

University of St. Thomas

UNDERGRADUATE CLUB AND ORGANIZATION HANDBOOK



A guide to the policies, procedures, and rules at the University of St. Thomas.
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The Department of Campus Life (ASC 325)
University of St. Thomas
2115 Summit Avenue, St. Paul, MN 55105-1096
Phone: (651) 962-6130 Fax: (651) 962-6152

Comments or questions can be directed to ustclubs@stthomas.edu

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INTRODUCTION

Clubs and organizations are an integral part of student life 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, they play an important role in helping build peer relationships and strengthen their connection to the greater community here at St. Thomas.

Mission, Conviction, & Vision

Founded in 1885, the University of St. Thomas is a private, Catholic, liberal arts university based in the Twin Cities of St. Paul and Minneapolis, Minnesota. St. Thomas is one of the largest and oldest Catholic colleges or universities in the United States and is the largest private college or university in Minnesota. The university offers bachelor's degrees in more than 90 major and 60 minor fields of study and more than 60 graduate degree programs in seven academic divisions. Its graduate programs lead to master's, education specialist, juris doctorate and doctoral degrees.

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)

GOVERNING BODIES OF CLUBS AND ORGANIZATIONS

Campus Life

The Department of Campus Life and the Undergraduate Student Government (USG) work cooperatively to provide resources, guidance and support for student organizations recognized by the University of St. Thomas. Here are ways to contact Campus Life Staff:

Location: Anderson Student Center (ASC), Room 325
Email: campuslife@stthomas.edu or ustclubs@stthomas.edu
Phone: (651) 962-6130
Fax: (651) 962-6152

Undergraduate Student Government (USG)

The Undergraduate Student Government (USG) is the student governing body of the university. Made up of 40 representatives, the USG acts as the voice of the student body. USG members work with faculty, staff, administration and other students to promote positive change and foster St. Thomas tradition in an effort to provide students with an exceptional college experience. USG outlines its relationship to student clubs and organizations in the [USG Constitution](#) (see Article IX: Undergraduate Student Government to St. Thomas Student Club and Organizations):

Intent of USG

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

Student Organizations Committee (SOC)

- B. The Student Organization Committee (SOC) is comprised of the Vice President of Student Engagement, the Policy Class Senators, the Vice President of Financial Affairs, and two at-large club members recruited at the beginning of each semester.
1. The SOC is chaired by the Vice President of Student Engagement.
 2. The SOC is responsible for providing a student with a voice on recommendations made to Campus Life regarding club decisions.

3. The SOC works with the Department of Campus Life to review potential new clubs. After initial vetting by the Assistant Director of Campus Life, new clubs will present to the SOC to determine if they can proceed to the full USG for final review and recommendation for approval.

Definition of Student Organization

In order to be an Undergraduate Student Government recognized organization, you must have:

1. At least ten University of St. Thomas students. Organization membership is open to Associated Colleges of the Twin Cities (ACTC) schools, but an organization may not be comprised of more than 25% of ACTC students.
2. A stated purpose and constitution.
3. Comply with University policies and procedures as well as the procedures set forth in this document.
4. A full-time faculty, staff or administration advisor.
5. In order for an organization to be recognized by the Undergraduate Student Government, they must first be recognized by the Department of Campus Life.

Student Life Committee (SLC)

The Student Life Committee (SLC), 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:
 - By formulating modifications in the Statement of Student Rights and Responsibilities and recommending them for approval by the student, faculty, and administrative bodies. Proposals for such modifications may also be initiated by the appropriate student, faculty, and administrative bodies. Proposals in this category 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 conclusion.
 - In the area of student life, by recommending rules and policies on student conduct, athletics, and on- and off-campus functions sponsored by a university organization. Proposals in this category go into effect upon approval by the dean of students.
 - By recommending and promoting programs it considers helpful in enhancing student life and contributing to an improved spirit of understanding and cooperation among members of the university community. Proposals in this category go into effect upon approval by the dean of students.
 - By discussing matters involving on- or off-campus residency and making recommendations to the appropriate authority
 - The committee will not make rules pertaining to student residencies.

- 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 University Student Government (USG), 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 USG. The fifth member shall be the president of 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.

Statement on Student Organizations

Adopted by the Student Life Committee and taken from the Undergraduate Student Policy Book:

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 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.

STARTING A NEW CLUB

New Club Recognition Process

The University of St. Thomas reserves the right to recognize groups interested in starting a formal club or organization. The Department 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 the Undergraduate Student Government Constitution and bylaws. **The University of St. Thomas does not recognize newly formed social Greek organizations.** Students interested in forming a new club must complete the following steps:

1. Meet with Campus Life Assistant Director for Clubs and Organizations.
2. 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 St. Thomas. If the mission or purpose is similar to an existing club or University sponsored organization, the club will not be considered for recognition. **The University of St. Thomas does not recognize newly formed social Greek organizations.**
3. Submit a [New Club Registration](#) on Tommie Link.
4. Secure a minimum of ten (10) organization members.
5. Secure a full-time St. Thomas faculty or staff person to serve as organization advisor. The Department of Campus Life can assist clubs in securing an advisor if necessary.
6. Once you receive approval from Campus Life, you will meet with the Student Organizations Committee (SOC) to give a 10 minute presentation about your club.
7. Upon receiving approval from SOC, you will meet with the Undergraduate Student Government's (USG) General Council.
8. The club president and advisor will receive email notification regarding USG's decision. If approved, the club leaders must meet with the Department of Campus Life for a new club orientation and complete the registration process.
9. The registration process is complete once the Department of Campus Life receives confirmation that your faculty/staff advisor and 10 students are listed on your club roster, officer/advisor position titles assign, and club officers have completed the Club Officer Canvas Course.

Guidelines for Constitution Drafting

The following outline serves as a template to help in the creation of student organization constitutions. Before proceeding, please schedule a meeting with the Assistant Director in Campus Life in charge of clubs and organizations.

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, Anderson Student Center 325, 651-962-6195 or ustclubs@stthomas.edu.

***Items in bold must appear word-for-word in your constitution**

**Items in italics are meant for your club to replace with pertinent information about your club.*

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*

Membership is open to any full time UST undergraduate student. University policy requires there be no arbitrary exclusion on basis of race, color, gender, sexual orientation, religion, national origin, age, or disability. (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 **Executive Board members must be in good standing with the institution (not on academic or disciplinary probation) A student in good standing is defined as having a cumulative institutional (St. Thomas) grade point average of no less than 2.00 and no outstanding disciplinary sanctions. State the specific officers, which comprise the Executive Board of the organization. State additional requirements for holding office.**
- Section 2 *State general duties and responsibilities of officers/ executive board members.*
- Section 3 **The term of office for Executive Board members shall be one year or until their successors are elected. State how officers are nominated and elected to office. 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:

PRINTED NAMES OF OFFICERS/WITNESSES:

SIGNATURES OF OFFICERS/WITNESSES

REGISTRATION & GENERAL INFORMATION

1. Annual registration occurs at the end of the spring semester and over summer before the fall semester begins. Clubs are required to register with the Department of Campus Life using Tommie Link.
2. Re-Registration Process:
 - A club must complete their elections for executive positions for the following academic year.
 - Tommie Link Re-registration Forms at the end of the semester. If Campus Life does not receive a registration form or communication by their set deadline, the club will be presumed to be inactive.
 - Club rosters will be cleared over summer of all members, except for the club's Primary Contact. This is to ensure all memberships are current for the upcoming academic year.
 - The club's Primary Contact listed on Tommie Link, must send club membership invitations to their members & advisor(s). Members and Advisors must login to Tommie Link to accept the invitation to be listed on the club's roster.
 - The officers listed in the Club Registration Form will be invited to a Club Officer Canvas course. Your Club Officers will need to pass all quizzes to complete the course.
 - The registration process is complete when at least 10 student members and 1 advisor are listed on your club's Tommie Link roster, position titles assigned to officers and advisor, and all officers have completed the Club Officer Canvas course. Until the registration process is completed, all club privileges will be suspended. This step must be completed by the re-registration deadline or the club will be listed as inactive.
3. Failure to comply with the registration process will result in suspension of the organization and a loss of the privilege to operate as a formally recognized St. Thomas club or organization. The club or organization will remain suspended until registration is completed.
4. All clubs are expected to maintain a membership of at least ten student members and keep Tommie Link information updated. Student organizations must notify the Department of Campus Life whenever there are changes in club information, including a change in officers or advisors.
5. If there is a one-year lapse in registration, the club or organization must re-apply for recognition according to the procedures for newly formed groups.

Benefits of Club Registration

Only registered clubs and organizations of the University of St. Thomas in good standing are granted the following privileges and rights:

1. Use of Campus Life for mail or deliveries
2. Use of University publicity outlets.
3. Use of University facilities, including meeting rooms and Dorsey Way.

4. May raise funds or make other permissible solicitation on University property.
5. Ability to sponsor or present a public performance on University property (see the University [Student Policy Regarding Expression, Demonstrations, and Sponsorship of Speakers and Organization](#)).
6. Opportunity to participate in the fall and spring activities fairs.
7. Use of equipment and/or services of ITS.
8. Use of Tommie Link for club management and promotion.
9. Use of a club storage locker in the Frank & Judy Sunberg Leadership Center.
10. Eligible for USG funding if they maintain official registration with the Department of Campus Life, remain open to all St. Thomas students and fulfill their minimum membership and complete the volunteer requirement. Exclusive clubs or 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.

Statutes

- Active
 - Organizations that have registered and maintain the requirements for being a student organization.
- Inactive
 - Organizations that have not registered or have gone dormant and do not meet the requirements for being a student organization.
- Inclusive
 - Organizations that do not have membership restrictions.
- Exclusive
 - Has a selection process that chooses membership through pledging or bidding.
 - Limits membership based on ethnicity, race, gender, sexual orientation, religion, handicap, age, GPA or major.
 - Has a national affiliation that limits membership based on the restrictions above.
 - Are only eligible for Campus Wide and Conference & Competition funding from the Undergraduate Student Government when available (Only applicable to Registered student Organizations)

Eligibility for Organizational 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, ACTC, ELS, professional student, faculty/staff member, or administrator may be an associate member, but may not hold office or have

- voting privileges in any undergraduate student organization. Graduate students may only be regular members. They may only 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 Department of Campus Life will check the status of each student who runs for office or is appointed.
 4. 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.

Requirements for Executive Board Members

The Executive Board Members of all student organizations and officials of the Undergraduate Student Government must be full-time students in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. A student in good standing is defined as having a cumulative institutional (St. Thomas) grade point average of no less than 2.00 and no outstanding disciplinary sanctions.

The Department of Campus Life will check the status of each student who runs for office or is appointed to a position within USG for all undergraduate student clubs throughout the school year. If a student club officer is no longer in good standing with the University, that person must step down from their officer role until such time that they are back in good standing.

The responsibility for checking grade point averages for club and organization officers shall reside with the Department of Campus Life as students do not have access to check on grade point averages of other students. Student organizations should include the grade point average requirement as part of the election process and make students who are running for officer positions aware of this requirement. In instances of dispute, the decision-making authority and responsibility rests with the Department of Campus Life.

Campus Life does not give out individual student names or contact information of registered student club or organization members to the external St. Thomas community. An external group or individual wishing to contact a student leader may share their name and contact information with the student club or organization through their general group email or the primary club contact in Tommie Link. Student club or organization contacts will respond as they choose.

Storage Locker Request

Club & Organizations can request storage space in the Frank & Judy Sunberg Student Leadership Center once they're officially recognized by Campus Life. Request storage space by emailing ustclubs@stthomas.edu and a staff member will assign a locker based on your club needs. Space is limited, and all requests are taken on a first come, first served basis.

To maintain the security of these rooms, only 2 club members and your club advisor can receive access to the Club Locker Rooms at a time. You will need to contact Campus Life to add or remove member access to these rooms and will only receive student I.D. card access to the room your locker is located in.

Fall & Spring Activities Fairs

The fall and spring activities fairs are a great place to get new club members to sign up for your club or organizations. The Fall Activities Fair occurs in September and the Spring Activities Fair occurs in February. At both events, clubs are highly recommended to reserve a table with Campus Life. On the day of the event, clubs may bring any or all of their promotional and information items so students can learn more about their club. Clubs cannot bring anything that is larger than the space provided unless approved through Campus Life. Items purchased for these events must adhere to the University [Purchasing Policy](#) and the guideline for funds provided by the Undergraduate Student Government (USG).

VOLUNTEER PROJECT GUIDELINES

Student clubs and organizations have a long and rich history of bringing St. Thomas' mission of advancing the common good to life. Student clubs and organizations accomplish this by coordinating intentional, meaningful, and mutually beneficial volunteer projects in the community.

Requirements:

- Complete a minimum of one volunteer project with an [approved community partner](#) or through an approved on-campus volunteer experience per academic year.
- Donation collections and other philanthropic drives cannot fulfill the volunteer requirement.
- A club's volunteer event can begin in September and should be completed before the start of spring break.
- Volunteer projects should benefit our local Twin City community and off campus unless previously approved by the Tommies Together Volunteer Center.

Process:

1. At the beginning of the school year, notify the Center for the Common Good about which approved community partner you plan to work with or [request a meeting](#) to identify potential opportunities.
 - Clubs can request new partners by e-mailing commongood@stthomas.edu
2. Communicate with your community partner and club members to begin planning your volunteer project.
 - Reach out to partners early and follow up with partners if there is a delay in response of 3+ days.
 - If you encounter a problem communicating with your partner, forward your last communication to the [Center for the Common Good Staff](#), and they can help you identify the next steps.
 - When encountering logistical challenges (Budget, Tommie Link, Waivers, etc.) connect with [Campus Life Staff](#)
3. Create an event on Tommie Link.
 - This is an easy way to advertise to students, track attendance at your event, and ensure your project is available to your entire club.
4. Submit the "Club Volunteer Project Form" on Tommie Link
 - Only one member of the club needs to submit the form.
 - The reflection and photo submission sections are optional.
 - Please note that these submissions may be used in University publications or social media.
 - Be mindful of community members in your photo. Generally, a group photo with a partner's logo or with partner staff is great. Some clients and youth are unable to give consent for photos. Defer to your community partner for guidance.

Suggestions:

- Find a community partner who shares your student organization's values. Doing projects related to your organization's mission or values will increase member participation and result in a more rewarding experience for all parties.
- Clubs are encouraged to use the same partner from year to year. Having a consistent partner eases the burden of trying to find something new and strengthens the long-standing relationship between St. Thomas and the community partner
- If your group is large, consider doing an ongoing project that can be spread out over a week, month, or semester.

Common Questions:

- **What if our community partner is not on the approved community partner list?**
 - E-mail commongood@stthomas.edu the name of your community partner and a link to their website.
- **Can clubs collaborate on a project?**
 - Approval from the Center for the Common Good Staff is required.
 - Club leaders must explain how the workload is being divided equally.
 - Each club must submit the volunteer reflection form to receive credit. Individual attendance has to be assigned to one club, not both.
- **How do we submit a project that is ongoing (spans multiple days/months)**
 - Ideally these projects are submitted after your last volunteer experience.
- **Can the project be completed after the deadline?**
 - Approval is needed from the Campus Life Staff to extend the deadline.
- **Is there a minimum number of hours required or an attendance requirement?**
 - Instead of focusing on the number of hours or participants, Campus Life and the Center for the Common Good are prioritizing the impact and student learning from volunteer activities. While there is no hours or attendance requirement, staff may request a follow-up meeting with event leads to discuss to fulfill the requirement so we can collectively process the event and discover opportunities for improvement.

Approved On-Campus Experiences:

- Move-In Crew with Residence Life
- Tommie Shelf with Center for the Common Good

- Voter Registration with Center for the Common Good
- Tommie Closet with Office of Sustainable Initiatives
- Annual Fall River Clean-Up with Office of Sustainable Initiatives

Accountability for Not Completing Volunteer Projects

Campus Life will send a courtesy reminder to clubs who have not completed their projects as the deadline approaches.

Clubs whose projects are not completed by the final due date or have not communicated their plan with Campus Life, will be placed on probation and will be ineligible from make some budget requests from USG. Clubs notified of their poor standing may appeal to the Assistant Director of Campus Life.

You may regain good standing after one semester on probation. Clubs on probation for two consecutive semesters will lose their club recognition and will have to reapply to be a registered student club or organization on campus. (e.g., a club on probation for spring semester must complete their minimum fall requirements, otherwise they will lose club recognition at the end of the fall semester.)

ORGANIZATION ADVISORS

Each registered student club or organization must have an advisor who is a full-time member of the university faculty or staff. Adjunct professors can serve as a club advisor if they are teaching a class in both fall & spring semesters in current academic year, but it is highly recommended that they are easily accessible and available to the club. If the group does not have an advisor, the Department of Campus Life can assist the group in finding one.

You will need to find an interim (temporary) advisor if your advisor is on sabbatical, out of the country, or is not currently teaching a class and does not hold office hours. If you have a situation where you have selected an interim advisor, you must update your Tommie Link roster and notify Campus Life of the change.

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 University of St. Thomas graduate student under contract to work at the University of St. Thomas may assist in advising a club or organization only if done so as an assigned University job responsibility.
- Attending meetings and events or serving as an event host at large on-campus events (more than 100 expected attendees), dances, or events that may require a university's staff or faculty presence. Providing information on policies and procedures, such as making appropriate purchases according to the University Purchasing policy.
- Approving all financial transactions and being the budget approver. Can assist clubs with making purchases using their university WellsOne credit card.
- 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. Advisors must sign off on all invoices submitted for payment.
- Providing guidance and ideas upon request.
- 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, but does not hold voting rights.
- 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.

CLUB ACCOUNTS & FUNDING

Student Clubs and Organizations at the University of St Thomas have two primary avenues for securing funds to support their club activities.

- Student Activity Fee funds requested through the Undergraduate Student Government or Diversity Activity Board
- Revenue Generating Activities

Student clubs and organizations must be recognized and registered/active within Campus Life to request or raise funds for their groups.

Student Activity Fee Funds

Each year a portion of the student activity fee (SAF) is made available to the Undergraduate Student Government (USG), the Diversity Activities Board (DAB) and the St Thomas Activities and Recreation board (STAR). USG serves as the primary source of SAF funds for student clubs and organizations. Cultural clubs may also request a limited amount of funds through DAB.

Because the amount of funds varies each year, clubs should wait until they have received approval for requested funds before spending them. Clubs should not assume that approved request amounts will carry over year to year.

Based on fee availability, USG provides clubs funding opportunities through three separate types of requests. More detailed information and process for requesting will be found in Tommie Link within the first three weeks of each semester.

- Internal Club Funding
 - Provides support for club meetings, club sponsored activities for club members and marketing.
- Campus Wide Event Funding
 - Event must be open to all undergraduate students at St Thomas
 - Provides event support for larger events (speaker, performance, etc.)
- Conference & Competition Funding
 - Provides support for clubs attending a conference or competition that benefits the club and university.

It is not a guarantee that each category will be offered each year. The following items may not be purchased with SAF funds:

- Alcohol or tobacco products
- Prizes, gifts, or other giveaway reward items
- Photography or videography services
- National chapter dues
- Gifts to other chapters
- Philanthropic donations (see external fundraising)

- Exams - organizations may request funding for reusable resource books that must remain with the organization.
- Club apparel

Revenue Generating Activities

The University of St. Thomas acknowledges the need for registered student organizations to build their organizational funds. Student clubs are highly encouraged to engage in other methods to increase the revenue in their respective campus accounts that may be used to pay or supplement club expenses such as prizes and club apparel that are not covered by the SAF. The following methods are approved options for clubs to consider increasing their revenue and to purchase items that USG allocated funds will not cover or additional funds are needed.

- Crowdfunding
- Donations
- Membership Dues
- One-time Payments

The following are not approved methods for generating revenue:

- Gambling, raffles or games of chance
- Any activity or event not approved through the club event/activity policy, University policy, or any event or activity that involves alcohol, tobacco or drugs.

Crowd Funding

- A recommended option for fundraising is to have a [Crowdfunding Page](#) created that will deposit 100% of the donations into your club account rather than utilizing sites like "GoFundMe" that take a percentage of the funds raised. In order to have a page created, your club must fill out a [Crowdfunding Project Proposal Form](#). For more information, contact the Development Office.
- Recognized Student Clubs and Organizations are not allowed to create external Go-Fund-Me type events/accounts.

Donations

- Any offer of a donation to your club (whether it be monetary or in-kind) must be made through the Development Office.

Membership Dues/One-time Club Payments

- Campus Life provides clubs with an online [club payment portal system](#) to collect club membership dues. Clubs must contact the Assist Director of Campus Life to set this up. This provides clubs with a safe and secure way to collect funds directly deposited into their account.

- Club funds may not be collected via Venmo, Zelle, Apply Pay or any other online form of money transferring systems or apps.

Student Club/Organization Funding Responsibilities and Processes

- Student clubs & organizations are not allowed to establish or maintain an off-campus bank account for their funds regardless of if they are SAF funded or revenue generated funds.
- Presidents, Treasurers, and the advisor of all newly recognized organizations must meet personally with the Undergraduate Student Government Vice President of Financial Affairs before requesting initial funds.

On-Campus Accounts

- Once a student club or organization is established, an account on campus will be created for the group to deposit their funds. All money received from university funds through student activity fees (such as USG funding) will automatically be deposited in an on-campus account and that account will be audited each summer.
- Organizations are responsible for maintaining their own budgeting records. It is extremely important that club and organization budgets are kept up to date. Printouts of the transactions on your account may be requested through email from Campus Life or you can check your account balance and transactions through your group's Tommie Link page. Please note that some charges may take time to show up in Tommie Link thus the available balance may not be accurate. If you discover errors or have questions, please contact Campus Life. The Campus Life staff can assist you in understanding your club's transactions in Tommie Link.

Deposits

- Clubs are strongly encouraged to use the Club Payment Portal to collect any dues or funds for the club. This method allows members or individuals to use a credit card and provides safe accounting for all transactions. Reach out to ustclubs@stthomas.edu if you would like to have a page created for your club.
- If a deposit of cash/checks must be made, please do so as soon as possible to minimize risk or loss. We recommend that the club advisor be involved in the collecting/tracking of any checks or cash to assist with management and oversight of funds.
- Please utilize the deposit form and process found on the [Business Office](#) OneStThomas site.

Internal Charges

- These are used to transfer money between on campus departments/accounts (i.e. transferring money between two clubs or paying an internal invoice from St. Thomas Dining Services). All internal charges made with club funds must be approved by the club and advisor and must follow the University and club purchasing policy. Any club

purchases made at the St. Thomas Bookstore or Tommie Shop must be made by the advisor for the club.

Student Reimbursement Forms

- [Student Reimbursement Forms](#) are used to reimburse students for expenses incurred for organizational programming events. Original itemized receipts must be paper-clipped to the student reimbursement form. Your club index number must be filled in and both your signature and your advisor's approval are required.
- Students should not make any unapproved purchases on behalf of their club. If possible, students should work with their advisor or Campus Life to make purchases on behalf of their club.
- Students should not direct pay for services. All services must be paid through Accounts Payable.

Awards & Prizes

- If your club wishes to give out prizes, please see the Awards and Prizes process and information in the Event Planning Section.

EVENT PLANNING

Event Approval Policy

Considerations for Event Approval

Approval of student events and activities, including those with invited speakers and performers, will be based on, but is not limited to:

- the title, goals and objectives of the event;
- the format of the event;
- the availability of campus resources and support services;
- the impact on human and/or fiscal resources;
- the impact on campus facilities.
- the impact on the St. Thomas Community
- St. Thomas Conviction Statement
- the educational value of the activity or event

When it comes to approving student events and activities involving speakers and performers, factors to also be considered in this determination include:

- whether the track record of the speaker or performer in other settings has been marked with any violence, direct and targeted safety threats, or other disruption incompatible with this policy;
- the university's ability to ensure the physical safety of those participating or attending an event.

Student events and activities should not:

- violate federal, state or local laws
- violate the University's Convictions or applicable policy
- promote beliefs that are contrary to Catholic teachings
- present material that is derogatory of the Catholic Church, or is derogatory of any race, religion, gender, sexual orientation, disability, age or national origin
- includes content that is defamatory or obscene
- advocate for actions or positions that are deliberately intended to incite violence against any group or individual
- imminently threaten the physical safety of any community members
- constitute a clear, present and significant risk to the orderly implementation of the University's activities and its obligation to maintain a physically safe environment for its community and its members.
- involve encampment on or overnight occupation of St. Thomas outdoor facilities or unauthorized overnight stays in university buildings or portions thereof not intended or designated for residential use.

Elements of the Event Planning Process

Familiarize yourself with the [Event Request Process / Campus Space Request, Student Policy Regarding Expression, Demonstrations, and Sponsorship of Speakers and Organizations](#) outlined in the [Undergraduate Student Policies](#) on the Dean of Students website.

NOTE: It's best to start 3-4 months in advance for events serving 100 or more and 1-3 months for smaller events

Checklist for Event Planning

1. Develop your event purpose and goals; create a list of resources that might be needed.
2. Contact campus resources in preparation for your event:
 - Meet with Department of Campus Life and Public Safety to discuss large (all campus) program ideas.
 - Create a sheet listing event details and discuss required purchasing forms for vendors (i.e. performers/speakers).
 - Meet with advisor to discuss program details.
 - Secure funding and develop a budget for the program (other sources of income, co-sponsoring, etc.).
 - Access [25Live](#) to check availability of rooms and reserve them. Work with Campus Life to create a setup diagram for where tables, chairs, or other setups need to be placed in your space.
 - Concerts/dances must have a faculty/staff to student ratio of at least 1:100 for entirety of event.
 - Determine technical requirements for event and submit [Request for Services - ITS Event Support](#).
3. Consult with Campus Life and your club or organization advisor on contract needs. They can help provide background information, university requirements or possible resources that might be used for the program, and assistance with navigating the contract process.
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 - **Please note, students are not allowed to enter into any agreements or sign any contracts on behalf of the University.** Students should meet with Campus Life to determine what contracts or other agreements are needed. This also includes any type of agreement (with or without payment) with other students or family members as they could be considered a conflict of interest. If you have questions, please contact Campus Life.

NOTE: The St. Thomas Purchasing Policy requires food, print & other items to be purchased using St. Thomas or preferred vendors.

4. Develop publicity ideas (1-3 mos. before the event). See Publicity policy below:
 - Coordinate publicity with your club or organization and possibly other clubs.

5. Delegate specific tasks for club committee members (1-3 mos. before the event):
 - Coordinate business details (required Purchasing forms, etc.).
 - If selling tickets, make arrangements with Campus Life.
 - Arrange for ticket takers or other needed help (i.e. security, set-up, tear down, etc.).
 - Coordinate food and hospitality arrangements (i.e. catering, travel/hotel reservations, parking, green room space, etc.).
6. Arrange for payment for speaker/services (at least two-weeks prior to event) and reimbursement of students:
 - Fill out *Independent Contractor form* & *W-9* form for speaker/performer/vendor
 - Forms are located on the [Purchasing](#) website or contact Campus Life
 - Students purchasing supplies for event must follow the Purchasing Policy or USG guidelines.
7. Send thank you notes to people/groups who provided special assistance (within one month after the event). If applicable, include: advisor, sponsors, Facilities Scheduling, Dining Services, ITS, Facilities Management staff, etc.
8. Complete event follow-up:
 - Distribute evaluation sheets or survey.
 - Organize/archive a file for the event to include: task list, notes, important contacts, correspondence, budget, statistics, contract and forms used, etc.
 - Hold club meeting to review/discuss event and future planning.

Requests for Services

Refer to the [Request for Services](#) web site for services including: Campus Scheduling, Dining Services, Information Technology Services (ITS), Facilities Management, Public Safety & Parking Services, the Print Shop and Marketing, Insights & Communication.

To Reserve Space On-Campus

1. Go to [OneStThomas](#)
2. Open Apps & Tools, then click on Room Reservations. This will take you to [25Live](#).
3. Sign in and click on the Event Wizard tab. All users must [request an account](#) before reserving space. Please note, account requests take up to 48 hours to activate.
4. Once you are activated you can log into 25LIVE and request locations for your events. Fill out all required fields on the Event Wizard. 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. You can track the status of your request by logging into 25Live and following these [instructions](#).

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You are required to monitor the status of your requests and respond to correspondence from Campus Life, Scheduling or other operational support team regarding your request. Layouts / Diagrams are due at minimum the week prior to your event. Your event will remain in "tentative" until approved by Campus Life and the location has been assigned.

NOTE: No event involving any form of painting or tie-dying materials can be held indoors - all such events must be held outdoors in a space approved by Campus Life. Spaces cannot include sidewalks or the John P. Monahan Plaza.

Anderson Student Center Reservation

Student clubs and organizations officially recognized by the Undergraduate Student Government (USG) will have priority in scheduling meeting space in the Anderson Student Center (ASC) as follows:

- Student clubs will have until the end of the second week of class each semester to exercise their priority in requesting and booking space in ASC. Requests made for ASC space by non-club clients will be held in a queue in the order received and processed in that order after the second Monday of the semester has passed. After that date, non-club requests held in the queue will be processed.
- There will be no priority for student clubs or holds occurring on or between:
 - commencement and the second Monday of fall semester
 - the last day of finals in December and the second Monday of spring semester
- Priority scheduling for student clubs does not apply to requests made to reserve the Woulfe Alumni Hall, the Woulfe Lounge, the Hearth Room or the private dining rooms. Requests for these ASC spaces will be processed on the usual first-come, first-served basis.

For more information, contact [Campus Scheduling Services](#) or (651) 962-6670.

External Fundraising

All registered student organizations wishing to hold a fundraiser to support an external organization (such as Catholic Relief Services) must complete a fundraising report and turn it in to Campus Life no less than two-weeks prior to the event to be reviewed and approved.

Any contributions raised through a fundraising event hosted by a registered student club/organization should be dedicated to charitable organizations whose mission and services are in line with the mission of the University. The name of the charitable organization as well as the services or area your group wishes to support must be included on the fundraising report. This report may be reviewed by the University's [Office for Mission](#) for approval. Space requests for fundraising events will not be approved until the fundraising report is submitted and approved.

Any contributions to external fundraisers must be made payable directly to the external charitable organization. The student organization and external charitable organization shall in no way imply that the University is a donor to the fundraising event or charitable organization.

The money allocated to student organizations by the [Undergraduate Student Government](#) is not to be used as a donation for any charitable purpose. Student groups should be carefully considered when using student activity fee funds for holding a fundraiser for an external

organization. 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.

Purchasing Goods/Services from Vendors

All student purchases must adhere to the [St. Thomas Purchasing Policy](#). More details are included on the [Purchasing Department website](#). All St. Thomas clubs and organizations must purchase goods and services from on-campus vendors or the [preferred vendors list](#). Use preferred vendors for purchasing office supplies, travel, courier service, floral, coffee, drinking water, advertising, specialty items & apparel categories.

Club representatives must:

- Work with Campus Life regarding purchases from vendors not on the preferred vendor list.
- Use internal resources such as:
 - [Catering Services](#) for all food and beverage orders
 - [Information Technology Services](#) for technology purchases
 - [Facilities Management](#) for furniture purchases.
 - [Campus Store](#) for products and apparel with logos

NOTE: all internal charges at the St. Thomas Bookstore or Tommie Shop must be made by the advisor for the club. Club members wishing to make purchases at the Bookstore or Tommie Shop should contact their advisor and have them make the purchase on the club's behalf.

- Check with [Purchasing](#) to see if there is a consortium contract to meet your needs. St. Thomas has access to ACTC (Associated Colleges of the Twin Cities), E&I (Educational & Institutional Cooperative Purchasing), U.S. Communities, and the State of Minnesota contracts. These contracts take advantage of volume discounts.
- Contact [Purchasing](#) for reviewing and signing contracts and agreements.

CAUTION: Be careful not to inadvertently commit St. Thomas 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 are not accidentally finalizing an agreement when you do not have the authority and/or intention of doing so:

- "Hello, I am doing preliminary research for the purchase of..."
- "I like your product/service best, but I am required to have the University Purchasing department review the contract before a final commitment can be made."

Contracting Speakers, Entertainers, & Other Vendors (Event-Based Services)

Follow these steps:

1. Consult with Campus Life and your club or organization advisor. They can help provide background information, university requirements or possible resources that might be used for the program, and assistance with navigating the contract process. Familiarize yourself with the [Student Policy Regarding Expression, Demonstrations, and Sponsorship of Speakers and Organizations](#). If you suspect that a performer/speaker may be considered controversial, please contact the Department of Campus Life. **NOTE: *it's best to start 3-4 mos. in advance for events serving 100 or more and 1-3 mos. for smaller events.***
2. **Please note, students are not allowed to enter into any agreements or sign any contracts on behalf of the University.** Students should meet with Campus Life to determine what contracts or other agreements are needed. This also includes any type of agreement (with or without payment) with other students or family members as they could be considered a conflict of interest. If you have questions, please contact Campus Life. Payment to University employees for services must be approved by Campus Life and processed through the Payroll Department.
3. Work with the Assistant Director of Campus Life to determine what forms are needed before the event, such as the Speaker/Performer Agreement form or other Purchasing forms.
 - If your club plans to pay a speaker, entertainer, or other event-based service for a meeting, event, or activity, a St. Thomas Speaker/Performer Agreement contract is required. Services are only approved once the contract, signed by all necessary parties, is submitted to Campus Life.
 - If services are provided at no cost to the club or university, a notification outlining the university's expectations and terms will be sent via email. Before confirming the engagement, your club must send the service provider's information to Campus Life for review and receive approval for the event. If the service provider has any changes or requests outside of what was stated in the email, they must reply within 5 business days from the email's sent date.
 - Purchasing forms may be found on the Purchasing website under "Payments" including the:
 - i. [Independent Contractor Guidelines](#) (ie. speakers, entertainers, or service providers)
 - ii. [W-9 Form](#) or [W-8BEN Form](#) (non-citizens)
 - For contracts or email notifications, the following information must be sent to Campus Life to review before your event. This can be emailed or submitted in a Tommie Link Event Submission. For small events with minimal to no pay, the club must inform Campus Life at least 3 weeks in advance. For large events with multiple contracts or high costs, the club must inform Campus Life within 2-3 months of the date of your event to allow enough time to secure funding and process paperwork.

- i. Speaker, Entertainer, or Contact's Name(s)
- ii. Business name(s)
- iii. Their email(s)
- iv. Event Details: Date / Time / Location
- v. Their online bio information or social media accounts to help our staff identify who they are:
- vi. Payment amount
- vii. If they are being paid, how would they like to receive their payment?
- viii. Length of service or start/end time?
- ix. (For Speakers) Topic and a brief description of what the speaker(s) will be presenting on
- x. (For Entertainers or Vendors) Scope of the work they will be doing at the event. Be descriptive of what is expected of them.
- xi. Do they have their own contract that they want us to sign?
- xii. Are there any other terms they/you have agreed to that should be outlined or stated?

4. Work with Campus Life to finalize details for your event, including requesting any contracts needed. Remember a St. Thomas Speaker/Performer Agreement form must be included with any agency-issued contract. If the talent does not have a contract, St. Thomas will issue the appropriate contract needed for your event. The St. Thomas contract should be completed at least two months in advance. Please contact [Campus Life](#) for details on what is needed for your specific event.

Protocol for Stopping a Performance

- The lead professional staff/faculty 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 staff/faculty member will signal the performer that the performance will be stopped. This will be a signal agreed upon by the performer(s), lead staff/faculty member and the lead Public Safety officer prior to the beginning of the performance.
- The lead staff/faculty 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.

Internal Charges

These are used to transfer money between on campus departments/accounts (i.e. transferring money between two clubs or paying an internal invoice from St. Thomas Dining Services). All internal charges made with club funds must be approved by the club and advisor, along with following the University and club [purchasing policy](#). Any club purchases made at the St. Thomas Bookstore or Tommie Shop must be made by the advisor for the club.

Student Reimbursement Forms

Student Reimbursement Forms are used to reimburse students for expenses incurred for organizational programming events. Original itemized receipts must be paper-clipped to the student reimbursement form. Your club index number must be filled in and both your signature and your advisor's approval are required. Students should not direct pay for services. All services must be paid through Accounts Payable.

Awards & Prizes

If the club awards prizes or St. Thomas gift cards, club representatives are required to document the winners' name(s) and St. Thomas ID numbers, regardless of the dollar amount and the reason prizes or gift cards were awarded. Gift cards and prizes may be taxable income to the recipient. Any cash prizes should be processed through Accounts Payable and will be subject to any applicable taxes. This information must be included with financial paperwork and submitted to Accounts Payable, AQU 302. Email them to ACCOUNTSPAY@stthomas.edu.

Example:

Name	ID Number	Description	Amount
Tommie Mascot	11223344	Tommie Shop Gift Card for an attendance drawing at the club meeting.	\$20

NOTE: St. Thomas gift cards may only be purchased through St. Thomas for the Tommie Shop or eXpress dollars. No external business gift cards may be purchased (ie. Target, Starbucks, etc.)

NOTE: All publicity for clubs or organizations must include the club name and club contact as well as this information about accessibility:

For accommodations regarding accessibility, contact [Disability Resources](#) at (651) 962-6315.

MARKETING & PUBLICITY

University of St. Thomas Branding

St. Thomas launched a new brand in February 2016, with a new logo, new color palette and the brand expression “All for the common good.” A resource website is available on [Marketing, Insights, & Communications \(MIC\)](#) website with a full toolkit and logos and marks for downloading. To make the brand more accessible to students who are creating publications, the following guidelines have been established for use of the student club/organization identifier in student-focused materials. These guidelines from Marketing, Insights and Communications are meant to allow for flexibility in student promotional materials, acknowledging the diversity and creativity of student efforts, while promoting and supporting the institution’s brand.

Using the Club/Organization Identifier



- If your club/organization has an identifier created from the St. Thomas brand, you are not required to use the above identifier.
- Clubs/organizations are allowed to create their own logo to represent their group. All logos must be approved by the Assistant Director of Campus Life before it is used.
- If your club/organization has an existing mark (i.e. STAR, BESA, Cadenza), continue using it and insert the above identifier to the lower right corner of all new materials that will be used with external audiences. If your materials will be used on campus and only for internal audiences, you are not required to use the identifier, but you will need to have your club name included in your design.
- If your club/organization does not have an existing mark, insert the identifier to the lower right corner of all new materials that will be used off campus with external audiences.
- For an identifier created from the brand, you can contact Vern Klobassa (klob6303@stthomas.edu).

Designing with the organization identifier

- This identifier should be approximately 10 percent of the document’s height or width, whichever is longer; the identifier should never appear smaller than 1.25”.
- The identifier has a buffer built into the mark to maintain a clearance space from other design elements or type. Any use of the identifier must maintain that clearance space.
- To import the file into your design software, save the file to your desktop and import it into your document. Do not open the mark's file and try to copy/paste or use a screen capture.
- The institutional logo, wordmark and supplemental shields are not to be used on club/organization materials.

Personalizing the student identifier

The brand toolkit provides direction on how the identifier can be personalized for your club. Any other proposed modification needs to be reviewed by Student Affairs leadership and University Relations. Clubs/organizations interested in having a personalizing logo, different from the club identifier, must have the logo clear by the Assistant Director of Campus Life before the logo is used.

Branding Guidelines for Apparel and Advertising Specialties

General rules:

- Use a [preferred vendor](#).
- Start earlier than you think you need to.
- It is strongly encouraged to use purple, white or gray for the item's color.
- Use [branded](#) fonts.
- There must be mention of St. Thomas on your item, and you have two options:
 - Use the [student/club identifier](#) (preferred).
 - Typeset "University of St. Thomas" or "St. Thomas" in a branded font.
- If a logo from another organization will be included on the item, the art must be reviewed by Marketing, Insights & Communication. Anticipate a 2-4 day turnaround.

Ways To Publicize Your Event

Newsroom

Students interested in submitting news to the Newsroom staff can do so on their site: <http://www.stthomas.edu/news/submit-news/>

Requests must be submitted by 4pm on Wednesday to be considered for "The Week Ahead" email.

Types of articles you may want to submit:

- Events that you're planning that are open to all students
- Invitation to join your organization
- News about completing your service project(s)

ASC Digital Display Boards

- Club posters added to specific Tommie Link event submissions will automatically display on screens in ASC for marketing if they meet the following criteria:

- If the event visibility is set as "Public"
- The event has been approved by Campus Life on Tommie Link
- The image must include the club name, event name, date, time, and location
- Recommend utilizing a QR code to access your Club's Tommie Link page (not event) for more information on what is being displayed.
- Design recommendations
 - Dimensions: Image should be 1366px by 768px or larger and horizontal in orientation. All images should have a 16:9 aspect ratio.
 - File Type: JPG, JPEG, GIF, PNG (No PDFs)
 - File Size: Use a photo that's no larger than 10MB.
- Time Frame - Each day the system will pull all posters for events coming up in the next two weeks and will continually refresh.
- For events that have multiple dates with one image/event post please make a generic post for that specific type of event and include a QR code to your club's Tommie Link page. For example - if your club has a weekly meeting and you have them set up via multiple dates under one event, highlight on your poster that it's your club's weekly meeting and where they can go in Tommie Link to get specific meeting information (location, topic, etc.).
- Please spell-check the content of your image as well as the Tommie Link event itself since your image will be on signage across the campus.
- Important accessibility information - please make sure that there is no additional information on your poster that is not included in your Tommie Link event information.

All submissions must comply with the University's [Responsible Use Policy](#) & [Nondiscrimination and Anti-Harassment Policy](#).

The following types of advertising will not be approved:

- Alcohol related advertisements or events advertising the sale of alcohol
- Advertisements for tobacco related products
- Advertisements for non-St. Thomas sponsored courses or class related events
- Travel and spring break posters (unless sponsored through a St. Thomas student club or organization)
- Content that contains disrespectful or harmful language or images

Political postings must be in accordance with the [University's Political Guidelines and Policies](#).

ASC Atrium Banner Policy

- All Anderson Student Center atrium banners must be reserved through the Department of Campus Life.
- One banner per organization is allowed per week.
- A banner can be allowed to hang in a designated place overlooking the Atrium for a period of one week.
- Total number of banners eligible to be hung will be determined by space.
- Banners cannot exceed the dimensions of 3' x 6' and must be displayed vertically. Please allow for an extra four inches on the top and bottom for banner hangers.
- Banners may be constructed with materials in the create[space].
- It is the responsibility of the club or organization to make the banner and submit to Campus Life for display. Clubs and Organizations must pick up their banner from Campus Life at the end of the display period.

Printed Posters

Printed posters are not allowed in the Anderson Student Center. However, clubs and organizations can still create posters for Residence Halls or other approved spaces on campus. For residence halls, see the [Residence Life Posting Policy](#) for specific details.

Residence Life postings must include the following:

- The Poster must be for a one-time, one-date event. All other advertising should be done through the digital signage in the ASC, which feeds into the residence halls
- Sponsoring Club/Organization Name
- Contact information (name along with email or phone number)
- The following accommodation statement (completed with the correct information):
"To make a disability accommodation request, please contact the event coordinator [insert event coordinator name] at [insert event coordinator contact information] at least one week prior to the event."

NOTE: All publicity for clubs or organizations must include the club name and club contact as well as this information about accessibility:

For accommodations regarding accessibility, contact [Disability Resources](#) at (651) 962-6315.

Table Tents

- Table tents may not be displayed in public lounge spaces or the main atrium in the ASC.
- Table Tents displayed in The View and T's must be approved by Dining Services management.
- Table Tents displayed in Scooters must fit in the provided napkin dispensers and content must be approved by the Director of the Anderson Student Center.

Website

Clubs wishing to host a website can now do so through their Tommie Link page. By default, each club will have a publicly viewable site that includes an "About Us" page, a photo gallery, events listing and membership roster. Having your own website through St. Thomas means you are abiding by [ITS's Responsible Use](#) policy as well as the [code of conduct](#). Clubs are no longer able to host external sites.

Social Media Use Policy

The University of St. Thomas recognizes that social media and other forms of electronic communication can be effective tools for marketing and recruitment for registered student clubs or organizations. All members of registered clubs and organizations at St Thomas are expected to represent their club or organization and the University of St. Thomas through social media positively and in accordance with the University's policies and procedures.

Registered student clubs and organizations are responsible for adhering to the following policies and procedures:

- Registered student clubs and organizations are responsible for all social media content that utilizes the student club or organization's group name and University of St. Thomas identity.
- Any use of the University of St. Thomas name and/or logos and images must be in accordance with guidelines set by the Marketing, Insights & Communications department and the Social Media guidelines below. For information regarding how to use and access University logos, name and images, please contact Marketing, Insights & Communications at: MIC@stthomas.edu
- When creating a social media site for registered student clubs or organizations, each group must designate its University staff advisor as one of the site administrators to help ensure consistency year to year.
- Use a general St. Thomas e-mail address so access to the site will continue regardless of student status. (e.g., STAR@stthomas.edu). The University staff advisor must be one of the people who have access to the mailbox.
- All material or information posted on registered student club or organization social media sites must be relevant to the activities of each club or organization. These sites are

not to be used to advertise or promote external groups or organizations. Postings or advertisements for the following are prohibited:

- Alcohol related advertisements or events advertising the sale of alcohol
- Postings or advertisements for tobacco related products
- Postings or advertisements for non-St. Thomas sponsored courses or class related events
- Travel and spring break posters (unless sponsored through a St. Thomas student club or organization)
- Content that contains disrespectful or harmful language or images will not be allowed. All content is subject to the University's Statement on Nondiscrimination and Anti-Harassment Policy.
- All student club and organization online content is subject to policies outlined in the St. Thomas student club and organization handbook as well as university policies and the Student Code of Conduct.

Mural Policy

The painting of murals on-campus 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.

POLICIES & PROCEDURES

Livestreaming & Recorded Video Policy

Student clubs that plan to livestream their events or record videos to allow external audiences outside of the St. Thomas community to view them must also plan to provide accurate captioning. In addition, participants must know of and consent to the livestreaming/recording. If the livestream or recording involves a guest speaker or another person who is not part of your club (advisor, officer, or member), you must receive their permission to record them by working with Campus Life to ensure that permission is included in the contract that is created for the event or that written permission is otherwise secured. This would also include any photos taken of the person.

Livestreaming & Recording Announcement at Events

Before you begin filming, if there is a chance that guests or club members attending the event will be included in the livestream or recording, an announcement should be made to the audience to inform them that you will be livestreaming and/or recording the event. Here is the statement you can use at your event:

“Welcome, everyone. Before we begin, we would like to inform you that today’s event will be [livestreamed and/or recorded]. By attending, you acknowledge that your image and/or voice may be captured and used as part of this event's coverage. If you have any concerns or wish to avoid appearing on camera, please feel free to speak with one of our officers who can assist you. Thank you for your understanding and cooperation. We hope you enjoy the event!”

Captioning

For livestream events that will be made available to the public, clubs must work with a live captioning service to provide captions for the stream. Auto-captioning functions are not sufficient on their own specifically for livestream events. When posting videos online that will be viewable to the public, clubs must ensure captioning is included and must review that the captioning is correct, especially if auto-captioning tools are utilized.

Copyrighted Works

If the livestream or recording includes someone’s copyrighted work—for instance, the recording includes all or portions of a song or video produced by a third party—you must have that person’s written permission before making the livestreaming or recording publicly available. Contact Campus Life if you have questions or need assistance with obtaining permission.

Travel and Transportation Policy

1. All student clubs must register their off-campus events and activities (including overnight trips) sponsored by the club with the Department of Campus Life by submitting a Tommie Link event. In the additional question section, you will need to list the event as an off-campus event and answer all associated questions.

2. All attendees participating in off-campus travel must also fill out submit all required documentation to Campus Life (ASC 325) prior to leaving campus (please stop by Parking and Transportation located on the 3rd floor of Anderson Student Center to fill out either a MN/WI License Holder form, or an Out of State Holder form). Parking and Transportation staff can help club leaders in determining which forms must be completed and how to make arrangements using university-preferred vendors.
3. All attendees at club-sponsored events off-campus must abide by all University of St. Thomas policies and guidelines throughout the duration of the event as if they were on-campus, including but not limited to the Student Code of Conduct and the [Policy on Alcohol and Drugs](#).
4. Use of alcohol is prohibited at any club events on or off-campus regardless if the attendees are of age.

Travel services are provided to St. Thomas clubs and organizations via preferred vendors. To access this vendor information, see [Purchasing](#) then click on "Preferred Vendors". You will need to log in with your St. Thomas username and password

Please also refer to the [policy for off-campus travel](#) (Motor Vehicle Transportation and Operation Policy & Travel Policy) for further information.

Required Travel Forms

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 Department of Campus Life.

The following requirements also pertain to all University of St. Thomas student clubs/organizations that would like to sponsor club/organization trips or activities.

1. Submit Tommie Link Event (10 business days in advance). Make sure you list this event as an "Off-Campus Event" in Tommie Link so Campus Life is notified and can approve the trip.
2. Advertisement or other arrangements of any trip sponsored by a student club/organization may not occur until the Tommie Link event has been approved by Campus Life. This includes all travel plans and reservations as well as recruitment of members to participate on the trip.
3. All individuals must sign and submit a Liability Form to Campus Life (stop by or respond to your Tommie Link event RSVP and answering the liability form questions added. **NOTE: Once you submit your off-campus event in Tommie Link, Campus Life will add the Liability Form questions in the RSVP section. You cannot add these questions yourself.**
4. Each student, staff and faculty person who will be driving any vehicle with students, staff or faculty as passengers to a club sponsored or attended event must complete the [Authorization to Obtain Driver Record and Verify Driver's License Status form](#). The form requires a front-and-back photocopy of the driver's license and must be submitted to Campus Life no later than five-days before the scheduled trip.

5. Clubs/organizations that participate in 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.

Travel services are provided to St. Thomas clubs and organizations via preferred vendors. To access this vendor information, see [Purchasing](#) then click on "Preferred Vendors". You will need to log in with your St. Thomas username and password.

Traveling with non-university personnel

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 University policy, all volunteers who travel with a student club or organization as part of a 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.

Risks and Liability

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 buses. Students should check their own personal auto or other insurance to ascertain if there is coverage.

Transporting St. Thomas Students

Any vehicle 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-St. Thomas students or unaffiliated members

Buses

It is strongly recommended that student groups utilize buses with professional drivers over the use of personal vehicles with multiple student drivers. Contact [Parking & Transportation Services](#) for bus rental information including charter, motor coach, mini-coach and school buses.

Use of Fifteen-Passenger Vans is Not Permitted

The use of fifteen-passenger vans is not permitted for student club and organization travel due to the size and dimensions of the vehicle. *School bus and motor coach rentals* are provided to St. Thomas clubs and organizations via preferred vendors. To access this vendor information, refer to [Parking & Transportation Services](#).

The University of St. Thomas Code of Conduct

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 St. Thomas student sponsored club/organization activities may be subject to disciplinary procedures as outlined in the [Undergraduate Student Policy Book](#).

Mileage Reimbursement

Mileage reimbursement is available to St. Thomas clubs and organizations. To access this information, see [Purchasing's - Mileage Reimbursement Rate](#)

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

NOTE: 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.

Airline Travel

All travel purchased with University funds must utilize preferred University vendors for all travel arrangements.

See [Purchasing Travel Policy](#).

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. St. Thomas has a preferred travel agency and local contracted hotels that should be used when making travel arrangements.

See [Purchasing Travel Policy](#).

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.

Reimbursement 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.

See [Purchasing](#), then click on "Payments" and "Reimburse Individual" and then "Student Reimbursement".

Clubs Hosting External Groups

St. Thomas generally will require third parties to enter into a facilities license agreement before allowing St. Thomas facilities to be used for a Third-Party Event. Student clubs and organizations wishing to host an external group on campus must be involved in the planning and execution of that event. Events where the club has not been involved and are simply booking space for external groups to use is not permitted. Clubs and organization hosting groups on campus are responsible for setup and teardown of materials associated with the event, as well as any associated costs for the event. A representative of the club must also be present for the entire event. Please review the [Facilities Event Licensing and Sponsorship Policy](#).

Student clubs and organizations are not permitted to invite or host external vendors to sell items on campus, regardless of the purpose. This includes, but is not limited to, for-profit businesses and other external groups.

Film Showings on Campus

Student clubs and organizations are responsible for selecting films that support the mission of the University of St. Thomas, their organization, and promote an inclusive environment for all students. If a club or organization would like to show a movie, documentary, television, or series episode at their event, they must submit an event submission in Tommie Link to be reviewed by Campus Life staff. Approval of showings will be considered based on the same criteria outlined in the Event Approval Policy. For more information, please contact the Department of Campus Life.

Student groups intending to show films or using video games during an event or public performance must also obtain proper rights for use. 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 [SWANK Motion Pictures, Inc.](#) 1-800-876-5577, which handles public performance licenses for many different film companies.

If the license is not available through SWANK, your student group will need to contact the film/videos creator to obtain license purchasing information. Please refer to the [Copyright](#) section on SWANK Motion Picture's website and contact [Campus Life](#).

Public Performances

Neither the rental nor the purchase of a movie/DVD carries with it the right to show the film outside the home. Unauthorized public performances refer to situations where an institution or commercial establishment shows a 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.

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.

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 University of St Thomas Events with Music Policy and the City of St. Paul Legislative Code Chapters 293.02 and 293.07 must complete an on-line Request in 25Live and have the event approved with the Department of Campus Life at least two weeks prior to the date of the event.
- In accordance with the University's Events with Music policy, all efforts must be made to ensure that any amplified music/sound for events do not interfere with regularly scheduled

classes or residence hall spaces occurring in the same building or neighboring buildings/locations of the event.

- These outdoor events will be permitted during the following locations and hours:
 - Outdoor Locations:
 - Upper Quad / IFC Amphitheater
 - Lower Quad
 - John P. Monahan Plaza
 - Permitted Hours
 - Convocation Hours on Tuesdays and Thursdays from 11:45 am to 1:15 pm
 - Fridays from 3:00 pm to 7:00 pm
 - Saturdays from 10:00 am to 7:00 pm
 - Sundays from 1:00 pm - 7:00 pm
 - Any events that would occur outside of the listed time frames will need to be reviewed and approved by Public Safety and Campus Life. All events must be completed by 10:00p.m.
- The amplified sound at these events should not disrupt 65 dBA (decibels) or 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](#). Additionally, all speakers, performers and entertainers must complete and sign the Performance Contract and information sheet (contact [Campus Life](#)).
- All amplified sound outdoor events with an expected attendance of over 100 people requires sponsoring clubs and organizations to meet with St. Thomas Public Safety. Outdoor concerts require that sponsoring clubs hire one St. Thomas Public Safety officer for every 100 guests expected (this number may change at the discretion of university staff). Student Club/Organization advisor or advisor designated staff or faculty member must be in attendance. Any additional staffing for outdoor events will be determined by St. Thomas 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 St. Thomas Neighborhood Liaison, will propose the date, location and content of the musical performance. This proposal will be approved at the discretion of the Department 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 who 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.
- Coverage for outdoor musical performances requires hiring one St. Thomas Public Safety officer for every 100 guests present. Additional staffing will be determined by Campus Life in collaboration with St. Thomas 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 St. Thomas 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 Associate Vice President of Student Affairs, the Director of Campus Life, the presidents of STAR and USG, and their advisors as well as the St. Thomas Neighborhood Liaison.

Indoor Music Performance Policy

- The hosting club or organization and group advisor are responsible for ensuring that 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 amplified music or sound for dances and concerts do not interfere with regularly scheduled classes or residence hall spaces occurring in the same building as the event. Concerts held Monday-Thursday will be approved at the discretion of the Department of Campus Life in conjunction with Facilities Scheduling to determine appropriate space.
- 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.
- Concerts or events require full-time University of St. Thomas faculty/ staff hosts at the ratio of one host for all one-hundred guests present for the entirety of the event (this number may change at the discretion of university staff).
- The advisor or a paid University representative, in addition to Public Safety officers, must be available on site for the entirety of the dance or concert. The advisor and club leaders must ensure that performers abide by the requirements outlined in the UST Performance Contract and Information Sheet. Additional staffing may be required and will be determined through consultation with the Department of Campus Life. Again, the costs incurred 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 concert or event is responsible for contacting Physical Plant Services prior to the event to arrange for the appropriate setup and take down for the facility, including additional trash receptors and services as needed for the specific event. 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.
- If planning a concert or event for 200 or more attendees, you must arrange a planning meeting with the manager of Tommie Central a minimum of one month before the date of the event. Please be prepared with the event logistics, tickets/information forms, sales dates, advertising, etc.
- Ticket sales for concerts or events cannot exceed the maximum capacity for the facility or the amount agreed upon with Campus Life.

Outdoor Signage, Tents and Canopies Policy

1. All outdoor signage must be associated with an event sponsored by a department, club or organization and must be approved by Campus Life.
2. Staking of any kind is prohibited. This includes any stakes or sticks of any material, posts, signs, event props, tents or canopies used in support of an event.

3. Any tents or canopies used for an event must be approved by the St. Thomas grounds department.
 - a. Tents or canopies must be weighed down by sufficient tent weights.
 - b. Tent or canopy structures must comply with policy and permit requirements by the City of St. Paul.
 - i. Tents and membrane structures having an area more than 200 square feet (10'x10' or 19 m) and canopies in excess of 400 square feet (20'x20' or 37m) should not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.
 - o A tent is defined as a structure with 2 or more sides.
 - o A canopy is defined as a structure with 1 side or less.
 - ii. Sponsoring clubs or departments are responsible for obtaining any necessary permits through Public Safety with the assistance of the Assistant Director of Campus Life.
 - iii. If there are simultaneous events sharing event space that require a permit, the cost of the permit will be split between the sponsoring departments, clubs or organizations.

John P. Monahan Plaza Event Policy

1. Reservations and set up requests (including tables, chairs and AV) for events on John P. Monahan Plaza must be made through 25Live.
2. A time interval is required between events scheduled on the Monahan Plaza to allow proper clean up and set up for events. This time will be added, by Campus Scheduling Services, according to your needs provided in your request for space.
3. Event set ups will not be permitted in landscaped areas or areas where flowers are planted.
4. Sponsoring departments, clubs or organizations are responsible for set up and tear down of materials and equipment associated with the event.
 - a. A representative of the sponsoring department, club or organization must be present for the entire event.
 - b. In your 25Live reservation you must request for the following:
 - i. Trash
 - ii. Recycling
 - iii. Electrical (if needed)
 - Power requirements exceeding 20 amps must be reviewed by the Physical Plant
 - c. The sponsoring department, club or organization is responsible for expenses related to materials and equipment rental.

- d. All materials and equipment must be set up the morning of the event and removed from the plaza within three hours of the end of the event. Any exceptions must be approved by the Director of the Anderson Student Center.
5. Vendor deliveries must be coordinated through Public Safety with the assistance of the Director of the Anderson Student Center.
 - a. A representative of the sponsoring department, club or organization must be present for delivery and pick-up by vendors.
 - b. No vehicle can be left unattended in the fire lane.
6. Any tents or canopies must be approved by the grounds department.
 - a. Staking is prohibited.
 - b. Tents or canopies must be weighed down by sufficient tent weights.
 - c. Tent or canopy structures must comply with policy and permit requirements by the City of St. Paul.
 - i. Tents and membrane structures having an area in excess of 200 square feet (10x10 or 19 m) and canopies in excess of 400 square feet (20x20 or 37m) should not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.
 - A tent is defined as a structure with 2 or more sides.
 - A canopy is defined as a structure with 1 side or less.
 - ii. Sponsoring clubs or departments are responsible for obtaining any necessary permits through Public Safety with the assistance of the Director of the Anderson Student Center.
 - iii. If there are simultaneous events on the plaza requiring a permit, the cost of the permit will be split between sponsoring departments, clubs or organizations.
7. Amplified sound levels must comply with the City of St. Paul Legislative Code Chapter 293.02 *Noise as a Public Nuisance* and with the University of St. Thomas Outdoor Event with Amplified Sound Policy found on page 50 in the clubs and organization Handbook.
8. Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The Department of Campus Life is the university official responsible for granting such permission on the Monahan Plaza.
 - a. The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the Department of Campus Life. The University may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.
9. The following are prohibited on the Monahan Plaza:
 - a. Charcoal, wood and other combustible burning materials
 - b. Trailers and motorized vehicles

- c. Buses and RVs
 - d. Carry-ins to the stadium
 - e. Any non-university sponsored sales of food, alcohol or merchandise
 - f. Skateboarding and rollerblading
 - g. Postings on light poles and buildings
 - h. Animals except service animals for special-needs patrons
10. Restrooms will be available in nearby AARC and Murray-Herrick facilities

O'Shaughnessy Stadium Video Scoreboard Movie Policy & Process

The purpose of this policy is to provide parameters for utilizing the University of St. Thomas electronic video score board located in O'Shaughnessy Stadium. This policy applies to recognized undergraduate student clubs and organizations at the University of St. Thomas who wish to host outdoor movies as programming opportunities for University of St Thomas undergraduate students.

O'Shaughnessy Stadium Video Scoreboard Movie Policy

- All outdoor movie program events sponsored by registered student clubs and organizations require a minimum of four weeks planning time and must be first approved through the Department of Campus Life.
- Any movie submitted for outdoor viewing approval must follow the "Film Showings on Campus" policy and all public viewing rights to show the movie must be purchased or secured prior to showing of the movie.
- In accordance with the City of St. Paul's Legislative Code Chapter 293.02 *Noise as a Public Nuisance* and the University of St. Thomas' outdoor event amplified sound policy, all movie sound must be supplied through a non-amplified format such as wireless headphones.
- Reservations for movie programming in O'Shaughnessy Stadium must be made through R25 and approved by the Facilities Manager of the Anderson Athletic and Recreation Complex. All requests require tech assistance through Web and Media Services/ ITS Event Support Services.
- Movie viewing area will be confined to the north end of the football field.
- A minimum of four staff hosts and three public safety officers are required for each event. Any additional hosts, public safety officers or St. Paul Police officers that may be needed, will be determined by Public Safety's Special Projects and Events Manager and the Assistant Director of Campus Life.
- Blankets or STAR bean bags are the only allowed seating options on Palmer Field. Lawn chairs of any form are not allowed.
- Smoking, alcoholic beverages, seeds and peanuts are not allowed on Palmer Field or in O'Shaughnessy Stadium

O'Shaughnessy Stadium Video Scoreboard Movie Event Planning Process

1. Representatives from the recognized club or organization will meet with the Assistant Director of Campus Life to begin the event planning process a minimum of four weeks before the proposed event. Student club or organization representatives should bring the following to the planning meeting:
 - Proposed movie information
 - Event budget information (event average total is approximately \$6000)
 - Proposed dates
2. Field Reservation
 - Reservations for the field are made through 25Live. The Anderson Athletic and Recreation Complex Facilities' Manager approves all requests for Palmer Field.
 - Make sure you identify in your 25Live that you need a tech consult.
 - Space will be held as tentative until permission to use the scoreboard is finalized through administrative channels.
 - A rain site/plan should be determined and appropriate reservations made.
 - Designated bathroom facilities for the event will be determined based on date and time of event.
3. Scoreboard Request
 - Campus Life will notify the student club or organization once approval for the event is obtained.
 - Once permission has been granted, student clubs or organizations may move forward with planning and marketing of event. Campus Life will forward on the approved 25Live request to the following departments a minimum of two weeks in advance and will set appropriate planning meetings:
 - ITS Event Support Services
 - Director of Grounds, Facilities Management
 - Special Projects and Events Manger, Public Safety
4. Choosing and ordering a movie:
 - The University of St. Thomas works with the SWANK movie company to reserve movies and secure rights for public viewing. A limited number of movies and permissions are also available through O'Shaughnessy Library. Campus Life representatives can assist with determining movie rental costs and opportunities for funding.
 - When ordering the movie from SWANK, please make sure the FULL SCREEN version is ordered and request that the movie is delivered 2 days in advance for Web and

Media Services/ITS Event Support Services to test the movie. If it is a pre-release movie make sure the pin-play code is also sent in advance of the showing.

- ITS Event Support Services will test the equipment and video 2 days prior to the event. This is why the pin-play code is important to have in advance.

5. Amplified Sound

- In accordance with the City of St. Paul's Legislative Code Chapter 293.02 *Noise as a Public Nuisance* and the University of St. Thomas' outdoor event amplified sound policy, all movie sound must be supplied through a non-amplified format such as wireless headphones.
- Campus Life works closely with Degy Entertainment who can provide headphones and the equipment to broadcast the sound from the movie into headphones for the students. The approximate cost for this service is \$4,500.00.
- Eligible clubs can request funding from USG through the recognized undergraduate student group budget request each semester.

6. Event Security

- A minimum of four staff hosts and three public safety officers are required for each event. Student clubs or organizations are responsible for the costs of Public Safety Officers and St. Paul Police officers scheduled for the event.
- Viewing area is confined to the north end of football field (in front of scoreboard).
- Public Safety's Special Projects and Event Manager will meet with representatives from the student club or organization, the advisor for the organization and Campus Life staff to jointly plan the entry and exit points for the event as well as the field layout for event guests. Public Safety will also develop an emergency plan for weather and other incidents that may arise during an outdoor event. This plan will be reviewed with the above people and implemented with the assistance of Public Safety.
- Any additional hosts, public safety officers or St. Paul Police officers that may be needed will be determined by the Assistant Director of Campus Life and Public Safety's Special Projects and Event Manager.

Statement on Student Freedom of Expression & Demonstration Policy

St. Thomas Mission Statement:

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.

In accordance with its mission, members of the university community are expected to advance the common good. This goal is most often accomplished through the normal activities of university students, staff, faculty, and administration. However, extraordinary means of expression and demonstration may be warranted when social problems become urgent and when ordinary

actions are regarded as insufficient. This policy is intended to create a space for expression and dissent within boundaries that protect the rights and safety of all community members.

St. Thomas Convictions of Dignity and Diversity:

We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.

We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.

The university is dedicated to the advancement of knowledge by means that respect the dignity and diversity of all. Dissent - defined as disagreement or withholding assent - is vital to the authentic pursuit of higher education. Therefore, members of the university community have the freedom to express diverse points of view without intimidation through expressions and demonstrations that do not infringe upon the rights of others.

[Student Policy Regarding Expression, Demonstrations, and Sponsorship of Speakers and Organization](#)

This policy is intended for use by those students who have an immediate need to organize and express their views (for example, in response to a current specific event). It is not intended to replace the general program planning policies outlined by the Department of Campus Life.

Demonstrations are expected to employ nonviolent methods such as marches, rallies, and protests that reflect the principles of [Catholic social teaching](#) and best practices for nonviolent movements. Demonstrations violate this policy if they do one or more of the following:

- Deny or infringe upon the rights of university community members or guests
- Obstruct or restrict the free movement of persons on any part of the campus
- React to the peaceful dissent of others by attempting to deny their rights
- Deny access to offices or other facilities to university community members or guests
- Endanger the safety of any person on the campus
- Result in the violation of laws or the destruction of property

Undergraduate students, including student groups and organizations, planning to hold a demonstration should complete a "Notice of Intent Form". These forms are available in the Dean of Students Office and allow students to identify such matters as the time, place and manner of the demonstration along with a general plan for the event. Upon receipt of the completed Notice of Intent Form, the Dean of Students Office will work with Campus Scheduling Services to reserve a space. This process should be completed at least 72 hours in advance of the planned demonstration.

Upon submission, the Dean of Students - or a designated representative - will consult with organizers to establish reasonable parameters of time, place, and manner in respect to the principles and qualifications highlighted above. The Dean may also consult with appropriate university personnel to ensure communication about the event. The Notice of Intent is in keeping with best practices of nonviolence that promote transparency and open communication. It does not imply an approval process, but rather a consultative process that promotes the rights and responsibilities of students and the university. If the event violates the qualifications listed above the university reserves the authority to protect the rights and safety of the community.

Graduate students who wish to demonstrate should contact the Dean of the college or program in which they are enrolled. The Dean of the appropriate college or program will be able to aid those graduate students and direct them to the appropriate university staff for help with facilities scheduling.

The submission of the Notice of Intent does not imply sponsorship of the event by the University. Nor does such an event imply that the views held by the group proposing the demonstration are supported or endorsed by the university. This policy is intended to facilitate appropriate dissent and expression by members of the university community. It is not intended to afford a venue for such dissent and expression for persons not affiliated with the university. Nor does this policy allow for demonstrations with a commercial or business purpose.

Resources:

- [Themes of Catholic Social Teaching](#)

Political Activity Policy

Student clubs and organizations at the University of St. Thomas are responsible for adhering to the University's political activity policies. Please visit the Office of General Counsel's website for more information regarding the [Political Activity Policy](#).

Policy on Greek Housing (Fraternity/Sorority Residences)

The University of St. Thomas prohibits university recognized Greek organizations (fraternities and sororities) from owning property, including but not limited to, residences or meeting facilities.

Policy Concerning First Semester Pledging for Student Organizations

Pledging is prohibited for students who are in their first semester at the University of St. Thomas OR for students who have an established institutional (St. Thomas) grade point average of less than 2.00. Exceptions to this policy are made to transfer students in their first semester at St. Thomas who have an established grade point average from another institution.

Policy on Hazing

The University of St. Thomas unconditionally opposes hazing and prohibits any situation that produces mental or physical discomfort, embarrassment, harassment or ridicule. The policy on hazing can be found [here](#).

FERPA

As stated in the Requirements for Club Officers, Executive Board members of any club/organization must be in good standing with the institution and maintain at least a 2.00 institutional grade point average. The University of St. Thomas reserves the right to perform routine cumulative grade point average 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.

Alcohol Policy

Clubs and organizations are prohibited from the use and consumption of alcohol at all club events, gatherings, activities and off-campus events and travel regardless if the participants are of legal drinking age.

Event and Dance Policy

All dances and large events (100 people or more) must be held on-campus. Any exceptions will be made at the discretion of the Department 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 Department of Campus Life must approve the space request for the event no later than two weeks prior to the date of the event.
- Dances and events will end no later than 1:00 a.m. (this time may change at the discretion of university staff).
- Clubs organizing a dance or event with 100 or more attendees are required to set up a meeting with Public Safety.
 - Coverage for events and dances requires sponsoring clubs and organizations to hire at least one St. Thomas Public Safety officer for every 100 guests present (this number may be increased at the discretion of Public Safety staff). The costs incurred and the arrangements for staffing are the responsibility of the hosting club or organization.
 - Large events and dances require full-time University of St. Thomas faculty/staff hosts at the ratio of one host for every 100 guests present for the entirety of the event (this number may change at the discretion of university staff). Please review the Department of Campus Life Protocol for Stopping a Performance.
- All efforts must be made to ensure that amplified music for dances and events do not interfere with regularly scheduled classes or residence hall spaces occurring in the same building or neighboring buildings/locations of the event.
- Prior to the event, the hosting club or organization must review expectations for the event with members of Public Safety as well as St. Thomas faculty/staff hosts.
- The club or organization hosting the dance or event is responsible for contacting Physical Plant prior to the event to arrange for the appropriate setup and take down for the facility, including additional trash receptors and services as needed for the specific event. 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.
- Ticket sales will not be available at the door and must take place prior to or during the event at Tommie Central. The hosting club or organization is responsible for arranging ticket sales through Tommie Central no later than two weeks prior to the event.
- If planning an event for 200 or more attendees, you must arrange a planning meeting with a Tommie Central staff person a minimum of one month before the date of the event. Please be prepared with the event logistics, tickets/information forms, sales dates, advertising, etc.
- Ticket sales for dances cannot exceed the maximum capacity for the facility or the amount agreed upon with Campus Life.
- **Student clubs cannot host, co-host or attend events where alcohol is being served even if some club members are 21-years of age.**

University Policies, including Event Planning & Dean of Students Office

The following policies, can also be found on the university's [Policy Repository](#):

- Student Conduct Code and Non-Academic Conduct Procedures

- Alcohol and Drug-Free University
- Associated Colleges of the Twin Cities (ACTC) Conduct
- Disability Resources Policies
- Event and Campus Space Requests
- Student Policy Regarding Expression, Demonstrations, Speakers and Sponsorship
- Gambling, Raffles and Games of Chance
- Good Samaritan
- Hazing
- Student Leave of Absence
- Missing Student
- Nondiscrimination and Anti-Harassment
- Verification of Student Information

General University Policies:

- Responsible Use of Computing Resources
- Tobacco-Free and Smoke-Free Campus
- Weapons Policy
- Equal Opportunity Statement and Notice of Nondiscrimination
- FERPA (Student Records Privacy)
- Parking
- Sexual Misconduct
- External Link Policy
- Intellectual Property
- [Copyright and Fair Use Guide](#)

CONDUCT VIOLATION PROCESS

Purpose

Clubs and organizations are a vital part of life at the University of St. Thomas and are intended to benefit individual members as well as the St. Thomas community as a whole. Recognition of a club or organization by the University is a privilege, not a right. Club and organization members are responsible for complying with University policies and procedures and for conducting themselves in a manner that is consistent with the University's mission, convictions and community standards. Clubs and organizations are also expected to ensure that the behavior of guests and attendees at club-related events and activities adheres to University policies and community standards.

The policies outlined in the Club and Organization Handbook apply to behavior on University property, at all club-sponsored activities held on or off-campus and to students' off-campus behavior that may negatively impact the University and/or the University's reputation. Individuals generally will be held individually accountable for their own conduct, but some conduct, such as conduct that involves multiple club or organization members, that occurs within the context of club or organization activities, gatherings or communications, or that is engaged in by a leader of the club or organization, will be addressed as a club matter and the club may also be held accountable. In other words, the actions of one or more students in a club or organization may lead to both individual student discipline and also sanctions for the club organization as a whole.

Any club found in violation of the policies in the Club and Organization Handbook and/or the Student Code of Conduct shall be subject to appropriate sanctions, including but not limited to written warnings, probation and loss of recognition. Additionally, club sanctions may be educational in nature, such as required training(s), reflective papers, service project(s) or transitional meeting(s) to facilitate change within the club or organization's culture. The final decision for club sanctions shall be made by the Assistant Director of Campus Life (see Appeals).

All club and organization violations will be handled on a case-by-case basis. Outlined below is the process that will normally be used to address violations of the Club and Organization Handbook. The Department of Campus Life has the right to alter this process and extend timelines based on particular facts and circumstances.

Violations of the Club and Organization Handbook that also include violations of the Student Code of Conduct may be addressed concurrently by the Department of Campus Life and the Dean of Students Office. In the case of a complaint that includes any allegation of hazing, sexual misconduct, or other serious violations of the Student Code of Conduct, the case will be reported directly to the Dean of Students Office and may be adjudicated according to other university processes, such as the University Hearing Board process outlined in the Student Code of Conduct or the Hazing Policy process. (See section on [Hearings before a University Hearing Board in handbook](#)).

Process Overview & Timeline

1. Complaint Received

Complaints will be received by the Department of Campus Life on an on-going basis. The Assistant Director of Campus Life will contact the club's executive board and advisor within 1 business day of receiving the complaint to setup a meeting to review the complaint. At the discretion of the Assistant Director of Campus Life, interim sanctions may be imposed pending the results of any investigation(s). If, for any reason, the Assistant Director of Campus Life is not able to manage the process or has a conflict of interest, the Director of Campus Life may designate an alternate university employee to serve in this role.

2. Meeting with Assistant Director of Campus Life

The club executive board members and advisor will meet with the Assistant Director of Campus Life to review the complaint and to gather information regarding the alleged violation of the club handbook. At the discretion of the Assistant Director of Campus Life, other club/organization leaders may also be included in this meeting. This meeting will normally take place within 2 business days of the initial contact from Campus Life to the executive board and club advisor. In cases where circumstances dictate and/or the club or organization board members cannot be reached within 2 business days, a formal and detailed charge letter will be issued by the Assistant Director of Campus Life or the Assistant Director of Campus Life will postpone the meeting.

3. Investigation (as needed)

If further investigation is deemed necessary, the Assistant Director and/or approved delegates may conduct investigations into the circumstances surrounding the alleged violation(s) of the Club and Organization Handbook including but not limited to interviews with members/attendees, online research, obtaining relevant documentation, and reviewing evidence and determinations from the conclusion of individual student conduct processes. If the investigation process is deemed to take an extended period of time, the Assistant Director of Campus Life will communicate the anticipated timeline to the club executive board members and advisor. Following the conclusion of the investigation, the Assistant Director of Campus Life may meet with the executive board and advisor to provide updates based on the information gathered. Information may be shared only to the extent consistent with the Family Educational Rights and Privacy Act.

4. Determination and Sanctions

If it is determined by the Assistant Director of Campus Life that the club has violated the policies within the Club and Organization Handbook, the club will be subject to appropriate sanctions based on the guidelines below. Sanctions generally will be issued within 2 business days of the initial meeting with the Assistant Director of Campus Life, unless circumstances warrant an investigation process (see #3 above). The following sanctions are examples of possible outcomes for any/all clubs found in violation of policies outlined in the Club and Organization Handbook. Educational sanctions, such as presenting to student peers on a given topic, required training(s) or reflection papers can be added to any of the sanctions listed below. The Assistant Director of Campus Life can skip to the appropriate level of sanctions

based on the facts and circumstances of the case. Sanctions can include but are not limited to:

Written Warning

A written warning generally is used for first-time infractions of policies outlined in the Club and Organization Handbook that include but are not limited to: failure to submit liability waivers for travel, purchasing from non-preferred vendors, members consuming alcohol at club events or activities. This action results in an official written warning placed in the club's file. Multiple written warnings could result in more severe consequences for any future misconduct.

Formal Reprimand

A Formal Reprimand is generally used for repeated or more serious infractions of policies outlined in the Club and Organization Handbook that have a broader impact on the community or not meeting requirements set for by the university. This includes, but not limited to: not fulfilling the club volunteer requirement, inappropriate content on social media or other publicly viewable mediums, disorderly conduct at an event resulting from poor or inadequate planning, demonstrated failure to comply with directives by a University official. This action results in an official written notification concerning the policy violation and the following sanctions or outcomes. A club or organization that is given a Formal Reprimand is put on notice and needs to exhibit exemplary behavior moving forward and other outcomes which are intended to engage the student organization in a positive learning experience related to the organization's inappropriate behavior. The club can expect that any additional warning or formal reprimands of the Club and Organization Handbook could result in further sanctions for club or organization such as Probation or loss of recognition. Formal Reprimand will last for a minimum of one semester, but longer durations may be given depending on the severity of the violation.

Probation

Probation generally is used for significant infractions of policies outlined in the Club and Organization Handbook or violations of the Student Code of Conduct, including but not limited to: club-related events (events that have been promoted by the club, hosted by members of the club, or where the majority of attendees are club members) where the club has provided alcohol or access to alcohol, violations of local, state or federal law, failure to abide by prior sanctions involving Formal Reprimands. This action results in an official written notification concerning the policy violation and the following sanctions or outcomes. A club or organization placed on Probation is put on notice and needs to exhibit exemplary behavior moving. In addition, this sanction includes the loss of apply for funding from the Undergraduate Student Government and can also include loss of club privileges and other outcomes which are intended to engage the student organization in a positive learning experience related to the organization's inappropriate behavior. Any club or organization found responsible for further violations of the Club and Organization Handbook while on probation could risk losing their club recognition status. Probation will last for a minimum of

one academic year, but longer durations maybe given depending on the severity of the violation.

Loss of Club Recognition

Loss of club recognition occurs when a club has demonstrated a failure to abide by significant policies outlined in the Club and Organization Handbook (i.e. gross negligence or endangering the safety and security of students, creating an environment of harm, violating the mission of the University of St. Thomas) or following multiple violations. This action constitutes a loss of all the privileges of club recognition, including but not limited to: ability to reserve space, funding from USG, use of St. Thomas name, logo or brand, and advertising and publicity options on campus.

5. Appeals

If all members of the executive board of the club or organization disagree with the determination of responsibility by the Assistant Director of Campus Life, 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 Department of Campus Life within three working days of the decision.

Grounds for Appeal

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

1. That circumstances beyond the control of the club leaders kept the club leaders from responding to the allegations in a timely manner.
2. That the decision by the Assistant Director of Campus Life was not based on a preponderance of the evidence.
3. 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.

Hearings Before a University Hearing Board

In the case that violations of the Club and Organization Handbook and student code of conduct violations by the club have been alleged, the club violations may be addressed either through the club process or through the University Hearing Board, at the sole discretion of the University. If the case is sent to a University Hearing Board, the club will be represented by 2 club members appointed by the club's executive board. The club representatives 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 representatives will read and sign, on behalf of the club or organization, the Notice of Rights form. The Indication of Plea form will outline the violation(s) alleged against the club or organization and require the club representatives to either assume or deny club responsibility for those violations.

The club representatives may choose to wait the allotted three working days to return the signed and completed Indication of Plea form. Failure by club representatives to return the completed and signed Indication of Plea form will result in a determination of responsibility for the club and club 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 outcome of any hearings generally are not reported to the general public and/or the media, except that the University may, in its discretion, report that a club or organization has lost recognition or been placed on club or organization probation.

The designated representatives of the club or organization will be provided with notice of the outcome of the hearing and necessary administrative personnel/offices also will be notified of decisions.

Confidentiality

The University Hearing board processes generally are treated as confidential. Club and organization members, and in some cases, the university community, may be informed of the outcome of club proceedings. Individual student information is generally kept confidential consistent with federal law. For more information on confidentiality of student records, please see [the Family Education Rights and Privacy Act of 1974 \(FERPA\)](#) for more information.