of your event, tickets/information forms, sales dates, advertising, etc. Once your event has occurred and all sales are completed the funds collected by the Box Office will be transferred to the designated account.

To buy group tickets at the Box Office (on an Account Charge):

A club/organization can purchase tickets from the Box Office by charging tickets to their account. When you come to the Box Office the staff member will complete a department charge form. You must provide the account number to charge as well as sign for the purchase. The only tickets that can be purchased on an account charge are Movie tickets, International Dinner tickets, Science Museum, and Underwater Adventures admission tickets.

The Box Office wants to make every effort to make your event a success. If you have any questions please contact the Box Office manager, at 651-962-6137.

Event and Dance Policy

All dances must be held on-campus. Exceptions will be considered for formal dinner dances and will be made at the discretion of the Office of Campus Life. The minimum requirements are:

- The hosting club or organization and group advisor are responsible for ensuring all event management policies are followed.
- The Office of Campus Life must approve the space request for the event no later than two weeks prior to the date of the event.
- Dances will end no later than 1:00 a.m.
- Coverage for dances requires sponsoring clubs and organizations to hire one UST Public Safety officer for every 100 guests present. The costs incurred and the arrangements for staffing are the responsibility of the hosting organization.
- Prior to the event, the hosting club or organization must review expectations for the event with members of Public Safety as well as UST faculty/staff hosts.
- The club or organization hosting the dance is responsible for contacting Physical Plant Services prior to the event to arrange for the appropriate setup and take down for the facility. If the facility is not cleaned at the conclusion of the event, the hosting club or organization will be assessed the costs associated with clean up.
- Dances must have University of St. Thomas faculty/ staff hosts at the ratio of one host for every seventy-five guests present for the entirety of the event.
- Ticket sales will not be available at the door and must take place prior to or during the event at the Box Office. The hosting club or organization is responsible for arrange ticket sales through the Box Office no later than two weeks prior to the event.
- Ticket sales for dances are not to exceed the maximum capacity for the facility or the amount agreed upon with Campus Life.
- In the event where the majority of participants are under 21, alcohol should not be served. In the event a Student Organization wishes to serve alcohol at an event, a Request to Serve Alcoholic Beverages form, available from the Facilities and Scheduling Office, must be completed and approved by the Alcohol and Drug Advisory Committee and the Vice President of Student Affairs. In addition a meeting with Public Safety is required. Coverage for events with alcohol requires sponsoring clubs and organizations to hire one UST Public Safety officer for every 100 guests present. The costs incurred are the responsibility of the hosting organization. In addition to the Public Safety support, events where alcohol is served must also have a faculty/staff to student ratio of 1:50 for the entirety of the event.

Indoor Music Performance Policy

- The hosting club or organization and group advisor are responsible for ensuring all event management policies are followed.
- Campus Life must approve the space request for the event no later than two weeks prior to the date of the event.
- All efforts must be made to ensure that concerts do not interfere with regularly scheduled classes occurring in the same building. Concerts held Monday-Thursday in the OEC Auditorium will be approved at the discretion of the Office of Campus Life.
- Coverage for concerts requires sponsoring clubs and organizations to hire one UST Public Safety officer for every 100 guests present. Additional staffing will be determined by UST Public Safety in collaboration with the hosting club/organization advisor and planning members. The costs incurred are the responsibility of the hosting organization.
- The advisor or a paid University representative, in addition to Public Safety officers, must be available on site for the entirety of the concert. This person will ensure performers abide by the requirements as outlined in the UST Performance Contract and Information Sheet. Additional staffing may be required and will be determined in consultation with the Office of Campus Life.
- The club or organization hosting the concert is responsible for contacting Physical Plant Services prior to the event to arrange for the appropriate setup and take down for the facility. If the facility is not cleaned at the conclusion of the event, the hosting club or organization will be assessed the costs associated with clean up.
- Prior to the event, the hosting club or organization must review expectations for the event with members of Public Safety as well as UST faculty/staff hosts.
- Ticket sales will not be available at the door and must take place prior to or during the event at the Box Office. The hosting club or organization is responsible for arrange ticket sales through the Box Office no later than two weeks prior to the event.
- Ticket sales for concerts are not to exceed the maximum capacity for the facility where the event is being held.

Outdoor Event with Amplified Sound Policy

- Student groups and organizations wanting to host an event or musical performance outdoors with amplified sound that complies with the City of St. Paul Legislative Code Chapter 293.02 Noise as a Public Nuisance must complete an on-line Request in Resource 25 and have the event approved with the Office of Campus Life at least two weeks prior to the date of the event.
- These outdoor events will be permitted during the following locations and hours:
 - Convocation Hours on Tuesdays and Thursdays from 11:45 a.m. to 1:15 p.m.
 - Upper Quad
 - Lower Quad
 - Fridays from 3:00 p.m. to 6:00 p.m.
 - Upper Quad
 - Saturdays from 10:00 a.m. to 3:00 p.m.
 - Upper Quad
 - Lower Quad
- The amplified sound at these events should not disrupt conversational speech occurring fifty feet away from its source. Groups hosting performances with amplified sound exceeding these levels will be advised to reduce

their sound levels immediately. Failure to do so will result in the immediate cancellation of the event and the loss of this privilege for the future.

- Once the event is approved, the contact person of the requested event will be expected to follow up with Facilities Scheduling to secure those offices/services relevant to the execution of the requested event.
- The club or organization hosting the event is responsible for arranging for the appropriate setup and take down. If the event area is not cleaned at the conclusion of the event, the hosting club or organization will be assessed the costs associated with clean up.
- All speakers, performers and entertainers sponsored at the University of St. Thomas must comply with all guidelines and regulations as included in the Undergraduate Student Policy Book. These policies can be obtained by clicking on Policies and Guidelines in the menu bar. Additionally, all speakers, performers and entertainers must complete and sign the Performance Contract and Information Sheet.
- All amplified sound outdoor events with an expected attendance of over 100 people requires sponsoring clubs and organizations to meet with UST Public Safety. Outdoor concerts require that sponsoring clubs hire one UST Public Safety officer for every 100 guests present. Any additional staffing for outdoor events will be determined by UST Public Safety in collaboration with the hosting club/organization advisor and planning committee.

Outdoor Music Performances that Exceed the Amplified Sound Limit

- As the official student programming board of the university, STAR is permitted to hold one outdoor musical performance during both fall and spring semester that exceeds the amplified sound limits of this policy.
- STAR, in consultation with the UST Neighborhood Liaison, will propose the date, location and content of the musical performance. This proposal will be approved at the discretion of the Office of Campus Life.
- The City of St. Paul Legislative Code on Noise Regulations will be followed and STAR will be responsible for applying for the necessary variance with the City of St. Paul as well as complying with all its conditions. In doing so, STAR will send or distribute a minimum of one hundred fifty (150) notices to property owners as it determines will be most affected by the noise source.
- The performance, inclusive of all acts, will be no longer than two hours. Performances will be held on either Friday or Saturday beginning no earlier than 5:00 p.m. and will conclude no later than 9:00 p.m. Sound checks will be held one hour prior to the performance.
- Generally, all performances will be held on Foley Plaza.
- Coverage for outdoor musical performances requires hiring one UST Public Safety officer for every 100 guests present. Additional staffing will be determined by Campus Life in collaboration with UST Public Safety. The costs incurred and the arrangements for staffing are the responsibility of STAR .
- Outdoor musical performances must have University of St. Thomas faculty/staff hosts at the ratio of one host for every one hundred guests present for the entirety of the event. The arrangements for staffing are the responsibility of STAR.
- Prior to the musical performance, STAR must review expectations for the event with members of Public Safety as well as UST faculty/staff hosts.
- All speakers, performers and entertainers sponsored at the University of St. Thomas must comply with all guidelines and regulations as included in the Undergraduate Student Policy Book. These Policies can be obtained by clicking on Policies and Guidelines in the menu bar. Additionally, all speakers, performers and entertainers must complete and sign the Performance Contract and Information Sheet.
- This Outdoor Music Performance Policy may be reviewed on a biennial basis by the Executive Director of Campus and Residence Life, the Director of Campus Life , the presidents of STAR and USG, and

their advisors as well as the UST Neighborhood Liaison. Office of Campus Life Protocol for Stopping a Performance

- The lead Campus Life professional staff member at the performance will make the determination as to whether or not the content of a performance conflicts with the expectations as outlined in the performance contract.
- If the content of a performance conflicts with the expectations as outlined in the performance contract, the lead professional Campus Life staff member will signal the performer that the performance will be stopped. This will be a signal agreed upon by the performer(s), Campus Life staff member and the lead Public Safety officer prior to the beginning of the performance.
- The lead Campus Life staff member will go to the sound booth to cut the electricity to the microphone. The lead Public Safety officer will radio for assistance for crowd control.
- The lead Public Safety officer will go to the stage to escort the performer(s) off the stage and to their vehicles. If additional transportation is needed, a taxi can be ordered through Public Safety. The lead Public Safety officer or their designee will remain with the performer(s) until they are able to escort them off campus.
- A STAR representative along with a Campus Life representative will go onto stage to read the following script for canceling a performance (Following personal introductions) On behalf of the Office of Campus Life and STAR, we want to apologize for the inappropriateness of what you have just experienced. We take our responsibility seriously and work to provide quality acts and performers at the University of St. Thomas. Because this act is not consistent with the mission of our institution, we have made the choice to cancel the remainder of the performance. We apologize for this inconvenience and look forward to seeing you at future events. Thank you for your understanding and goodnight.

Student Club/Organization Travel and Transportation Policy

All student clubs must register their off campus activities and overnight trips to be sponsored by the club with the Office of Campus Life. It is absolutely prohibited for a student club to sponsor an overnight trip or activity without registering through the completion of the necessary forms from the Office of Campus Life. All forms for travel are located on the Campus Life club website www.stthomas.edu/ustclubs/forms.

The University of St. Thomas recognizes and values the role of non-university and university volunteers who may work with student clubs and organizations. In accordance with our University policies, all volunteers who travel with a student club or organization as part of the St. Thomas delegation must successfully complete a background check with the University before traveling with the students on a club or organization sponsored trip. Volunteers who are current University of St. Thomas employees, including advisors, are not required to undergo a background check.

- A. When traveling to and from all competitions, practices, and events, student club and organization members personally assume all risks associated with this travel. The University is not liable for any personal injuries resulting from club and organization travel. University approval of a club sponsored trip or activity does not mean the University is liable in any way for personal injury or property damage that occurs during the trip or activity. The University is also not liable for damage to vehicles used for club or organization travel, including personal vehicles, rented vans and busses. Students should check their own personal auto or other insurance to ascertain if there is coverage.
- B. It is strongly recommended that student groups utilize busses with professional drivers over the use of personal vehicles with multiple student drivers.
- C. Any vehicle that is rented by the University of St. Thomas shall only transport members of the St. Thomas student group delegation. (The University is unable to transport any non-UST students or unaffiliated members).
- D. The use of fifteen-passenger vans is not permitted for student club and organization travel due to the size and dimensions of the vehicle.
- E. The University of St. Thomas Code of Conduct and/or Student Organization Conduct Violation Process applies to student activities off campus. Students involved in conduct violations while participating in UST student sponsored club/organization activities may be subject to disciplinary procedures as outlined in the Student Handbook.
- F. The following requirements also pertain to all University of St. Thomas student clubs/organizations that would like to sponsor overnight trips or activities.
 - 1. The student club/organization must register the overnight travel and /or activity no less than two weeks before the scheduled trip. The Trip Itinerary Form should be used for this registration.
 - 2. Advertisement or other arrangements of any trip sponsored by a student club/organization may not occur until the trip registration has been confirmed with Campus Life. This includes all travel plans and reservations as well as recruitment of members to participate on the trip.
 - 3. The student club/organization must complete and submit a Trip Roster and Itinerary Form to Campus Life that lists all attendees.
 - 4. The student club/organization must provide Campus Life with a signed Liability Release for every student attendee no later than two weeks before the scheduled trip.
 - 5. Clubs/organizations that participate in overnight trips without submitting the appropriate paperwork to Campus Life prior to their trip may be subject to violations of the Student Organization Conduct Violation Process.

Questions regarding club and organizational travel should be directed to the Office of Campus Life.

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

I, _____ (name) _____, (“Participant”), of _____ (full address) _____, desire to participate in a certain activity (“Activity”) sponsored by the _____ (Club/Team/Organization), namely: _____ (Name of Activity).

I understand that the University of St. Thomas (“University”) is not responsible for the planning, organization, transportation or any other aspect of the Activity. I further understand that the University makes no representation whatsoever regarding the safety of the Activity, transportation to and from the Activity and the location of the Activity.

1. I recognize that there are risks and hazards directly or inherently involved, making this a dangerous activity that may result in bodily injury, up to and including death. With full knowledge of the facts and circumstances surrounding this Activity, I voluntarily undertake this Activity and assume all responsibility and risk from my participation in this Activity, including, all risk of bodily injury, up to and including death, property damage, injury to others, and other hazards to me.

2. I assure the University and its _____ (Club/Team/Organization) that there are no health related reasons or problems which preclude or restrict my participation in this Activity. I further assure the University and its _____ (Club/Team/Organization) that I have adequate health insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in this Activity.

3. I (and my parent or guardian, if any), on behalf of myself, my personal representatives and my heirs, hereby release, waive, discharge, hold harmless, defend and indemnify, and promise not to sue the University, its trustees, officers, employees, students, agents, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used to conduct the Activity (“Releasees”), with respect to any and all harm, injury, disability, death, loss or damage to person or property, whether arising from the negligence or carelessness of the Releasees, or otherwise, to the fullest extent permitted by law arising out of my participation in the Activity.

4. The laws of the State of Minnesota shall govern the validity, construction and enforceability of this Agreement, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be in the courts of the State of Minnesota.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

(SIGNATURE OF PARTICIPANT)
Age: _____
Date Signed: _____

PARENT/GUARDIAN OF PARTICIPANTS OF MINORITY AGE (under age 18)

I, the undersigned, do hereby certify that I am the Parent or Guardian of the above-named Participant. As Parent/Guardian with legal responsibility for this Participant, I do consent and agree to his/her release as provided above of all the Releasees and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child’s involvement or participation in the Activity as provided above, even if arising from the negligence of the Releasees, to the fullest extent permitted by law.

(SIGNATURE OF PARENT/GUARDIAN)
Emergency Telephone Numbers: _____

Date Signed: _____

Other Relevant Policies

Political Activity Policy

Policy Statement

The University of St. Thomas is a 501©(3) charitable organization and will not participate or intervene in political campaign activities in support of, or in opposition to, any candidate for public office. Under IRS rules and regulations, the university is prohibited from the following activities:

- Endorsing candidates
- Making campaign contributions
- Engaging in fundraising
- Statements of position (verbal or written) made on behalf of the university in favor of or in opposition to any candidate for public office
- Making partisan comments in official university publications or at official functions
- Becoming involved in any other activities that might be beneficial or detrimental to any candidate, including activities that encourage individuals to vote for or against a candidate based on nonpartisan criteria
- Host a debate or forum showing preference for or against a certain candidate

Overview

Section 501©(3) contains an absolute prohibition on participation or intervention in political campaign activities in support for, or in opposition to, candidates. The IRS will once again be focusing on this in 2008 since it is a major election year. Organizations that violate this ban are subject to revocation of their tax exemption. They also risk the imposition of excise tax penalties on the organization itself as well as on organization managers who approve the making of expenditures for impermissible political purposes.

Definition of terms

A “candidate for public office” is an individual who offers himself as a contestant for an elective public office, whether such office is national, State or local. Section 501©(3) defines participation in a political campaign as including the publishing or distribution of statements. IRS regulations further provide that publication or distribution of written or printed statements or the making of oral statements on behalf of or in opposition to a candidate constitute intervention in a political campaign. Absolutely no payments may be made to support candidates and political campaigns.

Permissible Political Activities

Some activities that are political in nature are permissible under Section 501©(3) as “educational” activities. The regulations provide that in order to be considered “educational”, activities must present a “sufficiently full and fair exposition of the pertinent facts.” The presentation of information must not be biased and must “permit an individual or the public to form an independent opinion or conclusion.”

A. Candidate Debates and Forums

The university may provide forums for candidate debates without those activities constituting impermissible political activities. In general, the university must ensure a fair and neutral forum and provide equal time to all qualified candidates. The following factors should be followed to ensure that a debate is a permissible political activity:

1. The debate should include all legally qualified candidates for the contested office.

2. The debate topics should cover a broad range of issues, including those issues of importance to the university.
3. The questions presented to the candidates should be composed by an independent, non-partisan group. Such a group could include members of the university, the media, and community leaders.
4. A moderator should be selected by the university and his or her role should be limited to ensuring that the debate ground rules are followed. The moderator should refrain from commenting on the candidates' statements in a way that demonstrates approval or disapproval of their ideas.
5. The debate should begin and end with a clear statement to the effect that the views presented are those of the candidates and not of the university.

B. Student Newspaper Endorsements

Student newspapers may publish editorials that oppose or endorse specific legislation and/or candidates for political office without endangering a university's tax exemption. The newspaper must state clearly that the views reflected are those of the student editors and not of the university. For the content to be permissible, neither the university's administration nor faculty may exercise any control over the newspaper's editorial content.

Other potential trouble spots with student newspapers may include endorsements of certain candidates or the use of political cartoons to communicate a message. The university may minimize the risk of tax controversy with respect to political statements in student newspapers by ensuring that all content and editorial decisions remain in the hands of the students and by printing a statement to that effect in every issue of the newspaper.

C. Advertising

Campus radio stations and newspapers may accept paid political advertising by candidates as long as several guidelines are followed. The acceptance of the advertising must be made on the same basis as other non-political advertising and the advertisements should be preceded by a statement that they are paid advertising and not reflective of the university's views. Ads should be solicited in a fair manner according to established guidelines, and equal time should be given to all candidates who wish to use the broadcast medium for paid political advertising.

D. Use of Institutional Facilities

The university is often viewed as a quasi-public forum, and candidates for public office may be invited to, or may seek permission to visit, the campus to make public appearances in connection with their campaigns. If a candidate uses a campus visit as an occasion to make a campaign speech, the university should make it clear that the institution does not support or oppose the candidate in all promotional materials related to the event, and state this disclaimer again when introducing the candidate at a public forum. The university should also ensure that there is absolutely no political fundraising at the event.

If a candidate is invited to speak at a university event in his or her capacity as a political candidate, all candidates must be provided an equal opportunity to participate. The university may not indicate any support for or opposition to any of the candidates. No political fundraising should occur. In determining whether candidates are given an equal opportunity to participate, the nature of the event to which each candidate is invited will be considered, in addition to the manner of presentation. For example, if the university invites one candidate to speak at its well attended annual event, but invites the opposing candidate to speak at a sparsely attended meeting, the university will likely have violated the political campaign prohibition.

Persons who are candidates for public office may also be invited to speak at campus in their individual capacities. For example, an incumbent state governor running for re-election, who is also an alumna of

the university, may be invited to speak in her capacity as an alumna without the activity constituting an impermissible political activity. During the speech, no reference should be made to the governor's status as a candidate for public office nor should any campaign activity occur in concurrence with the speech. Any promotional material related to the speech should make clear that the governor is appearing in her capacity as an alumna, without any mention of her candidacy for re-election.

The university may make its facilities available to individuals or groups who wish to use them to conduct political campaign activities. The university should ensure that all facilities are made available to political groups on the same basis as to other non-political groups or individuals. If rents and fees are normally charged, they should also be charged to the political group or candidate. No preferential treatment should be given. The university should neither promote nor endorse any political event held by an outside organization on its campus. The university should also require the candidate or organization holding the event to read a statement at the start of the event that the use of the university's facilities in no way constitutes an endorsement by the institution of the candidate or the organization. The university should also make sure that the facilities are equally available to all candidates and political parties. (See section below on Guidelines for Candidates Appearing on Campus for more information.)

E. Voter Registration on Campus

The university may wish to provide a forum for on-campus voter registration, either under its own auspices or under the sponsorship of other organizations. Allowing or conducting voter registration on campus does not constitute impermissible political campaign activities so long as the drive is conducted in a non-partisan and fair manner. The Federal Election Commission has provided guidance on how to conduct a nonpartisan voter registration campaign. Its regulations require that either all candidates or no candidates be named, that all or no party affiliations be given, and all persons interested in registering be permitted to do so regardless of their party preference.

Universities should not give preferential treatment to particular groups seeking to conduct voter registration drives on campus.

F. Other Voter Education

Organizations on the university campus may wish to engage in other forms of voter education, such as the dissemination of voter guides and incumbent voting records. Both voter guides and voting records may be permissible forms of political activity if certain guidelines are followed. In general, voting records and responses to candidate questionnaires may be distributed if done so without editorial comment and if they cover a broad range of issues. However, formats that "evidence a bias" toward a certain candidate or that cover only a narrow range of issues may constitute impermissible voter education activities.

G. Course Credit for Participation in Political Campaigns

The university may wish to offer course credit to students who participate in political campaigns, either as interns or as part of an approved curriculum in a class. Such participation by students is permissible if the university offering the credit retains no control over the students' selection of a campaign in which to participate. In addition, the course offering credit for campaign participation should be an elective and not a mandatory part of the curriculum. Finally, the course curriculum should delineate how participation in the campaign relates to the educational goals of that particular course or department curriculum.

H. Issue Advocacy vs. Political Campaign Intervention

The university may take positions on public policy issues. However, it must avoid any issue advocacy that functions as political campaign intervention. Even if a statement does not expressly tell an audience to vote for or against a specific candidate, if the university delivers a message favoring or opposing a candidate, it is at risk of violating the political campaign intervention prohibition. A political statement can identify a candidate not only by stating the candidate's name but also by other means such as

showing a picture of the candidate, referring to political party affiliations, or other distinctive features of a candidate's platform or biography.

I. Web Sites

The university may not utilize its web site as a form of communicating favoritism or opposition towards a candidate for public office. The same rules apply as to printed materials, oral statements, or broadcasts. In addition, the university web site should not contain links to other web sites that promote or oppose candidates.

J. Political Signs

The university generally allows political signs in personal offices and residence hall rooms as long as they are in good taste and are not offensive. Signs may not be placed in common areas, on the outside of buildings, including facing out from office or classroom windows, or on the grounds. This is to avoid any suggestions that the university is endorsing a candidate. Individuals who rent housing from St. Thomas on Summit and Grand avenues may place signs on their lawns. But signs should not be affixed to multi-unit apartment buildings such as the student residences at 2171 and 2175 Grand, or placed on the lawns of such addresses.

Attribution of Individual Activities to Section 501©(3) Organizations

A source of concern for universities is how to ensure that the participation by a member of the institutional community – a faculty member, a student organization, or a senior university official – is not attributed to the institution itself.

University employees cannot make partisan comments in official organization publications or at official functions of the organization. Employees may serve as advisors to candidates, and may even run for office themselves. Where such participation is undertaken solely in an individual capacity, without making any use of the resources of the institution, the activity should not be attributed to the institution for purposes of the prohibition on political campaign participation.

There are some guidelines for members of the university to follow if they are involved in political activities in an individual capacity.

1. Employees are reminded of the prohibition against providing any direct or indirect support to a candidate. Thus:
 - a. Employees who desire to participate in campaign activities during normal working hours must take vacation time or leave without pay to do so. Employees are prohibited from speaking or acting in the name of the university. If the university is identified, it must be communicated that the opinions that are expressed are not the opinions of the university.
 - b. Employees cannot use the organization's letterhead in connection with campaign activities. Employees should not use the organization's support services or supplies (administrative, duplicating, messenger, etc.) in connection with campaign activities.
2. Any employee who participates in a political campaign must notify the campaign in writing (with a copy to the university) that such participation is in his or her individual capacity. The university should retain its copy of the letter in its files. The employee should seek, to the extent possible, to minimize any references to his or her position with the university by the campaign.
3. Employees may not make partisan comments in official organization publications or at official functions of the organization.
4. Recognized student clubs or organizations that hold or sponsor a political activity or event on campus will be held responsible for all aspects of the event and must follow university policies and student group sponsor/event processes, including using the university space reservation system (Resource 25) to obtain space and approval for the event, attendance at the event and appropriate marketing.

Guidelines for Candidate Appearances on Campuses

Candidates running for public office may want to make appearances on St. Thomas campuses.

In St. Paul, it is likely the candidates will want to walk around the quadrangle, walk through Murray-Herrick Campus Center and visit the residence halls. The following guidelines should be shared with candidates and their campaigns as they contact us:

1. Candidates who want to visit campus must call the Dean of Students Office (651-962-6050) 24 hours before arrival and make arrangements for a visit. (For candidates who wish to visit the residence halls, see the final point below.)
2. The Dean of Students Office will notify Campus Life (ext. 2-6130), the Undergraduate Student Government (ext. 2-6144), the Public Safety Office (ext. 2-5100) and the News Service (ext. 2- 6404) in University Relations.
3. The News Service will publish a short notice in Bulletin Today about candidate appearances.
4. The Dean of Students Office will post a flyer on a designated bulletin board in Murray-Herrick saying when a candidate will arrive and that he or she will be allowed to walk through the building and elsewhere on campus to meet students and drop off literature.
5. Candidates will be allowed to distribute campaign literature and to roam through Murray-Herrick and the lower quadrangle to meet students, faculty and staff. Candidates are discouraged from going into academic buildings, the libraries or computer laboratories.
6. Campus Square in the lower level of Murray-Herrick will be the designated location if a candidate wants to sit at a table and greet people. Arrangements must be made through Facilities Scheduling
7. The best hours to meet students are 9 a.m.-3 p.m. weekdays.
8. Candidates may be present during events such as football games (O'Shaughnessy Stadium) and soccer games (South Field). Candidates may hand out literature outside the entrance to the stadium and on the campus drive near the soccer field, but booths or tables will not be set up for the candidates at these locations.
9. The designated location to meet residence hall students is the lobby of Koch Commons. Contact the Residence Life Office 24 hours in advance to secure a table in the lobby. Candidates must contact Residence Life (2-6470) one week prior to their requested visit date in order to walk the hallways of the residence halls. With a prior appointment, reasonable hours for candidates' visits in the residence halls are Monday through Friday from 10 AM – 3 PM.

In Minneapolis, candidates and their campaigns should call Minneapolis Campus Services, 651-962-4007, for assistance.

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Event Planning

Dean of Student Life

The following policies can be found on the Dean of Student Life website at:

http://www.stthomas.edu/policies/student_policy_book/policies_guidelines/Policies_guidelines.asp

- ACTC Conduct Statement
- Alcohol Policy
- Bulletin Boards
- Display Case Policy
- Gambling, Raffles, and Games of Chance
- Policy on Greek Housing
- Policy on Hazing
- Responsibility for Personal Safety
- Speakers Policy
- Statement on Offensive Behavior
- Statement Regarding the Addressing of Controversial Issues
- Telecommunications Policy

Controller's Office

The following polices can be found on the Controller's Office website at:

<http://www.stthomas.edu/controllersoffice/Political%20Activities.htm>

- Political Activities Policy
- Political Candidate Guidelines

CLUB SPORTS APPENDIX

Appendix A – Club Sports Program

Club Sports Overview

The Office of Campus Life in the Division of Student Affairs governs a Club Sport Program at the University of St. Thomas. The Assistant Director for Campus Life oversees all Club Sports.

- All UST students must have health insurance. Any student who does not have health insurance is unable to participate.

Associate Director for Campus Life

The Associate Director for Campus Life reviews all applications for registration as a Club Sport and grants acceptance or rejection. It also reviews all budget requests and allocates appropriate funding to each Club Sport. In addition, Associate Director works with each individual Club Sport to ensure compliance with the policies and procedures and to be available for consultation from a Club's administration.

The Associate Director of Campus Life has the authority to:

- Request a financial report from the Club Sport at any time
- Deny an application due to a Club's inability to meet the requirements of registration or due to the sport being of high risk to injury.
- Terminate Club Sport status due to the violating of policy.

Purpose of Club Sports

A club sport is a group of St. Thomas students voluntarily organized for the purpose of furthering their common interest in an activity through participation and competition. Club sports are strictly voluntary.

Club sports are designed to serve individuals interested in different sports and recreational activities not offered on the varsity level at the university. These interests are competitive, in nature, as clubs must compete against a club sports team, varsity team, tournament team or recreational team that does not represent St. Thomas. A schedule with a minimum of two competitions is required for Club Sport registration. Involvement in Club Sports is meant to be a learning experience for the members as are varsity and intramural sports and all other co-curricular activities. Club Sports should allow students the opportunity for involvement in skill development, public relations, fundraising, budgeting, administration, scheduling and team work. The Office of Campus Life provides professional guidance, facility support, and administrative framework and will assist financially those clubs officially recognized as a Club Sport. However, it is the intention of Campus Life that each Club Sport is student governed and operates as independently as possible.

Club Sport Registration

The process for Club Sport Registration for First-Year Student Clubs:

- First-Year student clubs cannot be recognized as a Club Sport. However, it is important to understand Club Sport Status when writing your constitution and registering
- Complete the New Student Club / Organization Recognition Process, available online (be sure to read the Club Sports Appendix).
- In spring of the current academic year, the Club Sports Advisory Board will contact you regarding the completion of a Club Sports Registration Application and Budget Request Form for the following academic year. Please fill out these forms and wait for further notification.

The Process for Club Sport Registration and Funding for Non First-Year Student Clubs:

- Complete the Registration Process for Student Clubs, available online. A Club Sport must register with Campus Life every academic year like all other student clubs. A Club Sport is a Student Club first and a sport second
- In addition, fill out the Club Sport Application and Budget Request Forms.
- Provide the Club Sports Advisory Board with a complete roster of participants including social security numbers and proof of insurance for each member.

*Recognized Club Sports are eligible for funding from the Office of Campus Life and must meet the requirements of a Club Sport. A Club Sport cannot apply for funding from USG after its first year of operation. If a recognized Club Sport does apply for and receive funding from the USG its status as a Club Sport will be terminated for that academic year.

Student Eligibility and Membership

Membership in any club sport must be open to all full-time undergraduate University of St. Thomas students, without regard to race, religion, natural origin, or gender. Club Sport Teams can hold tryouts, however, and the Coach determines the make up of the final roster. Only currently enrolled full-time undergraduate St. Thomas students will be permitted to participate. ACTC or students from other colleges are not eligible for participation on a St. Thomas Club Sports team.

The conduct of any student representing St. Thomas as a member of a Club Sports team is expected to reflect favorably on the University. Should individuals or groups discredit the University, they will be subject to dismissal from the Club and measures may be taken against the Club.

To be considered as a member of a Club Sports team, the following conditions must be met:

- The student must be a full-time undergraduate student at the University of St. Thomas
- A complete membership roster must be submitted to the Assistant Director for Campus Life or online through Student Club Management @ <http://insideust.stthomas.edu/clubs/manager/> before practice or competition may commence in an academic year. Additions to the original roster must be updated online before they may participate in practice or competition. A club will be considered inactive if the membership list is not completed or the list is not current.
- All participants in UST clubs, organizations, and club sports must have health insurance. Any student who does not have health insurance is unable to participate.

Club Sport Administration

A Club Sport must have the following organizational structure in order to be recognized as a Club Sport:

- A Coach under contract with Campus Life that is not an undergraduate student at St. Thomas or any other collegiate institution. The Coach is responsible for managing the roster, insuring proof of insurance from each student, conducting practices and must be present at all competitions.
- A Faculty or Staff Advisor from St. Thomas. The advisor oversees the club and ensures that the coach and club officers are adhering to the policies and procedures of the university and are representing the university in a respectful and prideful manner.
- A Student Club President who functions as the contact person for the Club when receiving information from Campus Life, or the Undergraduate Student Government. The President, along with the coach, is responsible for providing an updated roster, adherence to the policies governing club sports and the university, and managing the budget.
- A Student Vice-President that is the alternate contact to the president. Duties are determined within the Club administration.
- A Student Treasurer that is responsible for submitting and managing the budget to the Assistant Director of Campus Life and approving all expenditures.
- A Student Secretary for documenting all meetings, conducting advertising, and updating the web page.

Responsibilities of Club Sports Teams

A club must prove to the Board that it is not a high-risk activity. A high-risk activity is defined as any activity in which there is a dangerous factor that could lead to injury or possible loss of life. High-risk activities will not be approved as club sports. The university's insurance provider will be consulted in determining the risk factor of an activity.

Club sport members will observe the personal conduct normally expected of all university students in all on-campus and off-campus activities. Clubs will observe all university policies, rules, or regulations, written or

otherwise, concerning the use of facilities and observe the Student Conduct code outlined in the Student Handbook. The Dean of Students will review violations of the Student Conduct code. Clubs will use university facilities in a manner that is in the best interest of the university.

The club will coordinate all facilities needs with the Athletic Facilities Coordinator to avoid any conflicts for all parties concerned. Club Sports may not be a team in itself, but only a sponsored team. Hence, a club sport team may only use the

University's name when stated in the following manner: _____ Club Team of the University of St, Thomas.

The club must hold at least one business meeting each month during the academic year (September -May). Minutes of such meetings must be recorded as a permanent club record and presented as documentation in the year-end review and subsequent year's application. These meetings must be announced to and open to the general membership.

Funding for Club Sports

Funding for club sports comes from two sources:

- University operating funds (Office of Campus Life)
- Club generated funds (club dues, fund raising, etc.)

Estimated yearly budgets must be presented as part of the yearly application. Priority of funding will be given to current clubs. First-Year Club Sports will not be eligible for funding from the Office of Campus Life.

Funding will be approved for the following priorities:

- Coaches salaries
- Official and competition fees
- Meals, travel expenses and storage of equipment

Facilities Usage

Athletic facilities will be requested and coordinated with the Athletics Facilities Coordinator. Priority of facilities will be given to varsity sports, PE classes and intramural sports. Any maintenance or damage reports must be reported to the Athletics Facilities Coordinator. Facilities can only be used during scheduled facility hours of operation. Club Sports are meant to be seasonal sports and should only request facility space when in season. If a club is not using facilities as assigned, the Assistant Director for Campus Life will be notified. Facilities usage may be withheld when improper usage is reported or a Club Sport Team fails to adhere to policies and procedures.

Student Club/Organization Travel and Transportation Policy

All student clubs must obtain approval from the Office of Campus Life for off campus activities and overnight trips to be sponsored by the club. It is absolutely prohibited for a student club to sponsor an overnight trip or activity without obtaining advance approval from the Office of Campus Life. All forms for travel are located on the Campus Life club website www.stthomas.edu/ustclubs/forms

The University of St. Thomas recognizes and values the role of non-university and university volunteers who may work with student clubs and organizations. In accordance with our University policies, all volunteers who travel with a student club or organization must successfully complete a background check with the University before traveling with the students on a club or organization sponsored trip. Volunteers who are current University of St. Thomas employees, including advisors, are not required to undergo a background check.

- A. When traveling to and from all competitions, practices, and events, student club and organization members personally assume all risks associated with this travel. The University is not liable for any personal injuries resulting from club and organization travel. University approval of a club sponsored trip or activity does not mean the University is liable in any way for personal injury or property damage

that occurs during the trip or activity. The University is also not liable for damage to vehicles used for club or organization travel, including personal vehicles, rented vans and busses. Students should check their own personal auto or other insurance to ascertain if there is coverage.

- B. The use of fifteen-passenger vans is not permitted for student club and organization travel due to the size and dimensions of the vehicle.
- C. The University of St. Thomas Code of Conduct and/or Student Organization Conduct Violation Process applies to student activities off campus. Students involved in conduct violations while participating in UST student sponsored club/organization activities may be subject to disciplinary procedures as outlined in the Student Handbook.
- D. The following requirements also pertain to all University of St. Thomas student clubs/organizations that would like to sponsor overnight trips or activities.
 - 1. The student club/organization must obtain written approval for the overnight travel and /or activity no less than two weeks before the scheduled trip. The Trip Itinerary Form should be used to request such approval.
 - 2. The student club/organization must complete and submit a Trip Roster and Itinerary Form to Campus Life that lists all attendees.
 - 3. The student club/organization must provide Campus Life with a signed Liability Release for every student attendee no later than two weeks before the scheduled trip.
 - 4. Clubs/organizations that participate in overnight trips without submitting the appropriate paperwork to Campus Life prior to their trip may be subject to violations of the Student Organization Conduct Violation Process.

Questions regarding club and organizational travel should be directed to the Office of Campus Life.