

University of St. Thomas Undergraduate Clubs and Organizations Handbook

# The Undergraduate Clubs and Organizations Handbook

## Department of Campus Life

A guide to the policies, procedures and rules at the University of St. Thomas.  
*Updated April 14, 2016*

The Department of Campus Life

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# INTRODUCTION

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

## **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:

Brandes, Margaret	Administrative Assistant	962-6132
Cahill, Margaret	Director of Campus Life	962-6131
Edwards, Krysten	Assistant Director, Programming/Advisor to STAR	962-6134
Guetter, John	Associate Director, Spirit Initiatives/Advisor to STAR	962-6140
Kim, Ed	Assistant Director, Clubs & Organizations	962-6195
Martinez, Peter	Graduate Student Employee - Spirit Initiatives	962-6187
Massey, Evette	Graduate Student Employee – PRR/Leadership Center	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 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 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. Clubs that will be recognized include the following:

1. Honor, Leadership and Recognition Societies that are approved by their national chapter
2. Departmental Affiliated and Sponsored
3. Professional Societies
4. Special Interest Groups
5. [Club Sports](#)

B. Classifications of student clubs and organizations

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

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

### **Student Organizations Committee (SOC)**

The Student Organizations Committee (SOC) is a committee of the Undergraduate Student Government (see Article X, Section 1 and Section 3 in the [USG Constitution](#)).

1. The SOC shall consist of:

- a. Student Organization's Representative.
- b. Class Presidents.
- c. Five appointed student representatives.

2. The SOC, in conjunction with the Department of Campus Life, shall handle all administrative details pertaining to campus clubs/organizations.
3. The SOC shall work with and report back to the council on all matters regarding clubs/organizations. All Committee decisions regarding the status of clubs/organizations and granting special privileges shall be subject to a simple majority of the council.

The SOC shall hear, review, and debate campus clubs/organizations conduct cases (see "Student Club/Org Conduct Review" under Article VIII, Section 5 in the [USG Constitution](#)).

### **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:

1. The committee may formulate modifications in the Statement of Student Rights and Responsibilities and recommend them for approval by the student, faculty and administrative bodies. Proposals for such modifications also may be initiated by the appropriate student, faculty and administrative bodies.
2. In the area of student life, the committee may recommend rules and policies on student conduct, athletics, and on- and off-campus functions sponsored by a university organization.
3. The committee may recommend and promote programs it considers helpful in enhancing student life and contributing to an improved spirit of understanding and cooperation among members of the university community.
4. The committee may discuss matters involving on- or off-campus residency and make recommendations to the appropriate authority.
5. The committee shall not make rules pertaining to student residencies.
6. None of the above limits the authority of the Dean of Students to establish policies and rules in the area of student affairs.

B. The actions of the committee in A.2 and A.3 above will go into effect upon approval by the Dean of Students.

C. Proposal under A.1 above will go into effect if approved by the three bodies specified. The University Student Government (USG), faculty and administration will each set up its respective body and methods for approval. When one of the bodies suggests modifications of a proposal, the Student Life Committee will act as a conference committee to arrive at an acceptable resolution.

D. The Student Life Committee shall consist of five students, four faculty and three administrators, plus the Dean of Students as a nonvoting member.

1. The committee shall elect its own chair annually.
2. Four student members of the committee will be appointed for a two-year term in a manner so designated by USG. The fifth member shall be the president of USG who shall serve a term of one year.
3. The four faculty members of the committee shall be chosen for a term of four years in a manner designated by the Faculty Organization Plan.
4. The three administrators on the committee shall be appointed for a term of two years by the president of the university.
5. All terms shall begin on April 1.
6. In the case of vacancies, each of the above groups shall determine its own method of making appointments for the unexpired terms. Also, the faculty and administration may decide, if either wishes to do so, to have two members chosen for one-year terms in the initial formation of the committee.

**Statement on Student Organizations**

Adopted by the [Student Life Committee](#) and taken from the [Undergraduate Student Policy Book](#)

I. The University of St. Thomas is a community. The student body, the faculty and the administration are, therefore, not fundamentally independent of each other or of the university as a whole. Each of them, it is true, participates in the total community in its own way - like the various members of a living body - and so, maintains an identity and a life proper to itself. But the very nature of community requires that the activities of its members ultimately find a meaning in the context of the whole.

II. It is natural that student organizations of various kinds should spring up within the university community, for students spontaneously join together when motivated by a common desire. It is also natural that these organizations should seek recognition by the university as a whole, for in this way they become living members of the community.

III. The recognition of student organizations - and, in fact, of all organizations within the university community - is ultimately an act of the entire community, even though, in accordance with the judicial structure of the university, the recognition may be exercised through a particular office or committee. Therefore, the recognition of any particular organization involves not only respect for that organization itself, but also for the total community. This means that the organization must not only satisfy the desires of its membership, but also must fulfill a need proper to the university as a whole.

IV. There are various norms governing the recognition of student organizations which follow obviously and immediately from this principle. One is that the number of organizations must not be multiplied indefinitely, for this would ultimately weaken the sense of community. Again, only organizations which actively fulfill their purposes and are able to maintain certain minimum memberships have a right to be recognized; otherwise, instead of contributing to the rest of the community, they have to be carried along as dead weight. Moreover, the well-being of the community requires that a variety of organizations be recognized and that a balance be maintained among the various types.

V. The norms we have just considered - and others similar to them - govern the recognition of all student organizations, whatever their purpose or structure, but it is necessary to raise a further question. Does every type of organization have a place within the university, or, are there certain types which, by reason of their very nature, are not apt to enrich the life of the community as a whole?

VI. Certain types of organizations cannot be recognized by any community. Such are those which are formed for immoral purposes or which are in any way subversive of the aims of the community. These may be excluded without further consideration. There remains the question of organizations which are not bad in themselves and which are proposed by groups of students in good faith. Do all of these, as a general principle, enjoy the right to be recognized?

VII. The question of the recognition of a certain type of student organization must be resolved according to the following norm: Only organizations that have as their primary purpose the promotion of activities which contribute to the life of the whole student body, and in which any student, given certain objective qualifications, might participate, have the right to be recognized.

VIII. The right to organize belongs first of all to the student body as a whole, in accordance, for example, with the customary divisions between classes and between resident and commuter students. This right follows from the fact that the student body is an integral part of the total community.

IX. There are, in addition, a number of more particular ways in which the student body may appropriately organize. Many organizations express a specific academic or professional interest and are, therefore, directly related to the defining purpose of the university. Other organizations function to relate the student body and the university to the larger community of which the university is a part - civil society and the church. These would include, for example, religious organizations and political clubs as well as groups formed for community service. Finally, there are organizations which promote recreational activities and athletics, or which by long tradition are acknowledged to contribute something valuable to the spirit of the university.

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

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

# STARTING AND 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 Article VIII of the Undergraduate Student Government Constitutional By-Laws. Students interested in forming a new club must complete the following steps:

1. Meet with Campus Life Assistant Director for Clubs and Organizations.
2. Secure a minimum of ten (10) organization members.
3. Secure a full-time UST faculty or staff person to serve as organization advisor. The Department of Campus Life can assist clubs in securing an advisor if necessary.
4. Draft a constitution, using the Guidelines for Constitutional Drafting. The constitution must include a mission statement describing the club's purpose and how it will contribute to the mission of UST. If the mission or purpose is similar to an existing club 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.
5. 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.
6. 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.
7. The club president and advisor will receive email notification upon the completion of this process.
8. Once approved, the club must register with Department of Campus Life and update their club's roster on Murphy Online.
9. The registration process is complete once the Department of Campus Life receives confirmation from the faculty/staff member advisor.
10. Clubs interested in being classified as a Club Sport, please read the Club Sport section.

## 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.

## **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 and must maintain at least a 2.0 cumulative grade point average.** *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 AND RECOGNITION

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 [Murphy Online](#). Please follow [this guide](#) for a step-by-step overview of registering your club for the upcoming school year.
2. 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 UST organization. The club or organization will remain suspended until registration is completed.
3. All clubs are expected to maintain a membership of at least ten members and keep Murphy Online 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.
4. 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. Please refer to the "[New Club/Organization Recognition Process](#)" above.

### **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 for any club mailings #4024
2. Use of University publicity outlets (see [Publicity Opportunities](#) under Event Planning).
3. Use of University facilities, including meeting rooms and Campus Way.
4. May raise funds or make other permissible solicitation on University property.
5. Inclusion in the yearbook as a recognized student organization.
6. Ability to sponsor or present a public performance on University property (see the University [Speakers Policy](#) and [Statement on Controversial Issues](#)).
7. Opportunity to participate in the fall and spring activities fairs.
8. Use of equipment and/or services of IRT.
9. Opportunity to establish a club site on Blackboard and a club website.
10. Use of Murphy Online for club management.
11. Use of [club storage](#) in the form of a locker in the Andersen Student Center Leadership Center.
12. Eligible for USG funding if they maintain official registration with the Department of Campus Life, remain open to all UST students and maintain an account with the Business Office. 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.

### **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 of any undergraduate student organization, and may not hold office or vote. Graduate students may only be regular members, hold office, or vote in graduate student organizations.
3. The officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The 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 Officers**

The officers of all student organizations and officials of the Undergraduate Student Government must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. A student in good standing is defined as having a GPA of no less than 2.0 and no outstanding disciplinary sanctions.

The Department of Campus Life will check the status 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 on good standing.

The responsibility for checking grade point averages for club and organization officers shall reside with the current officers of that organization and should be a part of the election process. Students do not have access to check on grade point averages of other students. Students running for officer positions should be made aware of this requirement and provide documentation proving they are in good standing as requested. In instances of dispute, the decision-making authority and responsibility rests with the 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 UST 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 club contact form on the [Club and Organization Directory](#). Student club or organization contacts will respond as they choose.

### **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 G.P.A. of less than 2.00. Exceptions to this policy are made to transfer students, who have an established G.P.A. from another institution.

### **Service Project Guidelines**

The University of St. Thomas has a strong commitment to promoting the values of social action and civic responsibility within its community. Community service is not only considered an act of compassion for others but ultimately as the registration of the common bond of humanity.

In support of this university value, the following revised guidelines are intended to aid student clubs/organizations in selecting their service projects:

- Each club/organization will serve 1.5 hours per member of the organization for each semester to be considered in good standing and eligible for general USG club funding, USG conference and Competition funds, Lectures, STAR Coop funds and Club Sports funds.
- Required hours of service depend on the number of members registered by a club / organization with the Department of Campus Life.
- Students who are involved in multiple clubs must complete service hours for each club they are participating in. Service hours submitted for a club cannot carry over to another club.
- Any project that includes the collection of money, clothing, etc. as the service project will need to be pre-approved by Campus Life (approval should be a minimum of one week prior to beginning of project.)
- Projects that span two semesters need to meet required hours during both semesters and need to be pre-approved by Campus Life.
- Service hours for BUS200 or any other academic credit may not be counted toward club service hour requirements.
- Common service projects include neighborhood or community cleanups and volunteering at charitable organizations or events. Participating in walk/runs, personal time commitments (i.e. babysitting, working for a family member), or other paid opportunities do *not* count towards service hours. For example, volunteering at a 5K as support staff *would* count, whereas participating in a 5K would *not*.)

### **Accountability for Not Completing Service Projects**

Campus Life will send a courtesy reminder to clubs who have not completed their service hours by the specified fall/spring semester due date informing them of the required hours needed and final deadline to turn in the Service Report form.

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

Clubs in bad standing who wish to be in good standing may do so one semester after the bad standing notification. Clubs in bad standing for two consecutive semesters will lose their club recognition and will have to reapply to be a recognized student organization on campus. (Example: Clubs notified of bad standing status for spring semester, may request to meet with the SOC in the fall of the following year, if the club does not do so, they will be placed in bad standing for that fall and 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 required 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.

## **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.
- Providing information on policies and procedures.
- Approving all financial transactions and being the account manager.
- Providing guidance and ideas upon request.

The following are University of St Thomas advisor guidelines:

- An advisor must be a full-time member of the faculty, administration, or staff of the University. A local college or university graduate student under contract to work at the University of St. Thomas may advise a club or organization only if done so as an assigned University job responsibility.
- The advisor must give prior approval for all financial transactions and off-campus activities. The advisor may be required to co-sign for financial obligations assumed by the organization.
- An advisor can assist the club/organization to function in accordance with its stated purposes.
- An advisor can provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.
- An advisor can assist in the development of leadership skills among members.
- An advisor can help prevent any violations of university, community, or state regulations.

# EVENT PLANNING

## Elements of the Programming Process

Familiarize yourself with the [Statement Regarding the Addressing of Controversial Issues](#) outlined in the [Undergraduate Student Policy Book](#). If you suspect that a performer/speaker may be considered controversial, please contact the Department of Campus Life or the Dean of Students office for guidance. **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.
  - Complete "Event Details" sheet 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 [25Live](#) 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. Remember a UST amendment must be included with any agency issued contract. If the talent does not have a contract, UST can issue a contract. The UST contract is available in the Department of Campus Life. The UST contract should be completed at least two months in advance.
  - Determine technical requirements for program and submit [Request for Services – IRT](#). 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.

**NOTE: UST Purchasing Policy requires food, print & other items to be purchased using UST or preferred vendors**

4. Develop publicity ideas (1-3 mos. before the event). See Publicity policy below:
  - This may include: posters, table tents, a Bulletin article, sidewalk 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 the UST Box Office (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, 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 new Purchasing Policy.

NOTE: Purchasing Policy, effective 7/1/10 - all food, print & other items must be purchased through UST vendors or preferred vendors).

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, IRT, Physical Plant 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: Facilities Scheduling, Dining Services, Information Resources & Technologies (IRT), Institutional Research & Analysis (IRA), Physical Plant, Public Safety & Parking Services, Service Center and University Relations.

### ***To reserve space on-campus:***

1. Go to [Request for Services \(RFS\)](#).
2. Click on Facilities Scheduling (will take you to [25Live](#)).
3. Click “Event Wizard” at the top tab.
4. Use the filters on the right hand side to find a desired space. You can learn more about a space by clicking on the space name and a separate window opens up with the description of the space.
5. Find the desired time that you would like to meet in the space you would like. If there is an empty, white box then the space is probably available. If there is a colored block then the space has already been reserved by another group.
6. If the space is white, click on the white box. You’ll need to log in with your username and password.
7. Fill out request form and complete all fields. Once you fill out your request form it may take 2-3 business days for it to be processed. Campus Life approves all student club and organization requests before event space is assigned. You can track the status of your request by logging into Resource 25, clicking on the link “My Requests” and then clicking on “pending” or “approved.”

If your event is under the “approved” tab then your event is either “tentative” or “confirmed.” If your event is set to “tentative” then you are still waiting for Facilities or Campus Life approval. If your event is set to “confirmed” then your event and space has been approved.

**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 second Monday of 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. For example, for the 2014-15 academic year, priority for ASC room requests will be given to student clubs until the second Monday of Fall semester, which is September 8, 2014. 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 (Feb. 9, 2015)

- 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.

## **PUBLICITY OPPORTUNITIES**

**NOTE:** All club or organization publicity 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.

### **Newsroom**

The Bulletin Today is no longer available for club & organization event postings beginning Fall 2012. Instead, club & organization events will be listed on the Newsroom site, curated by University Relations.

Call (651) 962-6412 with questions.

Types of articles you may want to submit:

- List of your officers
- Invitation to join your organization
- Events that you're planning that are open to all students
- News about completing your service project(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/its/about/itspoliciesandstandards/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-UST sponsored courses or class related events
- Travel and spring break posters (unless sponsored through a UST 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: <http://www.stthomas.edu/policies/undergraduate/statementonoffensivebehavior/>

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

### **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 (18 count; max. size 11'' x 17'') or other approved spaces on campus:

- 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 (18 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 18. 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](mailto: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 complete a Distribution Form (available at <http://www.stthomas.edu/campuslife/>) and return it to the Department of Campus Life (ASC 325). The Department of Campus Life must approve this form.
- Included with the Distribution Form must be 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 flyers and the signed Distribution Form 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

In requesting a UST club or organization website, you should determine the purpose/goals of creating a website as well as finding a club member with experience in developing/maintaining the website. Having your own website through St. Thomas means you are abiding by [ITS's Responsible Use](#) policy as well as the code of conduct.

To request a website for your club today, please have a club member contact Campus Life ([ustclubs@stthomas.edu](mailto:ustclubs@stthomas.edu) or call 651-962-6130) to inquire about setting up a new site.

Clubs wishing to host off-campus websites must abide by all University guidelines, including the [Responsible Use](#) policy in regards to the content and management of their website. In addition to a club-appointed webmaster, the club's advisor must be able to access and edit the club's website at any given time. Additionally, it is the responsibility of the club to update their Murphy Online profile to include their new website, as that is the official repository for club information.

### 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.

## CLUB ACCOUNTS & FUNDING

### Organization Funding Rules

A. All organizations must be in good standing with the [USG](#) 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 USG funding for a project or event if it is open to all students and advertised throughout campus.
- d. All clubs and organizations are not allowed to hold off-campus accounts.

### B. Responsibilities of Organizations

- a. Any organization that receives funding from the USG 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 USG Vice President of Financial Affairs.
- c. Treasurers and Presidents of all newly recognized organizations must meet personally with the USG Vice President of Financial Affairs before requesting initial funds.

C. Newly recognized organizations may be allotted a maximum of \$750 from the USG club contingency when requesting funds for their first semester.

D. Organizations may request \$50 from USG during the first and second week of each semester as a start-up cost for the semester. This \$50 will be taken into account when reviewing the following semester request.

### E. 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

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

### G. Conference and Competition Requests

- a. Funding will be available only for active clubs, and will occur through a reimbursement process.
- b. Organizations must submit the completed registration forms to request funding.
- c. The Undergraduate Student Government Finance Committee will review the request and make a recommendation to the USG.

d. The reimbursement amount will be whichever one of these is less:  
i. Non-exclusive organizations will be reimbursed 75% of total expenses or up to \$250 per representative.

ii. Exclusive organizations will be reimbursed 50% of total expenses or up to \$250 per representative.

e. The total organization reimbursement, for any given conference or competition, may not exceed \$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.

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

F. The Undergraduate Student Government in association with the Finance Committee reserve the rights to immediately freeze any club/org/org account for the following reasons:

1. Any club/org/org that fails to turn in an audit of their club/org. Club/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/org/org operating with an account balance in debt.
3. Continued spending on an account in debt.
4. Other reasons deemed necessary to maintain the purpose of the student activity fee.

**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 or tobacco
- T-shirts or other giveaway items for club members - see Purchasing Goods/Services.
- National chapter dues
- Gifts to other chapters
- Cash donations to philanthropic organizations
- Service projects - see Service Project Guidelines.

## **STAR COOPERATIVE PROGRAMMING FUNDING**

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

STAR encourages other clubs and organizations of the St. Thomas community to come to STAR as a programming resource. STAR has allotted a percentage of each semester's budget for [cooperative programming](#) with other clubs and organizations. Through [cooperative programming](#), STAR hopes to work with other organizations and departments to coordinate and promote a variety of events at UST. STAR board members can help deal with agents and performers, find resources on campus, negotiate contracts, advertise effectively, and other aspects of programming. STAR will fund up to 75% of an event and not more than \$3000.

### **Program Requirement**

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

Please direct any questions or concerns to the STAR President at (96)2-6136 or stop by room 317 Anderson Student Center. The STAR Cooperative Programming process and the University Lectures Cooperative Programming process can be found on the [cooperative programming page](#).

### **On-Campus Accounts**

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

*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.

### **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).

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

### **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 UST Dining Services). All internal charges made with club funds must be approved by the club and follow appropriate University and club purchasing guidelines. Any club purchases made at the UST Bookstore or Tommie Shop must be made by the advisor for the club.

### **Student Reimbursement Forms**

All UST clubs and organizations must purchase goods and services from on-campus vendors or the preferred vendors list per the [St. Thomas Purchasing Policy](#).

[Student reimbursement forms](#) are used to reimburse students for expenses incurred for organizational programming events. Forms are located on the [Purchasing web page](#) under Forms.

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.

### **Awards or Prizes**

If the prize is a gift card or cash, club representatives are required to document the winners' names and Social Security Numbers or UST ID numbers, regardless of the dollar amount. This information must be included with financial paperwork and submitted to Accounts Payable, AQU 204.

### **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 UST 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).

### **Purchasing Forms**

Student groups contracting with vendors (including performers and speakers), must use preferred vendors when possible. See [Purchasing web site](#) and "Find a Vendor" for more information and refer to the Club and Organization Accounting section above.

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/signing any contracts.
2. Familiarize yourself with the [Statement Regarding the Addressing of Controversial Issues](#) outlined in the [Undergraduate Student Policies](#). 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. Contact [Campus Life](#) to receive the Speaker/Performer Agreement form and discuss which Purchasing forms may be needed for your event.
  - Some Purchasing forms may be found on the [Purchasing web site](#) under “Forms,” including the:
    - Independent Contractor/Guest Speaker, Independent Contractor Checklist and W-9.
    - Check Request and Student Reimbursement Forms may also be found on this page.
4. Complete negotiations for your event. Request and process contract if a purchase of talent is involved. Remember a UST amendment must be included with any agency issued contract. If the talent does not have a contract, UST can issue a contract. The UST contract is available in the Department of Campus Life. The UST contract should be completed at least two months in advance. Please contact [Campus Life](#) for details.

### **Purchasing Goods/Services**

All student purchases must adhere to the UST Purchasing Policy. More details are included on the [Purchasing Department web site](#) (see Policies).

All UST clubs and organizations must purchase goods and services from on-campus vendors or the preferred vendors list. Refer to “Find a Vendor” on the [Purchasing Department web site](#). Please note all internal charges at the UST 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.

Club representatives must:

- Work with [Purchasing & Payables](#) regarding university purchasing policies.
- Use internal resources such as:
  - The [Service Center](#) (for printing, copying, etc.)
  - [Dining Services](#) (for all food and beverage orders), and
  - [Information Technology Services](#) (IRT, for technology needs).
  - Technology purchases must also go through [ITS](#).
  - Furniture purchases must go through [Facilities Management](#).
- Use preferred vendors for purchasing office supplies, travel, courier service, floral, coffee, drinking water, advertising specialty & apparel categories. Refer to “Find a Vendor” on the [Purchasing Department web site](#).
- Check with [Purchasing](#) to see if there is a consortium contract to meet your needs. UST 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 UST to an agreement with a potential vendor by a verbal, electronic or written confirmation of vendor terms. When negotiating with vendors, use the following or similar language to ensure you 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.”

### **Fees for Service Providers**

Tax regulations require that all payments for services rendered must be paid through the Independent Contractor/Guest Speaker form. To access this form, see [Purchasing](#) then click on “Our Services.” Under “Accounts Payable,” select “Independent Contractor (Speaker/Performer/Consultant) Payments.” You will need to log in with your UST username and password.

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.

To access contracting policies and required forms, see [Purchasing](#), and then click on “Our Services.” Under “Purchasing Services,” select “Contracting.” You will need to log in with your UST username and password. Four forms are provided and required for all club contracting.

In contracting for services, you will need to complete the Independent Contractor Request/Guest Speaker form. Please contact Accounts Payable via [Purchasing & Payables](#) with any questions. Payment to University employees for services must be processed through the [Payroll Department](#).

### **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 UST 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**

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

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

- Obtain a copy of the IRS letter declaring the national organization as a nonprofit organization
- Obtain a copy of the organization's charter recognizing the student group as a subordinate. If the organization does not fall under a national organization, it must attach a copy of their IRS income tax exemption (501 (c)(3)) letter showing the organization's tax-exempt status.

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

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

The University of St. Thomas does not allow raffles in which alcohol is offered as a prize or if an individual or an outside agency, particularly a liquor establishment, would be a major beneficiary of the raffle. Games of Skill & Silent Auctions unlike raffles, Games of Skill and Silent Auctions are not regulated by the State of Minnesota Gambling Control Board and therefore are more loosely regulated.

A "Game of Skill" is defined as any game in which the participant must offer information (i.e. Guessing the number of something, etc), which must be precisely matched in order for the participant to be declared the winner.

A “Silent Auction” is one in which items are bid upon by participants for a designated period of time with the largest bid being designated the winner.

### **Sales and Solicitation on Campus**

Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The 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.).
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 sale or solicitation is by an off-campus nonprofit organization. Such solicitation will be limited to no more than two days per year and cannot compete with existing university services or sales. Sales will be conducted from assigned tables in the Campus Square or the residence halls. Arrangements should be made through [Campus Scheduling Services](#).
4. The university retains the right to restrict time, place and manner of solicitations in order to protect the educational environment of the institution. The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the 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 Policies](#) 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](#).

#### **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 page 26, "[Disallowed Uses of Undergraduate Student Government Funds](#)" and page 30, "[Fundraising Policies](#)" for more details.)

## **POLICIES & PROCEDURES**

### **Conduct Violation Process**

All club and organization violations will be handled on a case-by-case basis. Violations of the Club/Organization Handbook will normally be addressed according to the following sequence:

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

### **Student Organization Conduct Review**

A. Any organization falling short of the required ten members may appeal to the Student Organizations Committee for special status because of extenuating circumstances, allowing them to remain recognized.

B. Any organization that fails to comply with the expected responsibilities shall serve a probationary period of one semester. If the organization does not fulfill all requirements within the probationary period, their recognition will be revoked.

C. Any organization on probation cannot receive funding from the Undergraduate Student Government.

D. Any organization on probation during the previous semester may appeal their probation to the Student Organizations Committee within three weeks of the start of the next semester.

E. Any club or organization that is on probation for more than one year must reapply to be a recognized organization on campus. All internal account balances will be credited to the Undergraduate Student Government at this time.

F. Any club/org that is on probation for more than one year must reapply to be a recognized club/org on campus. All internal account balances will be credited to the Undergraduate Student Government at this time.

G. Any club/org found in violation of any UST/USG/Finance Committee guideline, policy or ruling will be subject to the following procedure:

a. Group officers/representatives will be called upon to explain the violation.

b. All club/org accounts, both allocated and generated, will be frozen until the problem is resolved.

c. Any misused funds, or funds used without the knowledge and approval of the USG, UST, Finance Committee or Club/org Advisor, will be repaid and reabsorbed.

d. The group may be referred to the Department of Campus Life or Dean of Students office.

H. The following procedures will be used when a group incurs an outstanding debt:

a. All debt issues will be subject to Finance Committee review. However, if a debt greater than \$1000 or a gross misuse of funds occurs, the Finance Committee may without funding for a time period no greater than one year.

b. The accounts in question will be frozen until the problem is solved.

c. The club/org officers/representatives will be called upon to explain the debt and create a plan of debt forgiveness (which may include plans for fundraising)

d. If the problem is still unresolved, the groups could have all funding suspending for an amount of time deemed appropriate by the Committee.

e. The group may be referred to the Department of Campus Life or Dean of Students office.

f. Any other extenuating circumstances will be referred to the proper institution for conduct analysis and possible legal action against responsible parties.

### **Notification of Charges**

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

A. During the initial meeting, the club or organization executive board members will be informed of the specifics of the charges as described above and contained in the written report.

a. In those cases, a formal charge letter is unnecessary provided the Student Organizations Chair and Leadership Development Graduate Student Employee properly document his or her efforts to contact the student. Appearing to review charges contained in an incident report with the Student Organizations Chair and/or Leadership Development Graduate Student Employee is evidence of satisfactory notice. Either during or upon completion of the investigation, the Student Organizations Chair and Leadership Development Graduate Student Employee shall give the student formal notice of the charges contained in a written letter.

B. In cases where circumstances dictate and/or the club or organization executive board members cannot be reached through the normal channels as described above, a formal and detailed charge letter will be delivered to all members of the executive board on record with Campus Life by other means such as personal delivery or certified mail.

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

### **Hearings Before the Student Organization Hearing Board**

Hearings are meant to be non-adversarial. They are designed to inform students of alleged Club and Organization Handbook violations.

At the hearing or after the student has completed and turned in an official statement on their own behalf, the matter may take one of the following paths:

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

4. The club or organization executive board member(s) take responsibility for the code violation but disagrees with the sanctions issued. In such cases the club or organization executive board members may appeal the officer's decision to the Director of Campus Life for clubs and organizations within three working days. (See section on Appeals).

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

### **Student Organization Hearing Board Membership**

The hearing board shall consist of the following members:

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

### **Hearing Procedures**

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

1. During the hearing all information shall be presented as fully as possible. Except as otherwise expressly provided herein, all hearings shall be closed to the University community, the general public, and the press.
2. Only executive members of the club or organization, as registered with Campus Life, shall have the right to be present during the presentation of all testimony. Executive members shall not have the right to directly cross-examine witnesses, but may direct questions through the chairperson of the hearing body.
3. The executive members of the club or organization may, but need not, make verbal responses to the charges brought against the club or organization and to the testimony of witnesses during the hearing process. This does not indicate acceptance of responsibility for the charges on the part of the club or organization.
4. The executive members of the club or organization shall have the right to present witnesses, documentation, or other evidence on the club or organization's behalf. Such rights shall be subject to reasonable limitation in order to avoid unduly prolonged hearings.
5. The University may call witnesses to the incident, present documentation, and be advised by counsel (where appropriate).
6. The executive members of the club or organization may have present with them parents, relatives, attorney, club advisor, or a judicial advisor from the school (i.e., a student or member of the faculty or administration). Such person or persons shall not participate in any manner in the proceedings.
7. The deliberations of the SOC Hearing Board will be closed to all persons except members of the hearing body and those persons requested to be present for deliberations by the unanimous approval of the hearing body.
8. The SOC Hearing board reserves the right to establish their own rules and guidelines for the review of any case provided they do not violate the fundamental fairness of the hearing.

### **Hearings Before a University Hearing Board**

In the case that the club violations and student code of conduct violations occur the hearing will be presided over by a University Hearing Board and the violations will be addressed concurrently. At the hearing, the club or organization executive board members will be given an Indication of Plea form and a Notice of Rights form provided by the Dean of Students Office.

The club or organization executive board members will read and sign the Notice of Rights form. The Indication of Plea form will outline the violation(s) alleged and require the club or organization executive board members to either assume or deny responsibility for those violations.

The club or organization executive board members may choose to wait the allotted three working days to return the signed and completed Indication of Plea form. Failure of all club or organization executive board members to return the completed and signed Indication of Plea form will result in a determination of responsibility for the club or organization and sanctions will ensue.

### **Decisions made by a University Hearing Board**

In cases heard by a University Hearing Board, decisions will be rendered by a majority vote of all voting members of the hearing board. If, based on the preponderance of evidence, the hearing board is satisfied that the violation occurred as alleged, a proper response shall be considered. The results of any hearings cannot be reported to the general public and/or the media.

Only the accused club or organization's executive board members and necessary administrative personnel/offices will be notified of decisions.

## **Sanctions**

### **Written Warning**

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

### **Formal Reprimand**

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

### **Club or Organization Probation**

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

### **Loss of Club Recognition**

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

### **Appeals**

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

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

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

1. That the decision was made contrary to existing University policy.
2. That information used to reach a decision was incomplete and/or inaccurate.
3. That circumstances beyond the control of the student kept the student from responding to the allegations in a timely manner.
4. That there was substantial evidence that a violation of the appropriate disciplinary procedures occurred.
5. That the decision of the SOC Hearing Board was not based on a preponderance of the evidence.
6. That the sanctions imposed are manifestly unfair and bear no rational relation to the conduct alleged, based on the incident at hand and the club or organization's prior record, if any.

### **Confidentiality**

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

### **USG Finance Committee Appeals**

A. Any decision of the USG Finance Committee may be appealed, in writing, to the full Undergraduate Student Government within a time period not to exceed two successive meetings of the Council:

- a. The appeal must be sponsored by a member of the Council in the form of a motion.
- b. The councilmember sponsoring the appeal and a member of the appealing club/org must notify the Vice President of Financial Affairs at least 24-hours before the meeting at which the appeal will occur. The club/org will be unable to appeal if the Vice President of Financial Affairs is notified in under 24-hours from the meeting.
- c. The motion to appeal the Finance Committee decision must be approved by a 2/3 vote.
- d. If it passes, a new allocation must be motioned.
- e. This motion to allocate must then be approved by a majority vote.

### **Event and Dance Policy**

All dances and banquet events must be held on-campus. Any exceptions will be made at the discretion of the [Department of Campus Life](#).

The minimum requirements are:

- The hosting club or organization and group advisor are responsible for ensuring all event management policies are followed. See "[Elements of the Programming Process](#)," page 17.

- 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 UST 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.
  - 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).
- 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 UST 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.

#### **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 Policies](#). 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 UST Public Safety. Outdoor concerts require that sponsoring clubs hire one UST 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 UST Public Safety in collaboration with the hosting club/organization advisor and planning committee.

### **Outdoor Music Performances that Exceed the Amplified Sound Limit**

- As the official student programming board of the university, STAR is permitted to hold one outdoor musical performance during both fall and spring semester that exceeds the amplified sound limits of this policy.
- STAR, in consultation with the UST Neighborhood Liaison, will propose the date, location and content of the musical performance. This proposal will be approved at the discretion of the 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 UST Public Safety officer for every 100 guests present. Additional staffing will be determined by Campus Life in collaboration with UST Public Safety. The costs incurred and the arrangements for staffing are the responsibility of STAR.
- Outdoor musical performances must have University of St. Thomas faculty/staff hosts at the ratio of one host for every one hundred guests present for the entirety of the event. The arrangements for staffing are the responsibility of STAR.
- Prior to the musical performance, STAR must review expectations for the event with members of Public Safety as well as UST faculty/staff hosts.
- All speakers, performers and entertainers sponsored at the University of St. Thomas must comply with all guidelines and regulations as included in the [Undergraduate Student Policies](#). Additionally, all speakers, performers and entertainers must complete and sign the Performance Contract. 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 UST 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 UST 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.

**Department of Campus Life Protocol for Stopping a Performance**

- The lead Campus Life professional staff member at the performance will make the determination as to whether or not the content of a performance conflicts with the expectations as outlined in the performance contract.
- If the content of a performance conflicts with the expectations as outlined in the performance contract, the lead professional Campus Life staff member will signal the performer that the performance will be stopped. This will be a signal agreed upon by the performer(s), Campus Life staff member and the lead Public Safety officer prior to the beginning of the performance.
- The lead Campus Life staff member will go to the sound booth to cut the electricity to the microphone. The lead Public Safety officer will radio for assistance for crowd control.
- The lead Public Safety officer will go to the stage to escort the performer(s) off the stage and to their vehicles. If additional transportation is needed, a taxi can be ordered through Public Safety. The lead Public Safety officer or their designee will remain with the performer(s) until they are able to escort them off campus.

A STAR representative along with a Campus Life representative will go onto stage to read the following script for canceling a performance (Following personal introductions): “On behalf of the Department of Campus Life and STAR, we want to apologize for the inappropriateness of what you have just experienced. We take our responsibility seriously and work to provide quality acts and performers at the University of St. Thomas. Because this act is not consistent with the mission of our institution, we have made the choice to cancel the remainder of the performance. We apologize for this inconvenience and look forward to seeing you at future events. Thank you for your understanding and goodnight.”

**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/ IRT 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 R25. The Anderson Athletic and Recreation Complex Facilities' Manager approves all requests for Palmer Field.
  - Make sure you identify in your R25 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 R25 request to the following departments a minimum of two weeks in advance and will set appropriate planning meetings:
    - Web and Media Services/IRT Event Support Services
    - Director of Grounds, Physical Plant
    - 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](http://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. 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/IRT 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.
  - Web and Media Services/IRT 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.
  - Opportunities to assist with costs include co-op funding through STAR and/or in 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.

### **John P. Monahan Plaza Event Policy**

1. Reservations and set up requests (including tables, chairs and AV) for events on John P. Monahan Plaza must be made through [25Live](#).
2. A time interval is required between events scheduled on the Monahan Plaza to allow proper clean up and set up for events. This time will be added, by Campus Scheduling Services, according to your needs provided in your request for space.
3. Event set ups will not be permitted in landscaped areas or areas where flowers are planted.
4. Sponsoring departments, clubs or organizations are responsible for set up and tear down of materials and equipment associated with the event.
  - a. A representative of the sponsoring department, club or organization must be present for the entire event.
  - b. 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

### **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.

*Travel services* are provided to UST 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 UST username and password.

Please also refer to the [Policy for Off-Campus Travel](#) for further information.

### **UST Purchasing Policy Requiring Use of Preferred Vendors**

Note that all travel planning and expenses must go through preferred vendors. See [Purchasing](#), then click on “Find a Vendor” and “Travel Services.” You will need to log in with your UST username and password.

### **A. 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 can be found here, and 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 [Motor Vehicle Record Request 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 UST 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.

### **B. 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.

### **C. 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.

#### **D. 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.

#### **C. Transporting UST 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-UST students or unaffiliated members.

#### **D. 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 UST clubs and organizations via preferred vendors. To access this vendor information, refer to [Public Safety & Parking Services](#).

#### **E. 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 UST student sponsored club/organization activities may be subject to disciplinary procedures as outlined in the [Undergraduate Student Policies](#).

**F. Mileage Reimbursement** for club or organization business is provided to UST clubs and organizations. To access this information, see [Purchasing](#), then click on “Policies” and “Mileage Reimbursement Rate.” You will need to log in with your UST username and password.

The mileage reimbursement rate for 2015 for business use is \$0.575 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.

#### **G. Airline Travel**

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

See [Purchasing](#), then click on “Find a Vendor” and “Travel Services.” You will need to log in with your UST username and password.

#### **H. Lodging**

The original receipt from the lodging facility is required. The student will pay for their lodging and then be reimbursed. The lodging facility cannot directly bill the student organization. Any expenses on the lodging receipt other than the lodging (such as movies, personal phone calls, or portable bars) cannot be paid for from University funds. If business calls are needed, they must be listed as such. UST has a preferred travel agency and local contracted hotels that should be used when making travel arrangements.

See [Purchasing](#), then click on “Find a Vendor” and “Travel Services.” You will need to log in with your UST username and password.

### **I. 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 “Find a Vendor” and “Travel Services.” You will need to log in with your UST username and password.

### **J. Reimbursements to Students**

Payments to individuals require a Social Security or student ID number and a permanent home address. Sales tax will be reimbursed to the individual per a paid receipt. Reimbursements will not be made for alcohol. The club account number must be on the reimbursement form. See [Purchasing](#), then click on “Getting Reimbursed” and “Student Reimbursements.” You will need to log in with your UST username and password.

### **Film Showings on Campus**

Student clubs and organizations are responsible for selecting appropriate 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. If a film title is not rated, please contact 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 [Film & Video Copyright Infringement](#) brochure issued by [SWANK Motion Pictures, Inc.](#) and contact [Campus Life](#).

### **Public Performances**

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

### **The Federal Copyright Act**

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

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

### **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.

### **Social Media Use Guidelines**

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 University Relations department and the Social Media guidelines. For information regarding how to use and access University logos, name and images, please contact University Relations at: [universityrelations@stthomas.edu](mailto:universityrelations@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., [alpineskiclub@stthomas.edu](mailto:alpineskiclub@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-UST sponsored courses or class related events
  - Travel and spring break posters (unless sponsored through a UST 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: <http://www.stthomas.edu/policies/undergraduate/statementonoffensivebehavior/>

- All student club and organization online content is subject to policies outlined in the UST student club and organization handbook (<http://www.stthomas.edu/campuslife/clubs/handbook/>) as well as the University's student code of conduct (<http://www.stthomas.edu/policies/undergraduate/default.html>).

## Statement on Student Freedom of Express & Demonstration Policy

### Statement on Freedom of Expression

#### *UST 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.

#### *UST 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 reserve a space through Facilities Scheduling. Typically, facilities reservations should be made at least 72-hours in advance, but if your need is more urgent, contact the [Dean of Students Office](#) to discuss options. When reserving a space online, check the box labeled “Demonstrations, Rallies, and Protests” which will lead to a “Notice of Intent Form”. This form allows students to identify such matters as the time, place and manner of the demonstration along with a general plan for the event.

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/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>
- 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. The policy can be found [here](#).

### **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](#).

## **University Policies, including Event Planning - Dean of Students Office**

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

1. Undergraduate Student Policy Book:
  - Alcohol and Drugs
  - Computing Resources (Responsible Use Policy)
  - Sexual Violence Policy
  - Sexual Harassment Policy
  
2. General University Policies:
  - Affirmative Action Statement
  - Campus Security Act
  - Computing Resources (Responsible Use Policy)
  - Copyright at UST
  - Equal Opportunity Notice
  - Off-Campus Travel
  - Off-Campus Travel with Students
  - Parking
  - Policy on Hate Crimes and Bias
  - Procedures for Hate Crimes and Bias
  - Student Records Privacy Policy (FERPA)
  - Student Transportation Policy
  - Use of Human Subjects in Research
  - Web Privacy

### **FERPA**

As stated in Article III, Section 1 of the Guidelines for Constitution Drafting: Executive Board members (of any club/organization) must be in good standing with the institution and maintain at least a 2.0 cumulative grade point average. The University of St. Thomas reserves the right to perform routine cumulative GPA verifications of all Executive Board Members. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

# CLUB SPORTS

## Overview

The [Department of Campus Life](#) in the Division of Student Affairs governs a Club Sport Program at the University of St. Thomas. The Associate Director for Campus Life oversees all Club Sports.

- All UST students must have health insurance. Any student who does not have health insurance is unable to participate. Refer to [Student Health Services](#) for insurance information.
- Club Sports members are responsible for all policies contained in this handbook.

## Associate Director for Campus Life

The Associate Director for Campus Life oversees all aspects of Club Sports, including eligibility, registration, budgeting and allocates appropriate funding to each Club Sport. In addition, Associate Director works with each individual Club Sport to ensure compliance with the policies and procedures and to be available for consultation from a Club's administration.

The Associate Director of Campus Life has the authority to:

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

## Purpose

A club sport is a group of St. Thomas students voluntarily organized for the purpose of furthering their common interest in an activity through participation and competition. Club sports are strictly voluntary. Club sports are designed to serve individuals interested in different sports and recreational activities not offered on the varsity level at the university. These interests are competitive, in nature, as clubs must compete against a club sports team, varsity team, tournament team or recreational team that does not represent St. Thomas.

A schedule with a minimum of two competitions is required for Club Sport registration. Involvement in Club Sports is meant to be a learning experience for the members as are varsity and intramural sports and all other co-curricular activities.

Club Sports should allow students the opportunity for involvement in skill development, public relations, fundraising, budgeting, administration, scheduling and team work.

The Department of Campus Life provides professional guidance, facility support, and administrative framework and will assist financially those clubs officially recognized as a Club Sport. However, it is the intention of Campus Life that each Club Sport is student governed and operates as independently as possible.

\*Recognized Club Sports are eligible for funding from the Department of Campus Life and must meet the requirements of a Club Sport.

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

## **Eligibility and Membership**

Membership in club sports must be open to all full-time undergraduate University of St. Thomas students, without regard to race, religion, natural origin, or gender. Club Sport Teams can hold tryouts, however. The Club Sport Coach determines the make-up of the final roster.

Only currently enrolled full-time undergraduate St. Thomas students who are in good standing (not on academic or disciplinary probation) will be permitted to participate. If you are enrolled less than full-time, but are completing the last term of your degree program and you are carrying credits necessary to finish your undergraduate degree that term, you will need to apply for eligibility approval from the Associate Director of Campus Life. In this instance, eligibility will be determined on a case-by-case basis by the Associate Director of Campus Life.

ACTC or students from other colleges are not eligible for participation on a St. Thomas Club Sports team.

The conduct of any student representing St. Thomas as a member of a Club Sports team is expected to reflect favorably on the University, following all policies in this handbook and the [Undergraduate Student Policies](#). Should individuals or groups discredit the University, they will be subject to dismissal from the Club and measures may be taken against the Club.

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

- The student must be a full-time undergraduate student in good standing at the University of St. Thomas.
- A complete membership roster must be submitted to the Associate Director for Campus Life or through [Murphy Online](#) under “Club/Org and Res Life: Management and Event Tracking,” before practice or competition may commence in an academic year. Additions to the original roster must be updated online before students may participate in practice or competition. A club will be considered inactive if the membership list is not completed or the list is not current.
- All participants in UST clubs, organizations, and club sports must have health insurance. Any student who does not have health insurance is unable to participate.
- One member from each club sport is required to attend a mandatory workshop for each academic year. The club representative is then responsible for communicating workshop information to all other club members, coach(es) and advisor(s). Campus Life will contact all club presidents/captains regarding workshop times and dates (workshops will be offered during convo hour to allow all students to attend).

## **Administration**

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

- **A Coach**, under contract with Campus Life, who is not an undergraduate student at St. Thomas or any other collegiate institution. The Coach is responsible for managing the roster, insuring proof of insurance from each student, conducting practices and being present at all competitions.
- **A full-time Faculty or Staff Advisor** from St. Thomas. The advisor oversees the club and ensures that the coach and club officers are adhering to the policies and procedures of the university and are representing the university in a respectful and prideful manner.
- **A Student Club President** who functions as the contact person for the Club when receiving information from Campus Life or the Undergraduate Student Government. The President, along with the coach, is

responsible for providing an updated roster, adherence to the policies governing club sports and the university, and managing the budget.

- **A Student Vice-President** that is the alternate contact to the president. Duties are determined within the Club administration.
- **A Student Treasurer** that is responsible for submitting and managing the budget to the Assistant Director of Campus Life and approving all expenditures.
- **A Student Secretary** for documenting all meetings, conducting advertising, and updating the web page.

### **Responsibilities**

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

Club sport members will observe the personal conduct normally expected of all university students in all on-campus and off-campus activities. Clubs will observe all university policies, rules, or regulations, written or otherwise, concerning the use of facilities and observe the student conduct code outlined in the [Undergraduate Student Policies](#).

The Dean of Students will review violations of the student conduct code. Clubs will use university facilities in a manner that is in the best interest of the university. The club will coordinate all facilities needs with the Athletic Facilities Coordinator via [25Live](#) to avoid any conflicts for all parties concerned.

Club Sports may not be a team in itself, but only a sponsored team. Hence, a club sport team may only use the University's name when stated in the following manner: \_\_\_\_\_ Club Team of the University of St. Thomas.

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

### **Funding for Club Sports**

Funding for club sports comes from two sources:

1. University operating funds (Department of Campus Life)
2. Club generated funds (club dues, fund raising, etc.)

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

Funding will be approved for the following priorities:

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

## **Facilities Usage**

Athletic facilities will be requested and coordinated with the Athletics Facilities Coordinator via [25Live](#). Priority of facilities will be given to varsity sports, physical education classes and intramural sports. Any maintenance or damage reports must be reported to the Athletics Facilities Coordinator. Facilities can only be used during scheduled facility hours of operation. Club Sports are meant to be seasonal sports and should only request facility space when in season. If a club is not using facilities as assigned, the Associate Director for Campus Life will be notified. Facilities usage may be withheld when improper usage is reported or a Club Sport Team fails to adhere to policies and procedures.

## **Student Club/Organization Travel and Transportation Policy**

All student clubs must obtain approval from the Department of Campus Life for off campus activities and overnight trips to be sponsored by the club. It is absolutely prohibited for a student club to sponsor an overnight trip or activity without obtaining advance approval from the Department of Campus Life. All forms for travel are located on the [Campus Life club website](#). Please also refer to the “[Travel and Transportation Policy](#)”.

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

A. When traveling to and from all competitions, practices, and events, student club and organization members personally assume all risks associated with this travel. The University is not liable for any personal injuries resulting from club and organization travel. University approval of a club sponsored trip or activity does not mean the University is liable in any way for personal injury or property damage that occurs during the trip or activity. The University is also not liable for damage to vehicles used for club or organization travel, including personal vehicles, rented vans and busses. Students should check their own personal auto or other insurance to ascertain if there is coverage.

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

C. The [Undergraduate Student Policies](#) apply to student activities on- and off-campus. Students involved in conduct violations while participating in UST student sponsored club/organization activities may be subject to disciplinary procedures as outlined in the Student Handbook.

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

1. The student club/organization must obtain written approval for the overnight travel and /or activity no less than two-weeks before the scheduled trip. The [Trip Itinerary Form](#) should be used to request such approval.

2. The student club/organization must complete and submit a [Trip Roster and Itinerary Form](#) to Campus Life that lists all attendees.

3. The student club/organization must provide Campus Life with a signed [Liability Release form](#) for every student attendee no later than two weeks before the scheduled trip.
  
4. Clubs/organizations that participate in overnight trips without submitting the appropriate paperwork to Campus Life prior to their trip may be subject to violations of the Student Organization Conduct Violation Process.

Questions regarding club and organizational travel should be directed to [Campus Life](#).