

THE UNDERGRADUATE CLUB AND ORGANIZATION HANDBOOK

Department of Campus Life

A guide to the policies, procedures and rules at the University of St. Thomas.
Revised March 5, 2019

The Department of Campus Life

Room 325, ASC

University of St. Thomas

Mail # 4024

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

Contents

INTRODUCTION	6
Definition of an Organization	6
Mission, Convictions, and Vision	6
GOVERNING BODIES OF CLUBS AND ORGANZIATIONS	8
Campus Life	8
Undergraduate Student Government (USG)	8
Section 1: Intent.....	8
Section 2: Definition of Student Organizations.....	8
Section 3: Classifications of Student Organizations.....	9
Student Organizations Committee (SOC)	9
Student Life Committee (SLC).....	9
Statement on Student Organizations	10
STARTING & MAINTAINING A STUDENT CLUB/ORGANIZATION	13
New Club/Organization Recognition Process	13
Guidelines for Constitution Drafting.....	13
REGISTRATION & GENERAL INFORMATION	15
Benefits of Club Registration	16
Storage Locker Request	16
Eligibility for Organizational Membership	17
Requirements for Executive Board Members	17
Policy Concerning First Semester Pledging for Clubs and Organizations	18
Volunteer Project Guidelines.....	18
Accountability for Not Completing Volunteer Projects.....	19
Fall and Spring Activities Fairs	19
ORGANIZATION ADVISORS.....	20
CLUB ACCOUNTS & FUNDING	21
Organization Funding Rules	21
<i>Disallowed Uses of Undergraduate Student Government Funds</i>	22
On-Campus Accounts.....	23
Deposits.....	23
Membership Dues.....	23
Internal Charges.....	23
Awards or Prizes	24
Purchasing Goods/Services from Vendors.....	24

Contracting Speaker & Entertainers.....	24
Fees for Service Providers	25
EVENT PLANNING	25
Elements of the Programming Process.....	25
Request for Services	26
Anderson Student Center Reservations	27
Ticketing Services (Events)	27
MARKETING & PUBLICITY	29
St. Thomas Brand.....	29
Using the club/organization identifier	29
<i>Designing with the organization identifier</i>	<i>29</i>
<i>Branding guidelines for apparel and advertising specialties</i>	<i>29</i>
<i>Personalizing the student identifier</i>	<i>30</i>
Newsroom	30
ASC Digital Display Boards	30
ASC Atrium Banner Policy.....	31
Printed Posters	31
Residence Life Posting Policy.....	31
Sidewalk Chalk Policy	31
Table Tents	32
Mailbox Distribution Policy.....	32
Website.....	32
Murals	32
POLICIES & PROCEDURES	33
Travel and Transportation Policy.....	33
Required Travel Forms.....	33
Volunteers	34
Risks and Liability	34
Transporting St. Thomas Students.....	34
Buses	34
Use of Fifteen-Passenger Vans is Not Permitted	34
The University of St. Thomas Code of Conduct.....	34
Mileage Reimbursement	34
Airline Travel	35

Lodging	35
Other Reimbursable Travel Expenses	35
Reimbursement to Students	35
Clubs Hosting External Groups Events	35
Film Showings on Campus	35
Public Performances.....	36
The Federal Copyright Act.....	36
Penalties of Copyright Infringement:.....	36
Outdoor Event with Amplified Sound Policy	36
Outdoor Music Performances that Exceed the Amplified Sound Limit.....	37
Outdoor Signage, Tents and Canopies Policy	38
John P. Monahan Plaza Event Policy.....	38
O'Shaughnessy Stadium Video Scoreboard Movie Policy & Process	39
Fundraising Policies.....	41
Internal Fundraising	41
External Fundraising.....	41
Raffles & Silent Auctions.....	42
Sales and Solicitation on Campus.....	42
Statement on Student Freedom of Express & Demonstration Policy	43
Political Activity Policy	45
Policy on Greek Housing (Fraternity/Sorority Residences)	45
Policy on Hazing	45
FERPA	45
University Policies, including Event Planning - Dean of Students Office	46
Policy Concerning First Semester Pledging for Student Organizations	48
Alcohol Policy	48
Event and Dance Policy.....	48
Indoor Music Performance Policy (see above for more details)	49
Department of Campus Life Protocol for Stopping a Performance	49
Social Media Use Policy	50
Conduct Violation Process	52
Process Overview & Timeline	53
Hearings Before a University Hearing Board	55
Decisions made by a University Hearing Board.....	55

Confidentiality55

CLUB SPORTS Addendum 2018-201956

Introduction.....56

The Assistant Director of the Anderson Student Center56

Club Sports Classification Status56

Funding for Club Sports56

Club Sports Organizational Structure57

Individual Eligibility and Membership Requirements57

Club Purchases58

Club Marketing and University Branding58

Club Scheduling59

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.

Definition of an Organization

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

Mission, Convictions, and Vision

Preface

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 is a list of contacts in Campus Life:

Cahill, Margaret	Director of Campus Life	651-962-6131
Kittleson, Jeanne	Administrative Assistant	651-962-6130
Holstein, Jeff	Assistant Director, Clubs & Organizations	651-962-6195
Whipkey, Erin	Assistant Director, Programming/Advisor to STAR	651-962-6134
Dokkin, Nick	Graduate Student Employee	651-962-6187
Hentges, Sarah	Graduate Student Employee	651-962-6187
Fischer, Abby	Graduate Student Employee	651-962-6187

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 VIII: Undergraduate Student Government to St. Thomas Student Club and Organizations):

Section 1: Intent

A. The Undergraduate Student Government (USG) hopes to promote the formation and communication of student organizations through:

1. Helping coordinate and facilitate communication between student groups, faculty, staff and administration.
2. Promoting student involvement in organizations which provides students with the opportunity to gain experience in activities which enhance their education.
3. Assisting students and organizations in taking full advantage of University resources and facilities.

Section 2: Definition of Student Organizations

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

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.

B. In order for an organization to be recognized by the Undergraduate Student Government, they must first be recognized by the Department of Campus Life.

Section 3: Classifications of Student Organizations

A. Classifications of Student Clubs or Organizations

1. Active clubs or organizations are those that fulfill their responsibilities each semester according to the Club and Organization Handbook, and who maintain St. Thomas recognition from semester to semester.
2. Inactive clubs or organizations are those who have not met the criteria for being defined as active for a period of two consecutive semesters.
3. Seasonal clubs or organizations are those that are active for only one semester each academic year or a period of four or fewer consecutive months.
4. Exclusive clubs or organizations include:
 - i. Has a selection process that chooses through pledging or bidding.
 - ii. Limits membership based on ethnicity, race, gender, sexual orientation, religion, handicap, GPA or major.
 - iii. Has a national affiliation that limits membership based on the restrictions above.

B. In the event that a club or organization is in question, the Student Organizations and Clubs Committee will decide the status of that club or organization.

Student Organizations Committee (SOC)

Student Organization Committee is comprised of the SOC Chair, each class president and at-large club members recruited at the beginning of each semester.

- SOC is responsible for providing student voice in recommendations made to Campus Life regarding club decisions.
- SOC works with Campus Life to review potential new clubs and to support on-going club activities.
 - After initial vetting by the Assistant Director of Campus Life, new clubs will present to SOC to determine if they can proceed to the full Undergraduate Student Government for final review and recommendation for approval.
 - SOC will support clubs and organizations by promoting collaboration between clubs and facilitating the USG club budget dinner at the beginning of each semester.

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

Department of Campus Life

2115 Summit Avenue, Saint Paul, Minnesota 55105 | stthomas.edu/campuslife

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 & MAINTAINING A STUDENT CLUB/ORGANIZATION

New Club/Organization Recognition Process

The University of St. Thomas reserves the right to recognize groups interested in starting a formal club or organization. The 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. Fill out a [New Club Intent Form](#)
2. Meet with Campus Life Assistant Director for Clubs and Organizations.
3. Secure a minimum of ten (10) organization members.
4. 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.
5. 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 (e.g. Yearbook, Tommie Media), the club will not be considered for recognition. **The University of St. Thomas does not recognize newly formed social Greek organizations.**
6. Hold a meeting to elect officers and ratify your constitution. NOTE: Only registered organizations can reserve meeting rooms. The use of a room for this initial meeting may be approved by contacting the Department of Campus Life.
7. Upon recommendation for approval of the Student Organizations Committee, your organization's application will be forwarded to the Undergraduate Student Government for approval at the next scheduled meeting. A representative of the club must be present to answer questions.
8. The club president and advisor will receive email notification upon the completion of this process.
9. Once approved, the Department of Campus Life will create a group in Tommie Link and the club must update their membership roster through Tommie Link.
10. The registration process is complete once the Department of Campus Life receives confirmation from the faculty/staff member advisor.

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 in the Department 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 (please also bold-face these sections).

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*
USG Funded Organizations: **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, 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 and during the summer before fall semester begins. Clubs are required to register with the Department of Campus Life using Tommie Link.
2. To begin the registration process:
 - A club must complete their elections for executive positions for the following academic year.
 - Once elections are completed, A member will submit a Pre-Registration form that can be found in the "FORMS" section on Tommie Link. This form must be completed before classes end in spring and before you register your club on Tommie Link.

- Club registration will open on tommie link the week following graduation. Please follow [this guide](#) for an overview on how to register your club for the upcoming school year.
- Your organization is not considered registered until 10 students and your club advisor are listed on your club's Tommie Link roster.

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 mailbox (#4024) for any club mailings.
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 [Statement Regarding the Addressing of Controversial Issues](#)).
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 service requirements (1 service project per semester per club). 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.

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. Space is limited, and all requests are taken on a first come, first serve basis. Requests will only be accepted via the [online request form](#). Please note, filling out the request form does not guarantee you space. After you complete the form, you will

receive an email with instructions on next steps, which can include notification of space allocation, how to claim your locker and lock, how to access the space, and other important information regarding your space.

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, professional student, faculty 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, 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. The University of St Thomas does not recognize newly formed social Greek organizations.
5. 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 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. Clubs and 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 recognized 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.

Policy Concerning First Semester Pledging for Clubs and 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.

Volunteer Project Guidelines

The University of St. Thomas has a strong commitment to advancing the common good within the local, national, and global community. Student clubs and organizations support the university commitment through coordinating intentional, meaningful, and mutually-beneficial volunteer project(s) each semester.

The following steps are intended to guide student clubs/organizations with developing their group project:

- 1. Work with Tommies Together Volunteer Center to identify an approved community partner or choose one from the approved community partner list.**
 - Every student club and organization will elect a Volunteer Coordinator who will be responsible to coordinate the club's volunteer project and upload attendance and reflection concluding event on Tommie Link.
 - If there is already an established relationship with a community partner, please connect with Tommies Together Volunteer Center before continuing.
 - Clubs can also request to add a new community partner to the approved list.
- 2. Connect with community partner to identify possible volunteer projects**
 - Develop a relationship with an approved non-profit organization and work together to identify projects that your group can reasonably commit to during the semester.
 - While planning, take into consideration some factors that may affect the project such as transportation, group's availability, or potential trainings.
- 3. Complete project with community partner**
 - We encourage all club members to honor their commitments to their community partners and have at least 2/3 of the club's membership to participate throughout the year.

Please note the following projects are not acceptable

- Group projects related to, sponsored by or involving alcohol or alcohol vendors are not allowed
 - Any activity related to the proselytizing of a religion or the campaigning for a candidate or policy is prohibited
 - Volunteer hours for BUS200 or any other academic credit will not count as a club's project.
- 4. Reflect on the volunteer experience with your group and submit a reflection form found in Tommie Link.**
 - Soon after the event, use the reflection guide to review and record your experiences while they are fresh in people's minds.

- Use this time to find opportunities to develop a long-term partnership with your community partner.

Accountability for Not Completing Volunteer Projects

Campus Life will send a courtesy reminder to clubs who have not completed their projects in the specified fall/spring semester due date informing them of the required hours needed and final deadline to submit the Reflection Form on Tommie Link.

Clubs whose projects are not completed by the final due date will lose some of the benefits of club registration including being ineligible for USG club funds. Clubs notified of their bad standing may appeal to the Student Organizations Club Committee (see USG constitution Article VIII for specifics).

Clubs on probation who wish to be in good standing may do so one semester after the probation notification. Clubs on probation for two consecutive semesters will lose their club recognition and will have to reapply to be a recognized student organization on campus. (Example: Clubs on probation for spring semester must complete their minimum fall requirements, otherwise will lose club recognition at the end of the fall semester.)

Fall and 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 of these 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.

ORGANIZATION ADVISORS

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

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

- Attending meetings and events, or serving as an event host at large on-campus events.
- 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.
- Providing guidance and ideas upon request.

The following are University of St Thomas advisor guidelines:

- An advisor must be a full-time member of the faculty, administration, or staff of the University. A 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.
- The advisor must give prior approval for all financial transactions and off-campus activities. The advisor may be required to co-sign for financial obligations assumed by the organization.
- An advisor can assist the club/organization to function in accordance with its stated purposes.
- An advisor can provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.
- An advisor can assist in the development of leadership skills among members.
- An advisor can help prevent any violations of university, community, or state regulations.

CLUB ACCOUNTS & FUNDING

Organization Funding Rules

A. All organizations must be in good standing with the [Undergraduate Student Government](#) and the [Department of Campus Life](#) in order to be eligible for funding:

- a. Active organizations are eligible for funding for two semesters: fall and spring.
- b. Seasonal organizations are eligible for funding for only one semester in an academic year.
- c. Exclusive organizations are not eligible for funding, but may be eligible to receive limited Undergraduate Student Government funding for a project or event if it is open to all students and advertised throughout campus.

B. Responsibilities of Organizations

- a. All clubs or organizations that receive funding from the Undergraduate Student Government must keep their allocation in an on-campus, University account
- b. All organization Presidents and/or Treasurers must attend a mandatory finance meeting at the beginning of fall semester. If neither representative can attend, he or she must arrange a personal meeting with the Undergraduate student Government Vice President of Financial Affairs.
- c. Treasurers and Presidents of all newly recognized organizations must meet personally with the Undergraduate Student Government Vice President of Financial Affairs before requesting initial funds.

C. Newly recognized organizations may be allotted a certain maximum from the Undergraduate Student Government for their first semester based in the guidelines voted upon by the Finance Committee at the beginning of each academic year. The guidelines furnished by the Finance Committee must be approved by the Undergraduate Student Government General Council.

D. Deadlines for clubs and organizations:

- a. Budget Request forms will not be accepted after:
 - i. Fall Semester: December 1st
 - ii. Spring Semester: April 1st
- b. Conference and Competition forms will not be accepted after:
 - i. Fall Semester: December 1st
 - ii. Spring Semester: April 1st

E. The Undergraduate Student Government will not fund any exams. Organizations may request funding for resource books that must remain with the organization.

F. Conference and Competition Requests

- a. Funding will be available only for active clubs, and will occur through a reimbursement process.
- b. Organizations must submit the completed registration forms to request funding.

- c. The Undergraduate Student Government Finance Committee will review the request and make a recommendation to the USG.
- d. The reimbursement amount will be whichever one of these is less:
- i. Non-exclusive organizations will be reimbursed 75% of total expenses or up to \$250 per representative.
 - ii. Exclusive organizations will be reimbursed 50% of total expenses or up to \$250 per representative.
- e. The total organization reimbursement, for any given conference or competition, may not exceed \$1800. A club may attend numerous conferences/competitions in one semester, but the total reimbursement for a single club in one semester cannot exceed \$1800.
- f. Organizations will be notified of the amount for which they are eligible.
- g. After attending the conference/competition, an organization must submit copies of all the receipts from the conference/competition to the USG Vice President of Financial Affairs for reimbursement. The organization must also make a presentation about their conference/competition to the General Council.
- h. The Vice President of Financial Affairs will review receipts and transfer the amount to the organization's accounts. Organizations will determine how members are reimbursed.

G. The Undergraduate Student Government will not fund any organization activity or conference/competition that is locally, regionally or nationally illegal.

H. The Undergraduate Student Government in association with the Finance Committee reserve the rights to immediately freeze any club or organization account for the following reasons:

1. Fails to turn in an audit of their club or organization. Clubs and organizations are required to turn in an audit of all financial transactions to the Vice President of Financial Affairs by the 15th of every month beginning October and ending in May.
2. Any club or organization operating with an account balance in debt.
3. Continued spending on an account in debt.
4. Other reasons deemed necessary to maintain the purpose of the student activity fee.

Disallowed Uses of Undergraduate Student Government Funds

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

- Alcohol
- T-shirts or other giveaway items for club members
- National chapter dues
- Gifts to other chapters
- Philanthropic donations - see [Fundraising Policies](#)
- Service projects - see Service Project Guidelines under Registration & Recognition

On-Campus Accounts

Note that off-campus bank accounts are not allowed: Student organizations do not have the option of establishing an off-campus bank account for their funds.

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

Organizations are responsible for maintaining their own budgeting records. It is extremely important that club and organization budgets are kept up-to-date. A few minutes making a proper entry in the budget will save hours later trying to reconstruct what happened. Printouts of the transactions on your account may be requested from your advisor, the Controller's Office or Campus Life as often as needed. These printouts should be checked against the treasurer's budget to make sure all entries have been made and are correct. Occasionally, an error may appear on a printout.

If you discover errors or have questions or problems with your printout after reviewing it, contact the Controller's Office at 651-962-6103 or 962-6106. The Controller's Office staff can assist you in understanding how to set up your treasurer's books, what financial records to keep, and in deciphering the meaning of your budget report.

Deposits

Upon collecting dues or making other collections, organizations will want to deposit cash and/or checks into the account as soon as possible to reduce the risk of loss or theft. A deposit can be made into the account by taking the funds to the Business Office cashier's window, Murray-Herrick Center Room 105, during normal business hours. The checks must be endorsed and should be totaled. All bills and change should be counted and organized (e.g., all \$1's together, all \$5's together).

Membership Dues

When paying dues, price verification and a list of the student members for whom the dues are being remitted is required. Clubs and organizations collecting dues must deposit the funds into their St. Thomas club/organization account, by submitting the [Deposit Receipt Form](#) to the Business Office, MHC 105. Off-campus accounts are not allowed for clubs and organizations.

Fiscal management of club dues must follow the [St. Thomas Purchasing Policy](#) (see below).

Also try to code the deposit to your club index number— dues, banquet tickets, etc.—so that this code will appear on the monthly Accounting Report. The deposit receipt form should include your club's Banner index and the account code. Common account codes are listed on the back of the form.

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 or Prizes

If the club awards prizes or gift cards, club representatives are required to document the winners' name(s), their Social Security Number or St. Thomas ID numbers, regardless of the dollar amount and the reason prizes or gift cards were awarded. This information must be included with financial paperwork and submitted to Accounts Payable, AQU 302. 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.

Purchasing Goods/Services from Vendors

All student purchases must adhere to the [St. Thomas Purchasing Policy](#). More details are included on the [Purchasing Department web site](#). 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:
 - [The Service Center](#) for printing, copying, etc.
 - [Dining 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 Speaker & Entertainers

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 program, and assistance with negotiating contract process. Discuss planning with professional

staff members in Campus Life before negotiating any contracts. **Please note, students are not allowed to sign contracts on behalf of the University.**

2. 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.**
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.
 - Some Purchasing forms may be found on the [Purchasing website](#) under "Forms," including the:
 - [Independent Contractor/Guest Speaker Guidelines](#)
 - [W-9 Form](#)
 - [W-8BEN Form](#) (Foreign Individual)
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 can issue a contract. The St. Thomas contract is available in the Department of Campus Life. The St. Thomas contract should be completed at least two months in advance. Please contact [Campus Life](#) for details.

Fees for Service Providers

Tax regulations require that all payments for services rendered must be paid through the [Independent Contractor/Guest Speaker form](#). For more information visit: [Pay an Individual](#)

Payments made directly to the service provider (guest speaker, music group, etc.) will not be reimbursed. A copy of the signed contract must accompany the Independent Contractor/Guest Speaker form. Purchasing Services must review, amend and sign any contracts including those for speakers and performers.

Please contact [Accounts Payable](#) with any questions. Payment to University employees for services must be processed through the [Payroll Department](#).

EVENT PLANNING

Elements of the Programming 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 mos. in advance for events serving 100 or more and 1-3 mos. 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.

- Develop a budget for the program (other sources of income, co-sponsoring, etc.).
 - Access [Request for Services – Campus Scheduling Services](#) to check availability of rooms and reserve them.
 - Concerts/dances must have a faculty/staff to student ratio of at least 1:100 for entirety of event.
3. Consult with advisor for background information, university requirements or possible resources that might be used for program, and assistance with negotiating contract process. Discuss planning with professional staff members in Campus Life before negotiating/signing any contracts.
 - Complete negotiations for program. Request and process contract if a purchase of talent is involved. If the talent does not have a contract, the Campus Life Department can provide one. All contracts should be completed at least two months in advance. Please contact Campus Life for details. **Please note: students are NOT allowed to sign contracts nor should they enter into verbal agreements.**
 - Determine technical requirements for program and submit [Request for Services – ITS](#). See Campus Life if IRT cannot help with your technical needs.
 - Arrange for facility set-up:
 - Reserve room through [25Live](#) (indicate set-up needs, i.e. tables, chairs...).
 - Contact [Dining Services](#) to order food for event.
 - Contact [Facilities Management](#) for outdoor event requests

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:
 - This may include: posters, table tents, digital signage, chalking, sandwich boards, etc.
 - 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 [Tommie Central](#) (see below).
 - 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 (**advisor must sign**).
 - Forms are located on the [Purchasing](#) website.
 - Students purchasing supplies for event must follow the Purchasing Policy.
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.

Request 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, Service Center and Marketing, Insights & Communication.

To reserve space on-campus:

1. Go to [Request for Services \(RFS\)](#).

2. Click on Campus Scheduling Services (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](#).

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 Reservations

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.

Ticketing Services (Events)

University clubs, organizations and departments are eligible to sell tickets through Tommie Central. A Ticket Sales Agreement Form must be completed and received seven business days prior to the event. Groups may sell tickets online, at Tommie Central, or both. Groups may request ticket distribution by E-ticket, reservation list, campus mail or pick up at Tommie Central. E-ticket distribution will require use of one or more e-ticket scanners. **All online ticket sales will be subject to a 3% convenience fee per ticket.**

All online ticket sales will be subject to a ticket fee, per ticket, based on the following:

- **Free ticket: \$0.25 fee**
- **\$0.01 - \$10.00 ticket: \$0.50 fee**
- **\$10.01 +: \$1.00 fee**

University clubs, organizations and departments may choose to cover the 3% convenience fee and/or the ticket fee or add it to the cost of the ticket. Funds will be transferred to designated accounts within five business days after the event, excluding the convenience and/or ticket fees. University club or organization advisor or department representative must sign a statement acknowledging estimated charges

Tommie Central will not accept payment or donations of a philanthropic nature (Ex: clubs cannot advertise tickets at Tommie Central with proceeds going to a charity, see “[Disallowed Uses of Undergraduate Student Government Funds](#)” and “[Fundraising Policies](#)” for more details.

MARKETING & PUBLICITY

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.

St. Thomas Brand

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 at stthomas.edu/brand 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. Please read these instructions to download a copy of the identifier: [Accessing Club Branding](#)
- 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.

Branding guidelines for apparel and advertising specialties

General rules:

- Use a [preferred vendor](#).
- Start earlier than you think you need to.
- Use of purple, white or gray for the item's color is strongly encouraged.
- 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 (pg. 33 of toolkit).
- 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.

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.

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

University of St. Thomas recognized student clubs and organizations, departments and offices may submit advertising for display on digital display boards and atrium banners in the Anderson Student Center.

- Electronic flyers must be submitted electronically via <http://www.stthomas.edu/posters/>
- If the sponsoring group cannot submit the flyer electronically, the group can request that staff in Campus Life (ASC 325) scan the flyer.
- Electronic flyers may be displayed two weeks prior to specific event or two weeks for general announcements based on availability.

All submissions must comply with the University's Responsible Use Policies available at:

<https://www.stthomas.edu/security/policies/responsibleusepolicy/>

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

All content is subject to the University's Statement on Offensive Behavior available at:

<https://www.stthomas.edu/deanofstudents/studentpolicies/statementonoffensivebehavior/>

Political postings must be in accordance with the University's Political Guidelines and Policies available at: <http://www.stthomas.edu/controllersoffice/policies/politicalactivities.html>

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 living room 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.

- Banners may be constructed with materials in the Program Resource Room (ASC 316). Please allow for an extra four inches on the top and bottom for banner hangers.
- 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:

Residence Life Posting Policy

- Individuals and organizations requesting to have promotional materials posted in the residence halls must deliver them to the Department of Residence Life (Koch 106). All postings must be stamped and approved by the Department of Residence Life. Postings that are not properly submitted will be removed.
- Residence Life will accept one poster per residence hall (20 total), no larger than 11" x 17", Residence Life staff will post approved advertisements in a hall common area on a designated Campus Events bulletin board.
- The total number of flyers available for residence hall postings is 20. Residence Hall staff will not place items under hall doors or hang promotional materials on doorknobs for any campus event or program. Postings and advertising on floors and wings is reserved for specific floor and hall events that have been approved.
- Exceptions may be made for certain all-campus events sponsored by the Department of Campus & Residence Life.

NOTE: All club or organization publicity must include this information about accessibility:
For accommodations contact Disability Resources at (651) 962-6315 or kjschumann@stthomas.edu.

Sidewalk Chalk Policy

The Department of Campus Life (ASC 325) must approve all chalking. Chalking permission forms are located in the Department of Campus Life.

- All chalking must be at least 50 feet away from doorways of all campus buildings.
- Chalking spots must be limited to six places total around campus.
- Chalking is not permitted on any pavers, including paved sidewalks or patios.

Table Tents

- Table tents may not be displayed in public lounge spaces or the main atrium in the ASC (Living Room).
- 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.

Mailbox Distribution Policy

- Clubs or Organizations wishing to distribute flyers in the student mailboxes must request permission from the Department of Campus Life (ASC 325) and the Post Office.
- Clubs must submit a copy of the flyer to be approved. Flyers must include “University of St. Thomas”, the club or organization name, contact name and number. Advertisements for alcohol are prohibited. No distribution of solicitation materials for off-campus establishments will be approved. No recruitment postings/announcements for off-campus business will be approved.
- Students are responsible for making their own copies of their flyers.
- Students are responsible for bringing copies of their approved flyers to the Post Office in Murray Herrick.
- Students are not allowed to stuff the mailboxes themselves and must allow at least 24 hours for the Post Office staff to stuff the mailboxes.
- Flyers are not allowed to be put in every box. Groups must decide on who will receive the flyers – up to a total of two classes.

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.

Murals

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

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 filling out the on-line registration form found [here](#).
2. All club members participating in off-campus travel must also fill out a liability waiver and submit to Campus Life prior to leaving campus (see “Required Travel Forms” below). Campus Life staff will 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 “Find a Vendor.” You will need to log in with your St. Thomas username and password.

Please also refer to the [Policy for Off-Campus Travel](#) 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. Forms for travel are located on the [Campus Life club website](#).

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. The student club/organization must register travel and /or activities no less than two-weeks before the scheduled trip. The online registration form should be filled out completely and list all attendees.
2. Advertisement or other arrangements of any trip sponsored by a student club/organization may not occur until the trip registration has been confirmed with Campus Life. This includes all travel plans and reservations as well as recruitment of members to participate on the trip.
3. The student club/organization must provide Campus Life with a signed [Liability Release form](#) for every student attendee no later than two-weeks before the scheduled trip.
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.
6. Travel services are provided to St. Thomas clubs and organizations via preferred vendors. To access this vendor information, see [Purchasing](#), and then click on “Find a Vendor.” You will need to log in with your UST username and password.

Volunteers

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 busses. 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 busses 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 [Public Safety & Parking 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](#), then click on "FAQs" and "Mileage FAQs."

The mileage reimbursement rate for 2017 for business use is 53.5 cents per mile (this amount is subject to change, please check with [Purchasing](#) to verify).

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](#), then click on “Policy” and “Travel”.

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](#), then click on “Policy” and “Travel”.

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.

Note that all travel must go through preferred vendors. See [Purchasing](#), then click on “Policy” and “Travel”.

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 “Pay Individuals” and then “Student Reimbursement”.

Clubs Hosting External Groups Events

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](#).

Film Showings on Campus

Student clubs and organizations are responsible for selecting films that support the mission of the University of St. Thomas and promote an inclusive environment for all students. The [Catholic News Service](#) rates most current and recent film titles and has an online directory that your club should reference before deciding on a particular title (for older titles, please check the [Catholic News Service Archive](#)). For student club film showings, film titles with Catholic News Service ratings of A-I, A-II, and A-III can be shown on campus. Films that are not rated or outside the ratings above may be considered based on the context, purpose and educational goals of the program. 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 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 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 video/DVD carries with it the right to show the tape outside the home. Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyrighted owner. This includes public performances where an admission fee is charged as well as those that are simply offered as an additional service of the establishment.

The Federal Copyright Act

Title 17 of United States Code Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved. University facilities will require written documentation that a group has a license to use a film/video before allowing such an event in all campus venues.

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 City of St. Paul Legislative Code Chapter 293.02 *Noise as a Public Nuisance* must complete an on-line Request in Resource 25 and have the event approved with the Department of Campus Life at least two weeks prior to the date of the event.
- These outdoor events will be permitted during the following locations and hours:
 - Convocation Hours on Tuesdays and Thursdays from 11:45 a.m. to 1:15 p.m.
 - Upper Quad
 - Lower Quad
 - John P. Monahan Plaza
 - Fridays from 3:00 p.m. to 6:00 p.m.
 - Upper Quad
 - Saturdays from 10:00 a.m. to 3:00 p.m.
 - Upper Quad
 - Lower Quad
 - John P. Monahan Plaza

- The amplified sound at these events should not disrupt conversational speech occurring fifty feet away from its source. Groups hosting performances with amplified sound exceeding these levels will be advised to reduce their sound levels immediately. Failure to do so will result in the immediate cancellation of the event and the loss of this privilege for the future.
- Once the event is approved, the contact person of the requested event will be expected to follow up with Facilities Scheduling to secure those offices/services relevant to the execution of the requested event.
- The club or organization hosting the event is responsible for arranging for the appropriate setup and take down. If the event area is not cleaned at the conclusion of the event, the hosting club or organization will be assessed the costs associated with clean up.
- All speakers, performers and entertainers sponsored at the University of St. Thomas must comply with all guidelines and regulations as included in the [Undergraduate Student Policy Book](#). 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 present (this number may change at the discretion of university staff). 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 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.

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 in excess of 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.
 1. A tent is defined as a structure with 2 or more sides.
 2. 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: [http://events.stthomas.edu/25live/#home\[0\]](http://events.stthomas.edu/25live/#home[0])
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. A [Request for Service](#) form must be submitted for the following:
 - i. Trash
 - ii. Recycling
 - iii. Electrical
 - 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.
 1. A tent is defined as a structure with 2 or more sides.
 2. 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 recognized 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 have a rating of A-I or A-II through the United States Council of Catholic Bishops 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 Palmer 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:
 - All movies must have a rating of A-I or A-II through the United States Council of Catholic Bishops and Catholic News rating site (www.catholicnews.com/movies) and must be approved for outdoor viewing by the Department of Campus Life. 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. The average cost of a pre-release movie through

SWANK is \$875.00, but can vary depending on title. 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.

Fundraising Policies

Internal Fundraising

The University of St. Thomas acknowledges the need for recognized student organizations to build their organizational funds. All student organizations wishing to do a fundraiser must complete a [Fundraiser Information Sheet](#). This sheet must be turned into Campus Life no less than two-weeks prior to the event to be reviewed and approved.

Space requests for fundraising events will not be approved until the Fundraiser Information Sheet is submitted and approved.

All funds raised must be deposited into the club's on-campus St. Thomas club account.

External Fundraising

All recognized 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 recognized 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 consider 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.

Raffles & Silent Auctions

The University of St. Thomas no longer supports Raffles or Silent Auctions.

Sales and Solicitation on Campus

Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The Director of Campus Life is the university official responsible for granting such permission for university-wide sales and solicitation on-campus, including the Anderson Student Center and residence halls. The same guidelines also apply to any promotions from an off-campus source that is sponsored by a club or organization, including but not limited to digital marketing and advertisements. Also, please note:

- Per the [Alcohol Advertising Policy](#), liquor or beer logos, advertisements or advertisements from businesses where the sale of alcohol is a primary purpose are prohibited.
- Per the [Tobacco-Free Campus Policy](#), all tobacco industry promotions, advertising, marketing, and distribution are prohibited.

A. The Department of Campus Life may grant permission for sales and solicitation to an officially recognized student organization if all of the following conditions are met:

1. An officially recognized student organization in good standing is either selling the item itself or agrees to sponsor the sales or solicitation. Organizations will be limited to no more than three sales per organization per semester, each sale not exceeding five days.
2. The product is not sold in direct competition with another approved sale or solicitation. The sale of similar but not identical items may be approved.
3. The product is not sold in direct competition with products sold in the university [Bookstore](#) or [Dining Services](#) - exceptions may be granted for periodic bake sales, or school spirit items such as hats, mufflers, shirts, etc. purchased through a preferred vendor (see [Purchasing Policy](#)).
4. The sponsoring club or organization is guaranteed at least 15 percent of the gross sales or a flat rate of at least \$50.00 per day, whichever is higher.
5. The proceeds from any sale must benefit the entire sponsoring organization and not simply some members who might use the organization as a front to set up such sales. For credit card solicitations, at least one member of the sponsoring organization must be present to staff the table.

6. T-shirts, posters, etc., which contain design elements must be approved by the Department of Campus Life.
7. The product for sale or the solicitation is appropriate for a Catholic university.
8. [The Fundraiser Information Sheet](#) has been approved by the Department of Campus Life **at least two-weeks in advance** of the proposed sale or fundraiser.

B. In addition, sales and solicitation on campus may be granted if:

1. The sales or solicitation is of direct educational benefit to students or of significant benefit to the University of St. Thomas community.
2. The sales or solicitation is sponsored by an administrative or academic department of the university.
3. The university retains the right to restrict time, place and manner of solicitations in order to protect the educational environment of the institution. The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the Department of Campus Life in the Anderson Student Center.

The university may, if it chooses, impose an additional rental charge to cover overhead costs to the institution.

This policy exists to guarantee that the content or service of a student organization's fundraiser conform to the University of St. Thomas' Code of Student Conduct and avoids demeaning sexual, racial or other discriminatory references, nor promotes the abuse of alcohol.

Please refer to the [Undergraduate Student Policy Book](#) for more information on the Gambling, Raffles and Games of Chance Policy.

If a vendor, alumnus or private individual contacts a student organization offering to support an event or the organization; the student organization may accept the contribution with the assistance of the [Development Office](#). Contributors may request a charitable donation receipt through the [Development Office](#).

Statement on Student Freedom of Express & Demonstration Policy

Statement on Freedom of Expression

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.

Demonstration Policy

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 the [best practices of 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:
<http://www.usccb.org/sdwp/projects/socialteaching/excerpt.shtml>
- UST Justice & Peace Studies course content on active nonviolence:
<http://courseweb.stthomas.edu/justpeace/250ch13.html>

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 Controller's Office website for more information regarding the Political Activity Policy as well as the [Political Candidate Guidelines](#).

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 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.

University Policies, including Event Planning - Dean of Students Office

The following polices, can also be found on the [Dean of Students web site](#):

1. Undergraduate Student Policy Book:

- [Alcohol and Drugs](#)
- [Behavioral Leave Policy](#)
- [Computing Resources \(Responsible Use Policy\)](#)
- [Consenting Relationships](#)
- [Event Request Policy](#)
- [Excused Absence](#)
- [Gambling, Raffles and Games of Chance Policy](#)
- [Good Samaritan Statement](#)
- [Hazing](#)
- [Insurance and Liability](#)
- [Missing Persons Policy](#)
- [Parking](#)
- [Responsibility for Personal Safety](#)
- [Sales and Solicitation on Campus](#)
- [Sexual Misconduct Policy and Procedures](#)
- [Statement on Student Freedom of Expression and Demonstration Policy](#)
- [Students with Disabilities](#)
- [HIV / AIDS Guidelines](#)
- [Use of Tobacco](#)
- [Verification of Student Information Policy](#)
- [Weapons Policy](#)
- [Withdrawal Policies](#)

2. General University Policies:

- [Affirmative Action Statement](#)
- [Campus Security Act](#)
- [Computing Resources \(Responsible Use Policy\)](#)
- [Copyright at St. Thomas](#)
- [Equal Opportunity Statement and Notice of Nondiscrimination](#)
- [Family Educational Rights and Privacy Act of 1974](#)
- [Faculty Policy on Off-Campus Travel with Students](#)
- [Travel Policy](#)

- [Parking](#)
- [Hate Crimes and Bias-Motivated Incidents Policy and Procedures](#)
- [Sexual Misconduct Policy and Procedures](#)
- [Use of Human Subjects in Research](#)
- [Web Privacy Policy](#)
- [External Link Policy](#)

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.

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](#). Club events and activities are defined as being

The minimum requirements are:

- The hosting club or organization and group advisor are responsible for ensuring all event management policies are followed. See “[Elements of the Programming Process](#)” in handbook.
- 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 the 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 to 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.**

Indoor Music Performance Policy (see above for more details)

- 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 every 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.
- Ticket sales will not be available at the door and must take place prior to or during the event at the Tommie Central. The hosting club or organization is responsible for arranging ticket sales through the Tommie Central no later than two weeks prior to the event.
- If planning a concert or event for 200 or more attendees, you must arrange a planning meeting with the manager of the 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 to exceed the maximum capacity for the facility or the amount agreed upon with Campus Life.

Department of Campus Life 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.

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 recognized student clubs or organizations. All members of recognized student 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.

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

- Recognized 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 recognized 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 recognized 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 Offensive Behavior available at: <https://www.stthomas.edu/deanofstudents/studentpolicies/statementonoffensivebehavior/>
- All student club and organization online content is subject to policies outlined in the St. Thomas student club and organization handbook as well as the University's Undergraduate Policy Book (<https://www.stthomas.edu/deanofstudents/studentpolicies/>) and the Student Code

of Conduct

(<https://www.stthomas.edu/deanofstudents/studentpolicies/disciplinaryrightsandprocedures/>).

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 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. Written warnings will result in more severe consequences for any future misconduct.

Formal Reprimand

A formal reprimand generally is used for repeat or more serious infractions of policies outlined in the Club and Organization Handbook that have a broader impact on the community, including but not limited to: 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 reprimand concerning the violation of the Club and Organization Handbook being placed in the club's permanent record. A club or organization receiving a formal reprimand is put on notice and needs to exhibit exemplary behavior moving forward. The club can expect that any future violation(s) of the Club and Organization Handbook will result in a minimum sanction of club or organization probation.

Club or Organization 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 a formal reprimand. This action results in a formal notification being placed in the club or organization's permanent record. Probations will last for a specified time period (i.e. one semester, one academic year, etc...) during which a club or organization must conduct itself in an exemplary manner and results in loss of funding from Undergraduate Student Government. Any club or organization found responsible for violations of the Club and Organization Handbook while on probation will normally lose their recognition and be ineligible to use the University of St. Thomas name, its resources or apply for funding through the Undergraduate Student Government (USG).

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 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.

CLUB SPORTS Addendum 2018-2019

Introduction

All Club Sports members are responsible for all policies contained in this handbook. The Department of Campus Life in the Division of Student Affairs governs all Club Sport Programs at the University of St. Thomas. Club Sports are student clubs established to promote interest, participation, and competition in a particular activity. Club Sports should allow students the opportunity for involvement in skill development, public relations, fundraising, budgeting, administration, scheduling, and teamwork. Club Sports are designed to serve individuals interested in different sports that are not offered on the varsity level at the University of St. Thomas. Club Sports may operate under their sports own governing body, but do not operate as an NCAA varsity sport and are not to be included with the University of St. Thomas Athletics Program. These sports are competitive in nature however, as Club Sports teams must compete against a club sports, varsity, tournament, or recreational team that does not represent St. Thomas.

The Assistant Director of the Anderson Student Center

The Assistant Director of the Anderson Student Center provides professional guidance, facility support, administrative framework, and financial assistance to clubs officially recognized as a Club Sport. The Assistant Director of the Anderson Student Center oversees all aspects of Club Sports including coach hiring, club and individual eligibility, registration, budgeting, purchasing, and fundraising. The Assistant Director works with each Club Sport to ensure compliance with policies and procedures and to be available for consultation from a club's administration.

Club Sports Classification Status

Club status as a Club Sport is determined by the Assistant Director of Campus Life and is reviewed yearly. The Assistant Director of Campus Life has the authority to terminate Club Sports status at any time due to policy violation(s).

Requirements for Club Sports Status:

- A. Club must complete and submit to the Assistant Director of the Anderson Student Center the Club Sports Application by May 31st for the following academic year.
- B. Club sports must belong to a recognized governing body or competitive league.
- C. Club must schedule a minimum of two competitions against non-University of St. Thomas affiliated groups per academic year.
- D. Club Sports Organizational Structure requirements must be maintained (see section V.)
- E. Club must maintain a minimum of ten active members at all times during the academic year.
- F. Club leadership (President, Vice-President, Captains) must attend a Club Sports Training coordinated by Assistant Director of the Anderson Student Center.
- G. Clubs must hold a minimum of two business meeting during each academic semester; meeting minutes are required to be submitted to the Assistant Director of the Anderson Student Center.
- H. Clubs must meet all requirements for club eligibility as set forth in the St. Thomas Clubs and Orgs Handbook.

Funding for Club Sports

A Club Sport cannot apply for funding from the Undergraduate Student Government (USG) after its first year of operation. If a recognized Club Sport does apply for and receive funding from USG, its status as a Club Sport will be terminated for that academic year.

University of St. Thomas Club Sports are funded by:

- A. University operating funds (Department of Campus Life)
 - a. Amount allocated to each club is at the discretion of the Assistant Director of the Anderson Student Center and is determined in part by the Club Sports Application, including:
 - i. Anticipated club expenses and fundraising.
 - ii. Number of club participants.
 - iii. Number of club competitions and travel.
- B. Club generated funds (club dues, fundraising, etc.)

- a. Please view the [Club & Orgs Policy for On Campus Accounts in handbook](#).

Club Sports Organizational Structure

Club Sports must have the following organization structure in order to be recognized as a Club Sport: (Additional board positions may be created and assigned as determined by the club)

- A. **Club Advisor:** The Assistant Director of the Anderson Student Center will serve as the Advisor to all Club Sports. Club Sports may seek out University of St. Thomas Faculty or Staff to act as club mentors, but the roles and responsibilities of a club advisor as set forth in the [Club & Orgs Handbook](#) shall be fulfilled by the Assistant Director of the Anderson Student Center.
- B. **Club Head Coach:** Working closely with the Assistant Director, the coach is a University of St. Thomas employee under contract with Campus Life. The Coach is responsible for assisting teams in practice and competition by promoting skill development and game strategy. The Coach manages the team roster working with the Assistant Director to ensure the participation eligibility of all students participating in any team activities. Coaches are required to ensure a safe environment for all club activities and report any incidents or injuries immediately to Public Safety and the Assistant Director as needed.
 - a. Coaches are hired by the Assistant Director of the Anderson Student Center. Clubs may consult with the Assistant Director, however the entire selection process including the interview and offer is to be administered by the Assistant Director of the Anderson Student Center.
 - b. The Department of Campus Life provides funding for one head coach per club sport, additional coaches may be paid for out of club budgets with the approval of the Assistant Director of the Anderson Student Center.
 - c. All coaches are required to attend Fall training on Thursday, September 20th, 2018. If unable to attend, coaches must schedule a meeting with Kevin Manson to cover material.
- C. **Student Club President:** The President functions as the contact person for the Club when receiving information from Campus Life or the Undergraduate Student Government. The President, along with the Coach, is responsible for providing an updated roster, adherence to all policies governing club sports and the University, and managing the budget.
 - a. Club Presidents are required to attend the Club Sports training at the beginning of the Fall Semester each year.
 - b. Club Presidents are required to meet monthly with the Assistant Director.
- D. **Student Club Vice-President:** The Vice-President serves as the alternate contact to the Club President. Other duties as determined by the Club Administration.
- E. **Student Captain:** The Club Captain(s) is responsible for working closely with the Head Coach and Associate Director of Campus Life in promoting exceptional team behavior both on and off the field.
 - a. A Club Captain may serve as the Club President or Vice President.
 - b. Club Captains are required to meet monthly with the Assistant Director.

Individual Eligibility and Membership Requirements

Membership in Club Sports must be open to all full-time undergraduate University of St. Thomas students without regard to race, religion, national origin, or gender. Club Sports can hold tryouts, however and the final roster of the club will be determined by the head coach.

In order to participate as a member of a University of St. Thomas Club Sport the following requirements must be met:

- A. Must be a currently enrolled, full-time undergraduate University of St. Thomas student.
 - a. ACTC or students from other colleges are not eligible to participate in a Club Sport at the University of St. Thomas.
 - b. Students not at full-time, but completing their last academic term with the credits necessary to complete their undergraduate degree during that term may be eligible for participation with the approval of the Assistant Director of the Anderson Student Center.

- B. Only currently enrolled full-time undergraduate St. Thomas students who are in good academic standing (not on academic probation) will be permitted to participate in a Club Sport. To learn more about academic probation, determined only by institutional GPA (St. Thomas) please visit the [University's Undergraduate Catalog](#).
 - a. A student who is in his or her first semester at St. Thomas will have eligibility determined by:
 - i. 2.0 institutional GPA
 - ii. If 2.0 institutional GPA is not met, student may be eligible by passing 12 credits
 - 1. After their first semester at St. Thomas, every student will need to achieve Academic Good Standing, which is a 2.0 cumulative institutional GPA, to be eligible for Club Sports participation.
- C. Students on conduct probation are not allowed to hold elected leadership positions or team captain positions.
- D. A complete membership roster must be submitted to the Assistant Director or through [TOMMIE LINK](#) prior to practice, travel, or competition beginning for the academic year. Additions to the original roster must be updated before those students may practice, travel, or otherwise participate in club activities.
- E. All students must have health insurance and provide a copy of that health insurance to the Assistant Director prior to participation in any club activity. Any student who does not have health insurance is unable to participate. Please refer to [Student Health Services](#) for insurance information.
- F. All students must complete a [Liability Waiver](#) prior to participating in any club activities.
- G. All students must complete a **Member Participation Agreement** prior to participating in any club activities.

Please see the [Clubs and Orgs Handbook section for policies and procedures](#) regarding the individual and club disciplinary processes for policy violations.

The conduct of any student representing St. Thomas as a member of a Club Sport is expected to reflect favorably on the University, following all policies in this handbook and the Undergraduate Policy Book. Should individuals or groups discredit the University, they will be subject to dismissal from the club and measures may be taken against the club.

Club Purchases

- A. No club, participant, or coach may enter into contractual agreements of any form without the assistance and approval of the Assistant Director and the University's Purchasing & Payables Department.
 - a. At no time may a club, participant, or coach sign a contractual agreement on behalf of the club or the University.
 - b. All signatures must be obtained by the proper University officials.
- B. All club purchases must be approved prior to ordering by the Assistant Director of the Anderson Student Center regardless of funds being used (University allocated budget or Club generated funds).
 - a. All club purchases must be done using the University's preferred vendors and following all policies set forth by the [University's Purchasing & Payables Department](#).
 - i. Written approval from the Purchasing & Payables Department is required for any exceptions to the use of a preferred vendor.
- C. Student or coach reimbursements must be approved by the Assistant Director of the Anderson Student Center.
 - a. All expenses must be approved by the Assistant Director of the Anderson Student Center prior to purchase.
 - b. [Student](#) and [Employee](#) reimbursement forms must be submitted to the Assistant Director of the Anderson Student Center within two weeks of the date of the expense.

Club Marketing and University Branding

Club Sports must follow all [Branding Guidelines](#) as set forth by the Clubs & Orgs Handbook.

- A. Use of official University of St. Thomas identifiers and branding items must be approved by the Associate Director of Campus Life.
 - a. All apparel that is representative of the club, including uniforms, warm ups, fan gear, etc., must be approved by the Assistant Director of the Anderson Student Center for design, color, and text. This includes solid color items that do not contain identifies or text.
- B. University of St. Thomas officials must have access to edit any official club websites or social media accounts.
- C. Use of the Athletic shield is not permitted for Club Sports use.
 - a. Clubs may work with the Assistant Director of the Anderson Student Center for an identifier to represent the club.
- D. St. Thomas Club Sports are responsible for ensuring St. Thomas club identifiers and logos are used correctly by their affiliated league/governing body when the league is representing the club or the University online or in print material.

Club Scheduling

- A. On Campus scheduling of Athletic Facilities:
 - a. Club Sports are to work closely with the Assistant Director of the Anderson Student Center and the Athletic Department to schedule facility space for practices and games on campus.
 - b. All events must be scheduled a minimum of two weeks in advance
- B. Off Campus Scheduling
 - a. Clubs are to work closely with the Assistant Director of the Anderson Student Center for scheduling space off campus.
 - b. Clubs may not enter into rental agreements without the assistance of the proper University officials.
- C. Travel and Transportation Policy
(Please refer to the [Travel and Transportation Policy](#) for additional information)
 - a. All Clubs must obtain approval from the Department of Campus Life for off-campus activities and overnight trips to be sponsored by the club.
 - b. [Club & Org Off-Campus Travel Form](#) must be completed for each off-campus trip and submitted to Campus Life two weeks prior to the start of the trip.
 - i. All club members must have a signed [Liability Waiver](#) on file with Campus Life in order to participate.
 - c. Students are not allowed to drive themselves and other club members to off-campus club sponsored events without first gaining approval by submitting a [Driver Authorization Request](#) ten business days in advance of first date requesting.
 - d. The use of fifteen passenger vans is not permitted for club travel.
 - i. Bus rentals are available via preferred vendors and [Parking and Transportation Services](#). Clubs should work with the Assistant Director of the Anderson Student Center for travel arrangements.

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](#). 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 [Student Policies](#).