



**Chaminade University**  
O F H O N O L U L U

# **Student Organizations Handbook**

**Office of Student  
Activities &  
Leadership  
2011-2012**

**STUDENT ACTIVITIES & LEADERSHIP**  
**Student Organization Handbook**

**TABLE OF CONTENTS**

Welcome	3
Club Registration	4
A Sample Constitution	6
Typical Responsibilities of Leadership Positions	10
Club/Organization Guidelines	15
Expectations of Officers	15
Role of Officers with the University	16
Use of University Name	16
Representing the University in Official Capacity	17
Student Eligibility and Conduct	17
Judicial Process for Policy Violators	18
Publications	19
Campus Posting	20
Distribution Of Petitions, Handbills, And Literature	21
Event Planning	21
Co-Sponsorship of Events	22
Event Registration Form	22
Alcohol Request Form	22
Food Service	24
Room Reservations & Facility Request	24
Car Wash	25
Audio Services	25
Use of University Vehicles	25
Vi and Paul Loo Student Center	27
Off-Campus Speakers	27
Off-Campus Activities	27
Use of Corporate Sponsorship in Underwriting & Promotion	28
Large Scale Presentations	28
Advisor Policy	28
Fiscal Process	29
Primary Sources of Funding	29
Check Request Procedures	30
Organizational Accountability of Funds	32

**STUDENT ACTIVITIES & LEADERSHIP**  
**Student Organization Handbook**

**WELCOME**

Welcome to the exciting world of Student Organizations! Student Organizations play an important role in the lives of students. It is through student organizations that social, recreational, and educational opportunities are created. These opportunities provide students with the chance to develop their leadership skills, promote activism, public service, social and cultural interaction, and develop and cultivate a sense of community spirit.

In the course of planning and implementing organizational events, registered student organizations need information on a variety of topics including the use of university facilities, budgeting, event planning, outlines of day-by-day program presentation, promotional methods, catalogs of resources, and leadership development materials, such as “How To’s,” goal setting, conflict resolution, and other pertinent information. The Director of Student Activities & Leadership is available for on all matters relating to student organizations and leadership training.

This handbook is a guide and may not provide answers to all questions or special cases. For further assistance, contact the Director of Student Activities & Leadership at 739-4688 or stop by the office located in Clarence T.C. Ching Hall Room 106. We wish you and your student organization a successful year!

## **STUDENT ACTIVITIES & LEADERSHIP**

### **Student Organization Handbook**

#### **CLUB REGISTRATION**

The mission, objectives, and events of any student organization/club shall be consistent with Catholic Marianist values, the educational goals of the University, the mission and traditions of the University, as well as all municipal, state and federal laws.

The student organization/club shall not discriminate on the basis of race, creed, national origin, sexual orientation, age or disability in the selection of its members or at its programs. Gender of a prospective member may only be used as a criterion for membership in those circumstances in which federal or state laws allow such exceptions. (Note: Certain student organization/clubs, by their mission, will appeal primarily to individuals of a certain ethnic or national background. This is not to prevent such groups from operating, but membership cannot be restricted from any interested student, regardless of background.)

#### **Benefits of Registering a Club/Organization**

The following lists benefits that come with registering a student organization/club:

- Privilege of reserving university spaces, services, or equipment.
- Eligibility to raise funds, develop programs, sponsor presentation on campus, provided each is done according to University policies and guidelines.
- Receive a mailbox in the CSGA Office for enhancing intra-collegiate organization/club communication.
- Eligibility to apply for student activity funds.

**REGISTRATION REQUIREMENTS:**

NEW CLUBS	EXISTING CLUBS
Consult with Director of OSAL	
<p>Complete Registration Packet</p> <ol style="list-style-type: none"> <li>1. Registration Form</li> <li>2. Authorized Officers/Rep Form <b>Note:</b> The club/org must have a faculty or staff adviser.</li> <li>3. Membership Roster w/ Contact Info <b>Note:</b> A club/org must have a minimum of 6 members. All members must meet the criteria for membership eligibility. A person is eligible to be a member of a club/org if s/he is registered as a student, faculty, or staff at CUH.</li> <li>4. Constitution</li> </ol>	<p>Complete Registration Packet</p> <ol style="list-style-type: none"> <li>1. Updated Registration Form</li> <li>2. Updated Authorized Officers/Rep Form <b>Note:</b> The club/org must have a faculty or staff adviser.</li> <li>3. Updated Membership Roster w/ Contact Info <b>Note:</b> A club/org must have a minimum of 6 members. All members must meet the criteria for membership eligibility. A person is eligible to be a member of a club/org if s/he is registered as a student, faculty, or staff at CUH.</li> <li>4. Constitution (if it has been updated)</li> </ol>
<p>Submit Completed Packet to OSAL &amp; CSAB (Allocations Board)</p> <p><b>Note:</b> Registration Packets can be completed at any time but actual registration only happens at the beginning of each semester.</p>	<p>Submit Completed Packet to OSAL &amp; CSAB (Allocations Board)</p> <p><b>Note:</b> Registration Packets must be completed at the beginning of each academic semester (every fall &amp; spring semester) to re-register existing clubs/orgs.</p>
<p>Attend mandatory House of Representatives budget orientation meeting at the beginning of each semester and meet with CSAB Chair (Allocations Board) for Student Activity Funds procedures.</p>	<p>Attend mandatory House of Representatives budget orientation meeting at the beginning of each semester and meet with CSAB Chair (Allocations Board) for Student Activity Funds procedures.</p>

**STUDENT ACTIVITIES & LEADERSHIP**  
**Student Organization Handbook**

**A SAMPLE CONSTITUTION**

The following is an example of what a constitution might entail. All organizations are required to have an approved constitution on file with the Director of Student Activities & Leadership.

---

**(NAME OF ORGANIZATION) CONSTITUTION**  
**DATE RATIFIED BY ORGANIZATION MEMBERS**

**ARTICLE I – NAME OF ORGANIZATION**

The official name you wish to operate under; if the group has any affiliations, such as with a national or professional group, it should be noted here, too.

**ARTICLE II – PURPOSE OF THE ORGANIZATION**

Consider this your mission statement. Programs sponsored by the organization must then remain in keeping with the group's stated objectives. Objectives and purpose cannot overlap those of existing groups, and of course, must be consistent with the rules and regulations of the University.

**ARTICLE III - MEMBERSHIP** (types, qualification)

By University policy, all voting members in an organization must be registered students. It is possible, though to have other types of membership, such as associate membership, ex officio memberships, or memberships for faculty patrons, alumni, etc. who do not vote, but do participate in activities.

Qualifications may be freely established, as long as they are not discriminatory along the lines of race, color, creed, national origin, sex, sexual orientation, or disability. For example, an honor group may place as a qualification that all members have completed diver certification, etc. Qualifications may also include organizational standards by which the group expects all members to abide.

If the organization wishes to remove or suspend a member, provision should be detailed here what actions would incur such action (violation of organizational standards; violation of University code of conduct; etc.) and what process would be followed to take such action (review by the Executive Committee, vote by all membership, or review by an Ad Hoc Judicial Committee, etc.).

**ARTICLE IV – OFFICERS AND ADVISOR** (*titles, terms of office, selection process*)

A provision should be inserted designating the officers of the organization by title, and if desired, any special qualifications. Special qualifications might include, for example: at least junior status, or has been a member of the organization at least two semesters, or has held a lesser position in the organization previously, etc. If the qualifications are detailed, they are best placed in the bylaws (see article VIII).

The method of electing officers should be described by nominations, by petition to run, by selection by a nominating committee, etc. The time for selection should also be prescribed during the final month of the spring semester, during the first three weeks of fall semester, etc. Procedures for removal from office are as follows: 1) vote of the executive committee, 2) vote of the general membership, 3) through an appointed impeachment board and a process for filling vacant positions prior to regularly scheduled selection processes should also be detailed.

This is also the place to indicate how a faculty or staff adviser will be selected or replaced.

**ARTICLE V – MEETINGS** (regular, special, number in attendance to have quorum)

Provisions should be included for establishing a time and place for regular meetings and the manner of calling any special meetings. You might do this by stating that regular meetings will be held weekly (or every other week, or monthly, etc.) on a date to be decided by the members, and that special meetings may be called by the President or whomever else the organization deems appropriate.

For special meetings, a clause requiring all members to be notified may be wise. How notification is done, and how much lead-time prior to special meeting needs to be given can be stated in the bylaws. Another suggestion is a provision that no notice is required for regularly scheduled meetings.

Finally for this article, a provision should be included as to quorum requirements (another words, how many, or what percentage, of membership, must be present in order to decisions to be made for the group). This is very important to avoid the possibility of a small cadre of friends making most of the significant decisions for the group.

**ARTICLE VI - STANDING COMMITTEES** (if needed)

If standing committees are desired, the names and general duties of such committees should be listed and the method of appointing members to the committees established. Specific details of the committees, such as specific duties that might change frequently, process of reporting on the minutes from committee meetings, frequency of meeting times, etc., may be covered in the bylaws.

Examples of standing committees commonly designated are:

- Activities Committee (also frequently called the Programming committee, planning the speakers, programs, and activities for the group).

- Constitution and Bylaws Committee (charged with reviewing and making changes to the constitution and particularly the bylaws, which change much more often than the constitution).
- Executive Committee (an oversight committee made up of the organization's major officers).
- Financial Committee (concerned about the finances of the group, including fundraising and outlays).
- Membership Committee (which recruits and orients new members, surveys membership for opinions, and proposes activities and services based upon those opinions).
- Scholarship Committee (which holds the task of recognizing academic achievement by members, providing ways to improve the GPA of group members and if the group gives a scholarship, conducting the process by which the recipient is selected).
- Social Committee (presents social opportunities for group members, either in conjunction with the Activities Committee, or small, freestanding efforts that are designed for community building within the group- these need not be directly tied to the mission of the group, as these are small efforts, such as coffee after a Biology Club meeting, get together after an outing to share pictures, etc.).
- Special Project Committee (if there is a repeated effort done by a group, such as community service or a large annual program too big for the Activities committee to handle along with its other duties, then it may be wise to include a specially designated, standing committee; the other option, if this is not an ongoing effort, is to form an Ad Hoc committee just for the duration of the planning and presenting of this special effort).

#### **ARTICLE VII- FINANCE**

If an annual or semesterly budget seems appropriate (which it is for nearly all groups), a constitutional provision establishing this is in order. This article deals with how a budget is formulated prior to the submission to SCAB, and also how moneys from fundraisers and membership dues are to be handled. This article should contain how the budget is developed, who reviews the budget prior to submission to CSAB, etc.

Usually this article stipulates that the books for the organization must be kept current, and that any member in good standing has the right to inspect the books from the Treasurer. It is also recommended that this article contain a notation that funds will be handled in a manner approved by CSAB and Chaminade University.

#### **ARTICLE VIII- BYLAWS**

Once a constitution is written, it is generally made so that it is very difficult to change, to avoid tinkering with it all the time. However, some details about an organization's operating procedures may need to be changed more frequently, and that is where bylaws come in. This article simply states that bylaws will be established and used in conjunction with the constitution. Note that bylaws are not required, and if you choose not to write bylaws, you can use this article to cover the items below that normally are included in bylaws.

If you write Bylaws, it needs to be stated here how they will be developed, how will they be reviewed, who may suggest changes to them, and what is necessary in order to amend the bylaws. (Typically a 2/3's majority of those members present and voting are required to adopt or amend bylaws.) Also, state what the bylaws are intended to include. Commonly they contain:

- Officers qualifications and duties.
- Composition of standing committees and method of creating a standing committee.
- Manner of giving notice for special meetings.
- Preparation of agenda for regular or special meetings.
- Amount and methods of determining dues.
- Method of conducting business of the meetings (it is recommended that they be done by Robert's Rules of Order, Revised, as they have thought of all possible situations that may arise, and they are frequently used in business settings, so familiarity with them will aid you after graduation).
- Continuing activities of the organization.

#### **ARTICLE IX- AMENDMENTS**

The manner of amending or changing the constitution should be well defined. Attention should be given to the percentage of votes required to amend, who may initiate amendments, how proposed amendments are to be submitted, who is to act on the proposals, at what point do they go before the general membership, etc.

For example, it may be that all amendments must first come from the recommendation of a committee, and that prior to further investigation or consideration there needs to a majority vote of those in attendance and voting for the matter to be given further consideration. Then, after the process this article details has run its course, the proposed amendment comes back to the general membership vote for a vote a acceptance, at which time  $\frac{3}{4}$ 's of the membership must vote for acceptance.

#### **ARTICLE X – ADOPTION**

Once the initial constitution is written, it must be reviewed and voted upon to become the official document of the organization. This article simply states how many must vote for its adoption, and how soon after a favorable vote is received will the constitution go into effect.

## **STUDENT ACTIVITIES & LEADERSHIP**

### **Student Organization Handbook**

#### **TYPICAL RESPONSIBILITIES OF LEADERSHIP POSITIONS**

Often it is confusing what roles are to be fulfilled by various group officers. While each group's leadership functions will vary somewhat, and an organization's constitution and bylaws should spell out exact responsibilities, the following may provide helpful guidelines. These guidelines are constructed to fit the larger organization's needs, but can easily be scaled back and "in formalized" for smaller groups. For any size group, they provide a checklist of possible responsibilities to assure nothing is forgotten.

#### President

A president should be pleasant and strong as a presiding officer, and set an appropriate pace to get work done. S/he is non-partisan when presiding, seeing that members are treated equally, regardless of the question they debate. Note that a president of an organization is usually much different from a CEO of a corporation – more of a facilitator who keeps the group on task than one who may dictate policy and force his/her will on the group by virtue of the position. It is the responsibility of the president to:

- Know the constitution and bylaws of the organization.
- Study the objectives and procedures of the organization.
- Appoint and instruct committee heads. When possible, serve as an ex-officio (non-voting) member of committees.
- Determine, with the aid of other officers and members, the objectives, meeting, action plan and calendar of the group.
- Make reports requested by the University (such as the registration form).
- See that other organization leaders, committees and the membership are informed about problems, policies and programs under consideration.
- Encourage cooperation and promote the maximum amount of harmony among students within and outside the organization.
- Schedule and preside at regular meetings of the Executive Committee (see "committees" below).
- Exercise general supervision over the budget.
- Preside at organization meetings.
- Work closely with the organization's adviser.

#### Vice President

The Vice President often serves as chairperson of the program committee. Additionally, the VP should:

- Assist the president, not just substitute for him/her.
- Analyze membership problems and help to plan a vigorous membership campaign.
- Become acquainted with the president's annual objectives and be prepared to assume his/her duties and responsibilities.
- Gather ideas from members.

- Be host at meetings, check on room arrangements, greet newcomers and see that new members get acquainted, see that guest speakers are properly recognized, introduced, etc.
- Know what is going on; be familiar with information materials sent to the president.

### Secretary

The secretary's most important job is interpreting what goes on. Getting at the heart of a discussion calls for alertness and good reporting. Ability to state clearly the intent of members and to record clearly proceedings of a meeting is essential. This position is anything but merely clerical. The secretary's record is the source of all official statements of definite action, motions, directives, and assignments. Accurate minutes often become the umpire in debates concerning what was agreed upon. The Secretary is expected to:

- Kept accurate account of organization and Executive Committee proceedings.
- Notify officers, committees and members of appointments.
- Keep a systematic method of filing letters received: copies of letters sent, committee reports, treasurer's reports, membership roster, the constitution and bylaws, a list of all committees and committee reports.
- Attend to official correspondence.
- Send out and post notices of organization and Executive Committee meetings.
- Prepare with the president, in advance, the order of business of each meeting.
- Cooperate with the treasurer in keeping an accurate membership role.
- Read minutes of meetings and call president's attention to unfinished business.

Some large organizations divide secretarial responsibilities between a recording secretary and a corresponding secretary; smaller organizations have only one secretary who performs both duties.

### Treasurer

The treasurer often is chair of the finance committee, if such a committee is established by the organization. The treasurer is also expected to:

- Maintain a simple set of books and post all items of income and expense as they occur.
- Obtain records of all financial documents from the previous treasurer and go over records with the previous treasurer, if possible.
- Meet with the advisor to prepare the annual budget, and submissions of the budget requests to CSAB.
- Collect all dues and place all such funds in its university account.
- Sign for check requests, recording the debit in the organization's books.
- Make reports at each meeting required by the constitution or bylaws or by request of the president.
- Cooperate with the secretary in keeping accurate membership records, including name, addresses, dates paid (if dues are charged).

### Historian or Reporter

Some organizations have a historian or reporter who serves as chair of the Public Relations or Publicity Committees. S/he cooperates with editors by seeing that the organization news is accurate and promptly reported. S/he publicizes the organization also through:

- Writing articles for student publications, and working with the Chaminade Institutional Advancement office when something of local or regional interest presents itself.
- File clippings and pictures of organizational activities and keep an organizational scrapbook – useful for both membership recruitment and as a record of how past programs were organized and promoted.
- Assist in maintaining an organization bulletin board.
- Coordinate publicity, including working with a designer for flyers, and coordinating other types of publicity efforts.
- Assist with the planning and arranging of organization exhibits.

### Committees

Much of the important work of an organization is done through committees. Try to retain at least one person from the previous year's committee to ensure continuity. Be sure each committee has a chairperson and a secretary. The following is a listing of the most common "standing" (or continuous-functioning) committees. It is generally preferable to keep the number of standing committees to a minimum, filling any gaps with "ad hoc" committees (which are created for a specific purpose and then dissolved). Common standing committees:

#### **Executive Committee**

Members of this committee are the organization's officers (president, vice president, secretary, treasurer, etc., as defined in the organization's bylaws) and on occasion the past president (ex-officio – non-voting). Committee chairs may also be members of the committee. The Executive Committee:

- Provides group leadership to the entire organization.
- Transacts business between regular meetings, in accordance with the constitution.
- Make recommendations to the entire membership.
- Directs and advises the president.
- Coordinates the activities of the organization.
- Formulates policies.
- Helps to develop a plan of activities.
- Recommends committee appointments and approves of committee objectives.
- Holds at least one meeting prior to general membership meetings to plan and organize details of the general meeting.
- Works closely with the organization's adviser.

#### **Membership Committee**

This committee must have a chair and members who are enthusiastic about the organizations' program, for the Membership Committee:

- Develops materials that encourage membership in the organization.

- Includes the treasurer as an ex-officio member.
- Plans and conducts a unified membership campaign to enroll new members and get older members to return at the beginning of a new academic year.
- Makes certain that individual membership forms, if used, are properly completed (these are very helpful in getting member addresses, phone numbers, times of availability, etc.).
- Continues to keep members informed of the services and activities of the organization.
- Informs prospective members how the organization may benefit them.

### Program Committee

This committee is about what an organization does what programs it presents, what activities it coordinates. Its goal is to assure a program calendar consistent with the mission of the organization, meeting the needs and interests of the group's membership and the greater campus community through a balanced schedule of activities. Often the vice president acts as chair. The success of the organization is largely dependent upon this committee, for the Program Committee:

- Cooperates with the Executive Committee concerning meeting dates and places.
- Outlines the year's program early; places it on the campus calendar after it has been approved by the Director of Student Activities & Leadership.
- The treasurer has assured general membership or the Executive Committee, and funding for the program.
- Secures speakers, entertainers, etc. and makes arrangements for hospitality.
- Checks on physical facilities of meeting areas program sits, etc.
- Arranges all social affairs.
- Arranges for refreshments when desired.
- Assists visitors at the meetings of its members.
- Takes into account the special concerns of its members.

### Publicity Committee

Much responsibility rests with the Publicity or Public Relations Committee in publicizing the programs and policies of the organization. Often the historian acts as chair. This Committee:

- Publicizes meetings and activities of the organization through campus publications, posters, mailbox inserts, handbills, bulletin boards, etc.
- Keeps the membership informed about what is going on between meetings.
- Interprets the organization's program to the rest of the student body and community, working in conjunction with the University's Institutional Advancement office when off-campus publicity is desired.
- Helps to plan open meetings with invitations to campus, civic and lay groups.

### Ad Hoc Committees

Ad hoc committees may be formed to handle a specific program, to investigate a proposal, to address a need to achieve a specified task. It is important in forming an ad hoc committee that the committee understands its level of authority. Is it to take action or simply research and report back to the organization? Who of the officers and standing committees is it expected to interface with? When will it be determined “finished” and then dissolved? Does it have any budget? Because of the temporary nature of ad hoc committees, this is often where the greatest amount of misunderstanding and difficulty can arise.

**STUDENT ACTIVITIES & LEADERSHIP**  
**Student Organization Handbook**

**CLUB/ORGANIZATION GUIDELINES**

- Section 1. Expectations of Officers
- Section 2. Role of Officers with the University
- Section 3. Use of University Name
- Section 4. Representing the University in Official Capacity
- Section 5. Student Eligibility and Conduct
- Section 6. Judicial Process for Policy Violators
- Section 7. Publications
- Section 8. Event Planning
- Section 9. Co-Sponsorship of Events
- Section 10. Event Registration Form
- Section 11. Alcohol Request Form
- Section 12. Food Service
- Section 13. Room Reservations & Facility Request
- Section 14. Audio Services
- Section 15. Use of University Vehicles
- Section 16. Off-Campus Speakers
- Section 17. Off-Campus Activities
- Section 18. Use of Corporate Sponsorship in Underwriting & Promotion
- Section 19. Large Scale Presentations

**1. EXPECTATIONS OF OFFICERS**

The president, chairperson, or the chief executive as indicated on the registration form for the student organization is ultimately responsible for the actions of the organization. S/he is responsible for understanding the policies and procedures set for campus student organizations at Chaminade University and assumes the responsibility of educating the organization's membership as to those policies and procedures.

In the event that some member of the organization is in violation of a University regulation or policy in the conduct of business or a group activity, either stated or implied, the president will be required to speak for the organization in any disciplinary investigation or hearing if the specific violator cannot be identified. In such cases, any disciplinary action taken will be directed to the organization and not its president.

However, it should be noted that if there is any civil or criminal liability as a result of actions or inaction by the organization, the president and other officers might be held legally liable in a court of law. This most commonly occurs in the event of alcohol or drug infraction, such as providing alcohol to an underage person, serving someone intoxicated, etc.

### **Grade Point Average Requirement**

Chaminade University does require all major officers in student organizations to have a minimum 2.0 cumulative and semester grade point average upon assumption of their duties during the duration of their leadership role. *Major Officers* are defined as the organizations:

- 1) President
- 2) Director
- 3) Chairperson or coordinator
- 4) Editor
- 5) Business manager
- 6) Vice President
- 7) Secretary
- 8) Treasurer
- 9) Committee chairpersons
- 10) Other designated as major officers by the organization

All major officers of student organizations also need to be registered for a minimum of nine credit hours during the semester of participation.

### **2. ROLE OF OFFICERS WITH THE UNIVERSITY**

Only members listed on the Authorized Officers' or Representatives' form may speak for and represent the club/organization in official relations with the University. These members are permitted to make room reservations, schedule outdoor event such as rallies, reserve a booth or banner space, and conduct other business for the club/organization.

### **3. USE OF UNIVERSITY NAME**

A recognized student organization/club that is officially sponsored by the University may use the name of the university as part of its name. Recognized student organization/clubs who may want to use other University trademarks or service marks must receive permission from the Institutional Advancement Department - Public Relations located in Clarence T.C. Ching Hall. A student organization/club seeking to use the name, trademark, or service marks of the University must submit the following:

- A memo requesting to use the entire, part of the University name, trademarks, or service marks to the Director of Public Relations.
- The request must state what and how the organization/club plan to use the University name, trademark, or service mark.

**A student, group, or organization/club that is not sponsored by the University may not use the name of the University or an abbreviation of the name of the University of its name.**

#### **4. REPRESENTING THE UNIVERSITY IN OFFICIAL CAPACITY**

Sponsored student organizations/clubs, which represent the University in intercollegiate competition, public performances, fundraising projects, printed literature, or any other endeavors must be approved by the Director of Student Activities & Leadership. All monies raised through fundraising efforts are subject to the same policies and regulations as student activity monies allocated by the Chaminade Student Allocation Board.

#### **5. STUDENT ELIGIBILITY AND CONDUCT**

In order to be a member in any registered student organization/club, one must be a registered undergraduate or graduate student during the semester of participation. Students who withdraw from the University become ineligible for continued participation in any campus organizations.

##### Students with Disciplinary Sanctions

Additionally, students who have received any type of disciplinary sanction preventing them from participating in student organizations or activities for a prescribed period of time may not be involved in student organizations. It is expected that the student organization will honor and support any such sanctions.

##### Grade Point Average requirements

Chaminade University does not require a minimum grade point average for students who have memberships in organizations/clubs. The University does, however, encourage students with low GPA's, especially those with grade point averages under 2.0 to individually monitor the extent of their involvement in co-curricular activities until their GPA rises to a more acceptable level.

##### Probationary Member Activities and Hazing

Consistent with both the mandates of Hawaii law and the University's position on the dignity of the individual, Chaminade University maintains that no member of the Chaminade community (faculty, staff, or students) shall indulge in any physical abuse or undignified treatment of any other members of the Chaminade community through activities known as hazing. Hazing is defined as:

- 1) Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for the purpose of initiation or admission into an affiliation into an organization.
- 2) Such terms shall include but not limited to:
  - a) Any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drugs, or other substance.
  - b) Forced physical activity, which could adversely affect the physical health or safety of the individual.
  - c) Subjection to extreme mental stress, such as sleep deprivation, forced exclusion from social contact.
  - d) Forced conduct that could result in extreme embarrassment.
  - e) Any forced activity that could adversely affect the mental health or dignity of the individual.

Students accusing other students of engaging in such practices should seek recourse through the disciplinary code. The institution also reserves the right to investigate any rumors or alleged hazing, whether or not a direct student complaint has been received.

Students, faculty, or staff who have a grievance regarding hazing against any other faculty and staff member should seek recourse through the Dean of Students.

## **6. JUDICIAL PROCESS FOR STUDENT ORGANIZATION POLICY VIOLATIONS**

Members of any recognized student club/organizations are subject to the same code of conduct as individual students. Please refer to the *Chaminade Student Handbook* for specific information on the student code of conduct. According to the *Chaminade Student Handbook* there are certain principals that are considered whether a misconduct situation is handled formally or informally. These principals are as such:

- The welfare of the individual must remain central. His or her ultimate development, attitude, previous behavior, and the particular circumstances surrounding the case must be considered.
- The welfare of the other individuals and the community must be considered, in that the behavior of the accused student may have implications for others.
- Situations involving misconduct normally are handled at the lowest practical level in the disciplinary process.
- Alleged violations should be handled as promptly and efficiently as practical for maximum benefit to accrue to the individuals.

### Overview of Disciplinary and Appeals Processes

For any misconduct occurring at any activities and events sponsored by student clubs/organizations, the following steps will be taken:

#### *Step 1*

Meeting between the Director of Student Activities & Leadership or his/her designee and the student(s) alleged to have violated campus policy. During this hearing, the incident in question will be discussed and the student may be asked to submit a statement explaining his/her perspective of what occurred, provide additional information, and/or explain their actions. If the opportunity exists, an explanation of why the behavior is unacceptable may be given. If the student fails to make or keep an appointment for the purpose of discussion the alleged violation or fails to return to clear of the disposition of the deliberations, then the staff member may choose to reach conclusions and levy disciplinary sanctions in the student's absence.

#### *Step 2*

If the student and the staff member conducting the hearing agree that the student was in violation of University policy, the staff member can offer counsel and actively work with the student in discussing the long range consequences of such behavior, as well as the

short range response by the University. An appropriate disciplinary sanction may be issued at that time or in written form after the disciplinary meeting.

**OR**

1. The organization may be forbidden from conducting certain types of activities for a specified period of time.
2. The organization may be forbidden from use of certain types of campus services, such as the use of University vans, for a specified period of time.
3. The organization may have their financial accounts frozen until restitution has been made. Restitution may also involve community service, if deemed appropriate.
4. The organization may be required to conduct specific membership education or sensitivity programs (this may be particularly true in the case of alcohol abuse, hazing, sexist behavior, etc.)
5. The organization may be placed on probation. In this case, any further violations during a prescribed time will result in the organization's suspension from operating on campus.
6. The organization may be placed in to reorganization, allowing the group to meet only for the purposes of reorganizing, reviewing and possibly choosing new leadership, reworking budgets, etc. In this case, a deadline date is established at which time the reorganization must have been accomplished to the satisfaction of the Judicial Officer and the Director of Student Activities & Leadership.
7. The organization may be suspended from campus, meaning that its registration is terminated, along with all rights and privileges connected to such registration, and it is not eligible to apply for funding. Funds previously awarded from the Chaminade Student Allocations Board fund will revert back to the fund for re-assignment.

## **7. PUBLICATIONS**

### **Guidelines for Printed Material**

All registered student groups must print a prominent disclaimer in all material published including web pages. The disclaimer should read:

*(Name of Publication) is published by (name of student organization) a registered student organization. (Name of publication) is not an official publication of Chaminade University of Honolulu and does not represent the views of the University or its officers.*

### **Film Policy**

Registered student organizations may sponsor slide shows, movies, or films on campus provided they do not charge admission, do not solicit donations for the showings, and **comply with all copyright regulations which oftentimes require the purchase of the right to show the film on campus.** See the Director of Student Activities & Leadership for approval.

### Copyrights, Trademarks

Registered student organizations are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. Groups without prior written approval by the University Relations Director shall not use any trademarks of Chaminade University of Honolulu. Additionally, licensed vendors that are authorized, pursuant to license agreement, to use Chaminade University trademarks must produce all products.

### Signs & Banners

Before posting a sign on campus, the student or organization must include the name the sponsoring organization on each sign and contact information. All signs must be date stamped and approved by the Office of Student Activities & Leadership in Ching Hall.

Registered organizations may have banners hung from the second floor of Henry Hall and Eiben Hall. Banners must be dropped off at the Office of Student Activities & Leadership for approval in Ching Hall by 4:00pm the Friday before the banner is to be hung. Banners must include rope already attached.

Banners/Signs may NOT be hung in front of the library without the permission of the library. If you wish to hang your banner in front of the Sullivan Library you must first receive permission from the Library Director. Only after receiving permission from the library will your Signs and/or Banner be stamped for approval. Failure to do so could lead to loss of advertising rights, as seen fit by the director of OSAL.

**Note:** Organizations are to take down all publicity for an event within 24 hours after the activity.

### Copy Center

All registered organizations have access to services provided by the Chaminade University Copy Center. The copy center is located in Tredtin Hall. To gain access to copying services, an officer of the organization and advisor must complete a *Requisition Form*, which is available in the Office of Student Activities & Leadership. The form must be turned into the Director of Student Activities & Leadership for approval. Payments for copying services come directly from the organization account. Copy Center office hours are from 7:30p.m. - 4:00p.m.

### CAMPUS POSTING/BULLETIN BOARDS

Bulletin boards in Henry Hall are designated for certain academic departments and registered student organizations' use. No student organization may claim more than ¼ of total space of the bulletin board.

**The following guidelines regulate general campus posting:**

- Flyers and posters for bulletin boards located in Henry, Ching, and Eiben Halls must be approved and date stamped by the Office of Student Affairs & Leadership (Ching Hall 106). **Additional copies should be made after the original poster or flyer has been stamped.** All flyers must indicate the name of the sponsoring club or organization, and a contact number.

- Flyers and posters may be hung on designated “general” posting boards in Henry, Ching and Eiben Halls. Please do not use damaging tapes (mailing tape, duct tape, etc.) , adhesives, or pastes on walls, doors and glass surfaces. **Do not** staple or tape flyers to trees or telephone poles or on the picnic tables in the Henry Hall Courtyard. Staples may be used on bulletin boards only.
- If you interested in posting flyers and posters in the residence halls, contact the Office of Residence Life at 739-4648 for approval.
- No posters or flyers can be hung on CSGA or academic department’s board without the permission of the CSGA president or departmental staff.
- Promotional display materials, whether developed by the organization or provided by outside sponsors, must comply with posting regulations of the University, and must avoid demeaning, sexist or discriminatory references. Advertising of alcohol of any type is not permitted on materials to be posted on bulletin boards. The Director of Student Activities & Leadership approves all postings.
- It is the responsibility of the organization to remove all of their posters that have expired. If an event is past, you may remove posters that do not belong to your organization. However, tampering with an organization’s flyers prior to the event is grounds for disciplinary action against an individual or an organization.
- No flyers may be posted on the glass doors leading in to the Vi & Paul Loo Student Center.
- Flyers will be granted a maximum of **four week** of post time on the bulletins boards.

#### DISTRIBUTION OF PETITIONS, HANDBILLS, AND LITERATURE

A student or a registered student organization may distribute literature on campus if the student or group complies with these guidelines:

1. The literature identifies the name of the student or organization.
2. The literature is not a promotion for an off campus business, organization, agency, national association, or charitable group.
3. No shouting or accosting individuals in order to distribute the literature.
4. The distribution of literature at an event sponsored by another organization or University agency must be approved by the sponsoring agency.
5. The literature may be distributed on University grounds (outside of buildings) and distribution may not unreasonably obstruct pedestrians and vehicular traffic.
6. Members of the sponsoring University agency or the student organization may only distribute the literature. Literature may not be stuck to individual’s possessions (i.e. vehicles). Literature may only be distributed in a face to face interaction.

For more information, contact the Director of the Office of Student Activities & Leadership at 739-4688 or stop by Ching Hall Room 106.

### **8. EVENT PLANNING**

Student organizations sponsoring or co-sponsoring an event on or off campus must complete the following process:

1. Complete and return an *Event Registration Form* to the Director of Student Activities & Leadership **two weeks prior to the date of event**. (Forms available in the Office of Student Activities & Leadership.)
2. For Alcohol related functions, this form and supporting documents must be completed and returned to the Director of Student Activities & Leadership **three weeks prior to the event**.
3. Include a copy of any requests to ARAMARK, Physical Plant, and Audio Services.
4. Include a copy of any room requests made through the Registrar's Office. Contact the Registrar's Office at 739-4388 to make room reservations.
5. **No event can be scheduled in conflict with any Campus Ministry sponsored event that requires office closures during the lunch time hour.**

### **9. CO-SPONSORSHIP OF EVENTS**

A registered student organization may co-sponsor events with other registered student, faculty, or staff organizations or with university departments or agencies. Student organizations may not engage in any on-campus programs or projects with individuals or groups that are not registered with Chaminade University of Honolulu.

### **10. EVENT REGISTRATION FORM**

Completion of the *Event Registration Form* makes a student organization event "official" with the University. The *Event Registration Form* is also a source of information for other departments that may have questions or concerns, and is also a source of information used to respond to any inquires made by faculty, students, staff, and community members about the event. **No event can be scheduled in conflict with any Campus Ministry sponsored event that requires office closures during the lunch time hour.** Forms are available in the Office of Student Activities & Leadership.

### **11. ALCOHOL REQUEST FORM**

Submission of this form does not automatically assure approval for a request to serve alcohol at any student event. The following outlines the process in which a student organization must complete in order to serve alcohol:

1. An *Alcohol Request Form* must be completed and submitted to the Director of Student Activities & Leadership and the Dean of Students for approval **3 weeks prior** to any promotion or scheduling of the student event.
2. A written agreement from the organization's adviser that he or she will be at the event during its entirety must be included with the *Alcohol Request Form*.

Failure to provide the Director of Student Activities & Leadership and Dean of Students with a completed *Alcohol Request Form* will warrant campus security with the authority to close down the student event. If in the discretion of the Dean of Students, Director of Security or the Director

of Student Activities & Leadership, additional security or off-duty police officers should be in attendance, the organization would be responsible for any additional costs this incurs.

Student Organizations are not permitted to be responsible for obtaining any type of liquor license. The organization must provide alcohol through a contract hiring an outside catering operation to assume responsibility for service of alcoholic beverages. Any catering contract must include provisions by the caterer acknowledging and accepting the University's operational guidelines for service of alcohol at a student event. If the caterer refuses to provide its own liquor license or refuses to acknowledge and accept the University's operational guidelines for service of alcohol at a student event, then no alcohol is permitted to be served at the student event.

## **Guidelines for an Event with Alcohol**

### **Terms and Conditions**

1. This form must be completed and submitted for approval, **3 weeks** prior to any promotion or scheduling of the event.
2. Submission does not automatically assure approval, as an organization's recent track record of operating similar events may be taken into consideration, as well as, how well the organization and planning have been done for the proposed event.
3. The Dean of Students, in addition to, the Director of Student Activities & Leadership and the Director of Security must approve all alcohol requests.
4. Failure to provide the Dean of Students, Director of Student Activities & Leadership, and the Director of Security with a completed Alcohol Request Form will warrant campus security with the authority to close down the event if it is held on campus.
5. If in the discretion of Director of Student Activities & Leadership additional security or off-duty police officers should be in attendance, the organization will be responsible for any additional cost that this incurs.
6. A written agreement from the organization's advisor that he or she will be at the event during its entirety must be included with this request. The advisor's duty is to assure that no alcoholic beverages are transported in or out of the facility.
7. Monies from the student organization's account **cannot be used to purchase alcohol or underwrite any portion of the cost of the alcohol.**
8. Alcohol cannot be given away, used as prizes for individuals or groups, provided as "sample", or utilized as any part of contests or party games.
9. One price at the door for "all you can drink" is not permitted.
10. Individuals or groups on VIP lists are not permitted to have special discounts or free drinks.
11. **Alcohol cannot be the prime focus of the event.**
12. The organization must provide the alcohol through a contract hiring an outside catering operation to assume responsibility for service of alcoholic beverages. Any catering contract must include provisions by the caterer acknowledging and accepting the University's operational guidelines for service of alcohol at the event.
13. Prices must remain consistent for the beverages through out the duration of the event (no happy hour).
14. Sales may be only to individuals who have demonstrated they are legal drinking age, and such individuals may be served only one drink at a time. Sales of large containers, such as pitchers, carafes, etc. are not permitted.
15. Those serving the alcohol must be at least 21 years of age.
16. While it is the responsibility of the caterer to assure it is not serving to individuals under the age of 21, it is the sponsoring group's responsibility to monitor the crowd, assuring no one under the age of 21 is drinking.
17. Persons entering the event or the drinking area of the event must be carded at the door.
  - a. Those attending who are of legal drinking age and wish to consume alcohol will be required to present proof of age (driver's license or state identification cards are the only cards legally acceptable).
  - b. All students will be asked to present a valid Chaminade University student identification card for entrance. **The University ID card is not valid form of proof of age.**
  - c. Guests of a Chaminade University student must be recorded at the door as the guest of a specific student, and must present proper identification for this record to be made. Chaminade students are responsible for the actions of their guests.
  - d. The organization's advisor is responsible for making the final determination of who is legal age to drink, and issuing an identification wristband, which must be secured on the individuals in the advisor's presence.
18. The sponsoring group **must provide** a reasonable supply of food and non-alcoholic drinks at least as readily accessible as the alcohol for the entire duration of the event. What is considered a reasonable supply will be determined at the time of the event registration based on the projected attendance at the event.

19. The Student organization(s) will assure that there will be sufficient staff and will assist the staff to ensure the safety of our students and guest. No one who has been drinking should be granted admittance and no one who shows signs of intoxication should be served additional alcoholic beverage.
20. For an off-campus event, a written commitment contract from the facility where the event will be taking place must be submitted 10 business days prior to the event.
21. If the sponsoring CUH club/organization is collaborating with another group outside of the University, a letter of commitment signed by the outside group must be submitted with the event proposal.
22. All events involving alcohol must end before 12:00am and alcohol services must end half an hour before the end of the event.
23. Chaminade University reserves the right to request additional documents aside from those already listed for alcohol events that take place on campus.

### **Advertising Events involving Alcohol**

No event may have alcohol consumption as its prime focus. Therefore, advertising must also reflect the same standard. Events at which the alcohol will be sold may not advertise price, quantities available, nor in any way utilize alcohol consumption as a “theme” for the event in any of its promotional efforts.

Corporate sponsorship of events on campus is permissible to the extent that it does not encourage any form of alcohol abuse, nor place emphasis on quantity or frequency use. Advertising may not portray drinking as a solution to personal or academic problems, as beneficial neither to social and/or academic success, nor in any way ridicule or undermine an individual’s choice not to drink. Sponsorship may lower cost of beverage sales, but alcoholic beverages may never be given away without cost.

## **12. FOOD SERVICE**

The following outlines the process to request catering service through ARAMARK

1. All requests must be made 10 business days prior to the event date. All request must be in memo form with the following information:
  - a) Name of event/program.
  - b) Name of sponsoring organization.
  - c) Name of responsible contact person, advisor and contact numbers.
  - d) Date of event.
  - e) Time of event.
  - f) Location of event.
2. If requesting catering services, please provide an estimated budget/price per person.
3. If requesting utensils, please provide ARAMARK with a list.
4. All utensils and/or ARAMARK equipment must be returned promptly or your organization will be charged the cost to replace borrowed item(s).

## **13. ROOM RESERVATIONS & FACILITY REQUESTS**

To reserve the following, contact the listed office:

Most Classrooms	Register’s Office at 739-4388
Ching Conference Center (Eiben Hall)	Office of the President 739-8389
Vi & Paul Loo Student Center	OSAL, 739-4688

Henry Hall 109 (AV Room)  
SILVERSWORD CAFÉ  
Residential Hall Lounges  
Kieffer Hall Conference Room

AV Assistant, 735-4753  
Dining Services, 739-4621  
Residential Life, 739-4648  
Sign-up sheet located outside the  
Conference Room

All requests to set up and break down for stages for stages, tables, booths, tents, and any other equipment must be received by Facilities Department **10 working days prior to the day of the event.** Any requests made with less than 10 working days advance notice are subject to a \$100.00 fee even if scheduling is still possible. To place a request to facilities please contact OSAL for tutorial on how to access <http://www.access.myschoolbuilding.com>. The only way to access facilities and their services will be through their online request process on [myschoolbuilding.com](http://www.access.myschoolbuilding.com). Any student group who request Facilities services, without the permission of the OSAL, will lose their ability to obtain services from Facilities.

#### **ON CAMPUS CAR WASH**

Student clubs/organizations have the ability to hold car washes on campus. To obtain car wash privileges the follow steps should take place:

- 1) Complete an *Event Registration form* and check with OSAL director to see if the requested date is open for a car wash.
  - a. Car wash request must be made 10 business days in advance.
- 2) Student groups must take a signed (by OSAL director) *Registration form* to the Student Support Services (SSS) Office to obtain these materials (Hose and buckets, there is no nozzle.)
- 3) After car wash all materials must be brought back to the SSS office by the next business day. Or returned to facilities the day off.

CUH can only hold one car wash at a time. OSAL will ensure that there is only one car wash at a time on any given day.

#### **14. AUDIO SERVICES**

All requests for audio equipment must be done 1 week prior to the date of the event. The following process must be completed:

1. Submit a memo to the Audiovisual Assistant that includes: sponsoring organization & contact information, event name, date, time, location, and audio needs. The AV office is located in the street level of the Sullivan Family Library and can be reached at 735-4753.

#### **15. USE OF UNIVERSITY VEHICLES**

University vehicles are available on a first-come, first-served basis to student organizations, providing they are not needed for official University business. Due to insurance requirements, each organization must indicate on the group registration form two students from the organization that will be driving the University vehicle. If a student is not certified/registered to be a driver and s/he drives a University vehicle, the organization will lose its privileges to use any university vehicle for the remaining academic year. To complete van certification, contact the Student Support Services at 735-4724.

The following process must be completed if an organization wishes to reserve a university vehicle for use:

1. Download a copy of the *Van Reservation Form* on the Chaminade web-portal (or click on *Van Reservation Form*). Requests for vans will be accepted between the hours of 8:30am and 4pm Monday through Friday.
2. Submit your signed reservation request to Student Support Services 7 days before your event along with the pink copy of your approved Event Registration Form from the Office of Student Activities & Leadership.
3. Check the web-portal to make sure your request was approved.
4. Contact Student Support Services if you have any questions at 735-4724.

All vehicles are signed in and out from the Security Office by the on-duty Security Officer. Vehicles must be returned after use each day. A Chaminade University trip sheet must be completed prior to returning the vehicle. Student drivers are responsible for any driving or parking violation tickets or towing resulting from illegal parking, and for returning the vans in a clean condition.

Any evidence of any consumption of alcoholic beverages in any University vehicle, or use of alcoholic beverages by anyone subsequently or in the act of driving the van, will result in a ban on vehicle use by the organization for a minimum of one academic year.

Please note that anytime students are transported, liability waivers must be signed for the protection of the University, the student organization and student driver.

- All van drivers and club/organization officers are responsible for reading the information contained in the Van Use and Driver Responsibilities Policy (available in Student Support Services).
- Student clubs/organizations may only use University vans during the academic year (through the last day of classes).
- No more than two vans can be requested per organization/group/department per day (exceptions will be made for Athletics and Service-Learning).
- All campus departments & student clubs/organizations will be limited to fifteen (15) round-trips per semester (90-mile round-trip limit). The following departments are exempt from this policy: all academic departments, Athletics, Service-Learning, and Admissions.
- All vans have a 90-mile round-trip limit. Other arrangements for transportation should be made for trips that exceed this limit. The Athletic Department & all academic departments are exempt from this policy. A fee of \$2 per mile will apply for trips exceeding 90 miles.
- Once a department/club/organization has reached the 15 trip limit, they may make additional requests in the same semester; however, the department/club/organization will then be charged \$2 per mile for each additional trip.
- **VI & PAUL LOO STUDENT SPACE CENTER:**

The Vi & Paul Loo Student Center may be reserved for student group events by contacting the Director of Student Activities and Leadership. **Student groups will have first priority in reserving the Loo Student Center.** Reservation requests must be made at the OSAL office within 10 business days before the event.

The Loo Center is also equipped with a project or screen, big screen TV, DVD player and each has audio capabilities. To request these services, you must contact audio/visual services (see page 26) 10 working days before actual event.

## **16. OFF-CAMPUS SPEAKERS**

Only registered student organizations, university departments, or agencies may present off-campus speakers on campus. If the speaker is a trainer brought in to teach the organization a specific skill, the speaker may not solicit for his or her off campus business, organization or services.

The sponsoring organization should make clear that the organization itself is extending the invitation and the views expressed by the speaker are not necessarily the position of the University.

### **Guidelines for Off-Campus Speakers**

1. All invitations issued to non-University speakers are contingent on the speaker's willingness to answer questions from the audience. The question and answer period must constitute a reasonable portion of the program's overall anticipated length.
2. Lectures, meetings, debates, etc., must be open to all Chaminade University students, faculty, and staff.
3. It must be clear on all promotional items for the meeting which organization is responsible for its presentation, and that the University is not sponsoring the event.
4. The Director of Student Activities & Leadership shall be notified in writing of the event, the event time, the name and the speaker, the event location, and the name of the sponsoring group (completed *Event Registration Form*) at least **10 working days in advance of such a meeting**. No promotion may begin until this notification has been made, so it is to the group's advantage to make this notification as soon as possible. Failure to notify may result in the cancellation of the program.

To avoid noise conflict with classes, no outside amplification may be used during any period in which classes are in session. All outside presentations at any time must have advance approval by the Director of Student Activities & Leadership, and they must end no later than 10pm in accordance with the City and County of Honolulu noise ordinance.

## **17. OFF-CAMPUS ACTIVITIES**

Chaminade University of Honolulu assumes no responsibility for events that registered student organizations sponsor off-campus.

## **Expectations For Student Organizations Before, During, And After Event**

Student Organizations sponsoring an event are responsible for the following:

1. Complete *Event Registration Form*.
2. Meet with the Director of Student Activities & Leadership to discuss the event (type of event, security, etc.).
3. Reserve facility with appropriate offices.
4. Follow procedural guidelines specific to individual facilities.
5. Meet with the Directory of Student Activities & Leadership a minimum of 10 days prior to the event to discuss any security concerns.
- 6. Have members easily identifiable at the event.**
7. Have at least one authorized representative for the student organization in attendance at the event.
8. Have an advisor present for the duration of the event.
9. Posts signs at the door setting ground rules for the event (i.e. college ID required, no alcohol, etc.)
10. Keep an accurate count of event attendance to ensure compliance with maximum room capacity.
11. Work closely with the Security and Student Activities Department to ensure a safe event.
12. Monitor room capacity and provide “return passes” at the door.
13. Watch for problems; if they occur, notify advisor, and campus security.
14. Assist with clean up when event is over.
15. Assist in clearing the facility.
16. Notify the Office of Student Activities & Leadership in writing if an event is to be cancelled. Notification must be a minimum of 24 hours in advance.

## **18. USE OF CORPORATE SPONSORSHIP IN UNDERWRITING AND PROMOTION**

Corporate sponsorship of events on campus is permissible to the extent that it does not promote values counter to those of the University. Promotional activities by corporate sponsors may not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Director of Student Activities & Leadership or the Dean of Students. The Director of Student Activities & Leadership and the Director of Institutional Advancement must clear all corporate sponsorships prior to its solicitation.

## **19. LARGE SCALE PRESENTATIONS**

The University reserves the right to require the sponsoring group to hire police officers for the event, including the designation of the number of officers required, if it has good faith reason to believe the event may lead to any sort of disturbance. In extreme cases, the University also reserves the right to cancel the event if it concludes that the event may lead to widespread disturbance or risk to property or personal safety.

Sponsoring student organizations are responsible for any costs incurred by the University as a result of the program, including, but not limited to, the hiring of additional security personnel, audiovisual technicians, maintenance for clean-up, etc. The Dean of Students shall have sole

determination of what sort of additional costs may be necessary, and s/he or his/her designate will notify the sponsoring group of the estimated costs, if any, at least five working days prior to the program.

## 18. Adviser Policy:

- 1) The Student Organization advisor must be a full time staff or faculty member
- 2) Faculty and Staff may not advise more than two student organizations
- 3) Student organizations can have a maximum of two advisors.

**STUDENT ACTIVITIES & LEADERSHIP**  
**Student Organization Handbook**

**FISCAL PROCESS**

- Section 1. Primary Sources of Funding
- Section 2. Check Request Procedures
- Section 3. Individual and Organizational Accountability of Funds

**Section 1. PRIMARY SOURCES OF FUNDING**

Funding for student organizations/clubs come from three primary sources:

1. Funding from allocations made by the Chaminade Student Allocation Board (CSAB)
2. Fundraising efforts by the student organization/club
3. Membership dues collected from members

In addition to receiving funds, registered clubs/organizations also receive services and resources by the Office of Student Activities & Leadership (e.g., inclusions on published calendars, availability of training and leadership support, bulletin board space, program consultation, resource identification, and much more).

Procedures to pursue funding from the avenues listed above are detailed below.

**1. APPLYING FOR FUNDS FROM STUDENT ACTIVITIES FEES**

Once a student organization/club has registered, it is eligible to apply for funds generated from student activity fees. The CSAB appropriates funds collected from the student activities fees paid each semester by full-time day undergraduate students to registered student organizations/clubs. All registered student organizations/clubs must submit a budget proposal supporting documents by the deadline set by the CSAB. For a sample budget request form, contact OSAL at 735-8556 or stop by the OSAL office in Ching Hall. If you have further questions, contact CSAB at 739-8378 or stop by the CSGA Office in Ching Hall.

**2. FUNDRAISING, SOLICITING FUNDS, AND DONATIONS**

**Guidelines for Soliciting Funds and Merchandise Off-Campus**

- Off-campus fundraising projects that involve soliciting monies, prize donations, and advertising sales must be cleared with the Institutional Advancement Office in Ching Hall 3 weeks in advance of the actually soliciting. Once approval has been granted from the Institutional Advancement Office, Student Organizations/Clubs must complete and submit a Student Organization/Club Event Registration Form 10 business days prior to actual fundraising to the Office of Student Activities and Leadership.

Please note that due to tax laws any major gift or in-kind donation for which the donor intends to declare for the purposes of a tax deduction must be considered the property of the university although the student organizations/club may be the sole user of the item. This only becomes a factor if the student organization/club disbands, as any property belongings to the university may not be disposed of, sold, given away, or traded by the student organization/club without prior written consent of the University.

Guidelines for Doing On-Campus Fundraising

The Director of Student Activities & Leadership must approve all on-campus fundraising. In addition the following guidelines must be met:

- Student Organizations/Clubs must complete and submit a Student Organization/Club Event Registration Form two weeks prior to actual fundraising to the Office of Student Activities and Leadership.
- All funds raised are to be for the exclusive use of the sponsoring student/club or may be contributed to an outside charitable organization. Funds may not be used for purchase of personal items or for the purchase of alcohol or tobacco.
- All profits made from the fundraiser must be submitted to the Office of Student Activities & Leadership no later than 2 business days after the event unless special permission for an extension has been granted by the Director of Student Activities & Leadership.

**3. CLUB/ORGANIZATION MEMBERSHIP DUES**

If a student organization/club charges membership dues, those dues must be applied equally to all members. The University has the right to request what size dues are charged. This type of funds is subject to the same policies and regulations as Student Activity monies.

**Section 2. CHECK REQUEST PRODEDURES**

Once CSAB has allocated funds, student organizations/clubs will receive a memorandum informing them of the amount deposited to their accounts. Thereafter, clubs/organizations may request funds for events or seek reimbursements for expenses incurred. The following describes the responsibilities of each party that is involved with the process of requesting funds.

<p><b>Check Request for Advance</b> To be used for requesting funds in advance for purchases related to CUH club/organization events.</p>	<p><b>Expense Report for Advance</b> To be used to itemize expenses incurred from purchases that were approved on a <i>Check Request for Advance</i>.</p>	<p><b>Check Request for Reimbursement</b> To be used for requesting funds already spent for purchases related to CUH club/organization events.</p>
<p><b>Step 1:</b> Requestor verifies with the Treasurer that there are sufficient funds in the club account, and that there are no outstanding debits/checks.</p>	<p><b>Step 1:</b> Organize the original receipts and invoices. If receipts are smaller than “8 ½ x 11,” original receipts must be taped to a blank</p>	<p><b>Step 1:</b> Requestor verifies with the Treasurer that there are sufficient funds in the club account, and that there are no outstanding debits/checks.</p>

	<p>sheet of paper and submitted in an organized manner. Original receipts must include name of business, address, phone number, person to contact if not a store original receipt.</p>	
<p><b>Step 2:</b> Requestor and/or Treasurer completes <i>Check Request for Advance/Reimbursement</i> Form and obtains the advisor and treasurer’s signatures*. *If check is made payable to the adviser or the treasurer, another officer needs to sign the check request.</p>	<p><b>Step 2:</b> Treasurer records/makes copies of receipts and forms for club ledger.</p>	<p><b>Step 2:</b> Requestor and/or Treasurer completes <i>Check Request for Advance/Reimbursement</i> Form and obtains the advisor and treasurer’s signatures*. *If check is made payable to the adviser or the treasurer, another officer needs to sign the check request.</p>
<p><b>Step 3:</b> Submit completed <i>Check Request for Advance/Reimbursement</i> Form for processing at least 10 business days prior to activity/event. To receive the check, forms must be turned in <b>by Thursday, 4:00pm each week</b> to the Office of Student Activities &amp; Leadership.  Requests submitted after 4pm will be processed the following week. Checks will be made available for pick up for Friday after 2:00pm of the following week at the Business Office.  If there is a holiday the week the check is cut, a request needs to be processed and submitted in accordance with the Business Office memo.</p>	<p><b>Step 3:</b> Requestor and/or Treasurer completes the <i>Expense Report for Advance</i> form and obtains the advisor and requestor/treasurer’s signatures.  If left over money is being deposited to the club account, a Cash Receipts Transmittal form must be attached to the form and original receipts.  If a reimbursement is necessary, follow the <i>Check Request for Reimbursement</i> procedures and attach with <i>Expense Report for Advance</i> form.</p>	<p><b>Step 3:</b> Submit completed <i>Check Request for Advance/Reimbursement</i> Form for processing at least 10 business days prior to activity/event. To receive the check, forms must be turned in <b>by Thursday, 4:00pm each week</b> to the Office of Student Activities &amp; Leadership.  Requests submitted after 4pm will be processed the following week. Checks will be made available for Friday after 2:00pm of the following week at the Business Office.  If there is a holiday the week the check is cut, a request needs to be processed and submitted in accordance with the Business Office memo.</p>
<p><b>Step 4:</b> Requestor and/or Treasurer verify with the Director of Student Activities &amp; Leadership the request, form, and club account balance.</p>	<p><b>Step 4:</b> Drop off all items to the Director of Student Activities &amp; Leadership, who will also verify all forms and receipts.  Expense Report Form must be <u>submitted within 3 working days</u> from the date of activity or events.</p>	<p><b>Step 4:</b> Requestor and/or Treasurer verify with the Director of Student Activities &amp; Leadership the request, form, and club account balance.</p>

	In the case that a receipt is considered insufficient, it is the responsibility of the Treasurer to reconcile the issues.	
<b>Step 5:</b> Requestor and/or individual whose name is on the check picks up the advance after 2pm on Friday.	<b>Only original receipts will be accepted by the business office for all financial transactions &amp; all original receipts must be itemized-a simple credit card receipt will not be accepted.</b>	<b>Step 5:</b> Requestor and/or individual whose name is on the check picks up the advance after 2pm on Friday.

**Section 3. INDIVIDUAL AND ORGANIZATIONAL ACCOUNTABILITY FOR FUNDS**

Please note that failure to return original receipts and/or monies for advances, or return of receipts for items not in line with the policies and requirements for the use of student funds, the student club/organization will be prevented from receiving any additional checks until acceptable receipts are produced or the money is returned in full to the organization/club’s account. For questions regarding any information contained within this handbook, please contact the Director of Student Activities & Leadership at 739-4688 or stop by the office in Ching Hall.

Revised 11-1-2011